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HOME PAGE

Catalog of College Information, Curricula and Courses

2022 - 2023

Glen Oaks is a public community college serving southcentral Michigan, a member of the Michigan Community College Association and the American Association of Community Colleges

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62249 Shimmel Rd., Centreville, Michigan 49032-9719
269-467-9945 | Toll-free 1-888-994-7818 | FAX 269-467-4114 | Website:
[glenoaks.edu \(https://www.glenoaks.edu/\)](https://www.glenoaks.edu/)

ABOUT US

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- Vision, Mission, Values and Strategic Plan (p. 5)
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Welcome to Glen Oaks Community College

Welcome to Glen Oaks Community College. At GOCC, our mission is to provide quality educational programs that meet the life-long learning needs of our students and our communities.

We are a learning community. Our degrees, certificates, and courses offer you the opportunity to gain new knowledge and skills. Your academic work will benefit from the challenge and support provided by dedicated GOCC faculty and staff.

This catalog is designed to provide you with the information you will need to be successful at Glen Oaks.

The About Us section provides an overview of the College, including its governance, history, mission, vision, and values.

The Academics section sets out the steps of your academic path from admission to the College through commencement. Here you will find information on the College's curriculum as well as the policies and processes that will move you toward graduation.

The Student Support and Services section describes the resources available to help you achieve your goals. This includes information about financial aid, residence life, and student activities.

We are glad that you have chosen to be a part of the Glen Oaks community. At GOCC you will have the opportunity to develop friendships with classmates from all walks of life and grow both professionally and personally. For more than 50 years, Glen Oaks Community College has added value to the lives of our students, our alumni, and our community through the power of education.

My door is always open to help you. Please email me with your comments and questions at ddevier@glenoaks.edu or just stop by my office. Thank you for allowing Glen Oaks to be part of life's journey.

David H. Devier, Ph.D.
President/Professor
Glen Oaks Community College

Vision, Mission, Values and Strategic Plan

Vision

Transforming Lives and Advancing Communities

Mission

The mission of Glen Oaks Community College is to provide opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

Value – "Glen Oaks CARES"

C – Communication and Civility: Glen Oaks values the open and responsible exchange of ideas. We uphold the importance of interacting in ways that demonstrate caring, civility, and respect while encouraging improved models for using technology to connect and improve the linkages among individuals and communities.

A – Access and Academic Success: Glen Oaks values having an open door to all students and believes that appropriate support is vital to the success of all students. Holding students and ourselves to high expectations, we celebrate learning within an educationally transformative environment: one that embraces diverse perspectives and creates meaningful connections between students, faculty, and student affairs professionals.

R – Responsiveness and Service: Glen Oaks values targeted actions to address community needs and internal needs. Recognizing that existing needs change dynamically, we value the role of the college in helping our communities prepare for the future as they develop, succeed and prosper.

E – Ethical Conduct and Transparency: Glen Oaks values acting on the basis of mutual respect. We hold ourselves accountable to the communities we serve and seek to model integrity in all we do. Information related to the college and its performance is understood as public and is made accessible and transparent.

S – Sustainability and Stewardship: Glen Oaks values the ability to acquire, develop, use, and manage resources to sustain the college's mission. We exercise appropriate control over the college's human, financial, and academic and support services, and physical plant as essential to effective public stewardship.

Strategic Plan Summary 2015-2025 (2021 Update)

Goal 1: Our students will succeed.

Objective 1: By August 2023, of those testing at a pre-college level in math, increase the proportion of credential-seeking students who successfully complete college level math by 3%. The 2020 VFA* baseline is 17.6%.

Objective 2: By August 2023, increase the proportion of part-time students who are retained fall to winter by 3%. The 2020 VFA* baseline is 61.2%.

Objective 3: By August 2023, increase the proportion of part-time students attaining an associate degree or certificate by 3%. The VFA* 2020 baseline is 18.0%.

Objective 4: By August 2023, meet or exceed the national benchmark (50th percentile) for Engaged Learning on the Survey for Entering Student Engagement (SENSE). The 2019 baseline rate is 48%.

Objective 5: By August 2023, decrease the performance gap to ≤ 0.70 for the following items on the Student Satisfaction Inventory (SSI):

- A. I receive ongoing feedback about progress toward my academic goals.
- B. Faculty provide timely feedback about my academic progress.

Objective 6: By May 2022, a comprehensive database will be developed that depicts the transfer and success rates of dual enrollment high school seniors and EMC cohort students for 2020-21 using data from 2013-19 to establish a baseline for analysis. In addition, a cost savings analysis will be completed to depict the cost savings for these students.

Objective 7: By August 2021, establish a baseline of the proportion of EMC students who complete a degree or certificate. By August 2023, increase the EMC graduation rate by 4%.

The Voluntary Framework for Accountability (VFA) is a national system of accountability designed for community colleges by community colleges. Its measures were defined to reflect the unique mission of community colleges and the diversity of the student body, including serving students in need of remedial education. In 2020, 23 of Michigan's community colleges participated in VFA. Glen Oaks has participated annually since 2014.

Goal 2: We will become a Community model committed to the values of Diversity, Equity, and Inclusion

Objective 1: By December 2022, conduct a comprehensive campus climate study to establish a baseline concerning the college community's awareness, understanding, and appreciation of all forms of human diversity and inclusion within the college and in the community.

Objective 2: By December 2022, the college will host an event focused on increasing the appreciation of diversity in the community.

Objective 3: By August 2022, the percentage of DE/CTE/EMC African American/Black high school students will increase by 5%. The 2020-21 baseline is 1.0%.

Objective 4: By June 2022, the college will revise and enact an employee recruitment plan aimed at diversifying the faculty and staff to better match the student profile.

Objective 5: By August 2022, there will be a fully developed "Student Success Mentor" program with a minimum of 500 direct student-mentor connections.

Goal 3: We will continue to grow in stability and innovation.

Objective 1: By August 2023, the enrollment of post high school students (as measured by fiscal year equated students, or FYES) will increase by 3% to 475. The 2019-20 FYES was 461 students.

Objective 2: By August 2023, the enrollment of high school students (as measured by fiscal year equated students, or FYES) will increase by 3% to 294. The 2019-20 FYES was 285 students.

Objective 3: By August 2022, plan and conduct a Summer College for Kids program enrolling 25 area elementary students to begin building a college going culture within traditionally non-college attending families.

Objective 4: Maintain the sustainability of the current and future physical plants, IT infrastructure, and institution's academic capital, measuring fiscal year-to-year comparison of capital reserves and depreciation funding.

Objective 5: By June 30, 2023, migrate the Ellucian Colleague ERP to the cloud.

Objective 6: By August 2023, establish a new and/or update an existing vocational certificate and/or degree program that aligns with one of the "Southwest Michigan Career Outlook (through 2026)" high-wage or in-demand careers established through the Michigan Bureau of Labor Market Information and Strategic Initiatives.

Objective 7: By August 2022, complete Phase One of the five year capital outlay plan via the \$7.3 million state capital outlay project which addresses the complete renovation of the north side of the campus, including the Learning Commons, the technology laboratories, the art studio, restrooms, renovation of the northeast and northwest stairwells, business area classroom upgrades, HVAC and IT upgrades, window and door replacement, and exterior wall replacement.

Objective 8: By June 2022, a new emergency preparedness plan will be developed which addressed the full range of potential events and threats, including weather, fire, and health and safety.

Goal 4: We will expand and strengthen our collaborative relationships.

Objective 1: By August 2023, provide wide community access to diverse perspectives and relevant national issues via the Viking Speaker Series, reaching a minimum of 600 attendees each year.

Objective 2: By August 2022, participate in a minimum of eight external community events in which the college is represented, two of which are new.

Objective 3: By August 2022, develop a viable usage plan for the Nora Hagen House. This plan will include details that will increase the use of the Farmstead and build greater appreciation for this asset.

The most recent version of the Strategic Plan Summary was approved by the GOCC Board of Trustees in November, 2021. This is a working document as goals and objectives are reviewed monthly.

Directions to Campus

Coming from the north:

Take U.S. 131 south from Kalamazoo to Three Rivers. At Three Rivers take Business 131 into the city. Stay on Main Street to M-86 (at south end of city). Take M-86 to Centreville (10 miles). At the east end of Centreville, take Shimmel Road south about 1.5 miles. Glen Oaks is on the left. **Or** from Battle Creek, take Hwy 66 to M-86 (right or west) to Shimmel Road south at Centreville. Go 1.5 miles south to Glen Oaks on left side.

Coming from the south (Indiana):

If on S.R. 13 through Middlebury, go north (turns into U.S. 131) in Michigan to U.S. 12. Go east toward Sturgis on U.S. 12 past Klinger Lake Country Club, turn left (north) on Shimmel Road for seven miles. GOCC is on right side. **Or** take Hwy 9 north into Sturgis and turn left (west) on U.S. 12 to Shimmel Road. Then go right (north) seven miles. GOCC is on right side.

Find us on Google Maps (<https://www.google.com/maps/place/Glen+Oaks+Community+College/@41.8924364,-85.4968205,15z/data=!4m5!3m4!1s0x0:0xfe8cc330428a05c!8m2!3d41.8924364!4d-85.4968205/>)

Learning Outcomes

Institutional Learning Outcomes

Learning is the central dimension of your college experience. Your education comes through the courses you take in the formal curriculum and from the co-curricular experiences you have beyond the classroom.

At GOCC, both the curriculum and the co-curriculum are designed to help you learn to think critically, communicate effectively, recognize diverse perspectives, and exhibit information competently. Each of these learning outcomes is assessed in your courses and in your student activities to ensure that you gain the full benefit of your education at Glen Oaks.

Our students will think critically:

- Analyze information beyond their opinions and beliefs, and be able to recognize bias.
- Translate theory into practice and apply prior knowledge to new situations.
- Locate needed information, know when it is necessary to do so, and judge source credibility.
- Solve problems logically.

Our students will exhibit information competency:

- Determine the extent of information needed in order to accomplish a specific purpose.
- Know where and how to find and appropriately use sources and information.
- Evaluate the credibility and relevance of sources.
- Know how to legally and ethically use sources and information.
- Retain an objective stance.

Our students will communicate effectively:

- Express themselves orally, in writing and visually.
- Express beliefs, thoughts and actions in a manner that is understood by participants.
- Be active listeners.
- Convey reasoning and understanding in a clear, convincing and precise manner in a given discipline.

Our students will recognize diverse perspectives:

- Our students will be able to recognize their own worldview.
- Our students will be able to recognize others' worldviews.

General Education Courses

Academic courses and programs at Glen Oaks share four common learning outcomes. Through its General Education course offerings and its specialized courses, students gain the broad knowledge and skills to be life-long learners, succeeding in their careers and their communities. Courses and programs are structured to foster:

- Critical thinking
- The competent use of information
- Effective communication
- The recognition of diverse perspectives

General Education courses include those in Communications, the Humanities, Mathematics, Natural Science, and the Social Sciences. Courses from these academic disciplines are required for each of the College's degree offerings and also satisfy the Michigan Transfer Agreement for future university study.

General College Information

Glen Oaks is nestled in the rolling hills of Sherman Township

In 1827, the first election held in White Pigeon, polled 14 votes; four years later, over 200 votes. In 1829, as growth continued, St. Joseph County was organized and local government established on the township system.

In the pioneering tradition of their forefathers, the progressive citizens of St. Joseph County, in April of 1965, sought and received approval from the State of Michigan to organize a community college for their county. On June 14, 1965, St. Joseph County voters authorized the establishment of Glen Oaks Community College by electing a Board of Trustees and approving a charter millage for its operation and support. Glen Oaks Community College opened its doors in the fall of 1967.

Glen Oaks is located just outside Centreville, equidistant between Three Rivers and Sturgis, St. Joseph County's two largest towns. Nestled in the hills of Sherman Township, the college overlooks Lake Templene.

The college is located about 30 miles south of Kalamazoo, Michigan, and 45 miles from South Bend and Angola, Indiana. Western Michigan University, Kalamazoo College, Trine University and The University of Notre Dame are within easy driving distances for advanced educational opportunities for St. Joseph County's 62,000 residents.

The area is primarily agricultural, with heavy to light industry focused in Sturgis and Three Rivers. Located midway between Chicago and Detroit on the "Chicago Trail," it has the potential for vast economic and population growth. The area also abounds in lakes and rolling hills, affording many opportunities for a variety of recreational activities year round. Citizens are fortunate to be served by modern medical facilities and by well-supported public educational facilities. An energetic civic outreach program supports the educational, cultural, and economic community and assures growth and progress.

The character of the college, its communities, and its people are shaped by its pristine rural location, the nearby influence of one of the Midwest's largest Amish populations, a widespread acceptance of a traditional work ethic, a history of solid community support for the college, and continual opportunities for educational and community service which have presented themselves.

Points of Pride

In 2019, the college celebrated the 50th anniversary of the campus building as well as a major renovation of the grand concourse.

The \$6.5 million David H. and Patricia A. Devier Student Suites opened in August 2017 and features two- and four-bedroom suites. There are 106

beds in all and the facility was the first of such project in Michigan to be funded by a USDA Rural Development loan.

Glen Oaks recently launched the only Agricultural Equipment Technology program in the state of Michigan where students learn to repair and maintain farm related equipment and machinery.

The college hosts the largest Job Fair in St. Joseph County each year with over 50 area employers in attendance.

Students in the Glen Oaks agricultural programs, in conjunction with Michigan State University, are engaged in hands-on learning by farming over 65 tillable acres on the campus.

Glen Oaks opened a food pantry to assist students with both food and necessity items.

Glen Oaks recently reinstated the Viking Speaker Series and hosts inspiring speakers on a wide range of topics. The series is co-sponsored by the Glen Oaks Foundation and the Sturgis Media Group.

In early 2018, Glen Oaks reported a 7.3 percent increase in student headcount and a 10.1 percent increase in credit hours resulting in enrollment increases over six straight semesters.

Glen Oaks launched a Nursing Hall of Fame in 2018 to recognize Glen Oaks alumni as well as those who have made valuable contributions to the nursing program over the years.

In 2017, the Glen Oaks Foundation provided 75 students with over \$83,000 in scholarship funding.

Each year the college hosts St. Joseph County College night with admission representatives from over 55 institutions of higher education in attendance.

The College recently established the Epsilon Pi Tau honorary society for students in the technology professions.

The Glen Oaks Pi Theta Kappa Chapter has one of the highest percentage of inducted PTK students in the state of Michigan.

Glen Oaks annually hosts the MI Career Quest Southwest Michigan program for all of the ninth grade students in St. Joseph County, offering them the opportunity to explore different career pathways through engaging activities presented by area employers.

Each year students in each of the eight area high schools in St. Joseph County receive the President's and Dean's scholarships.

Glen Oaks, in conjunction with the St. Joseph County ISD, offers high school students the option to participate in the Early Middle College program which provides students the opportunity to earn an associate degree or occupational certificate program in their "13th" year of high school, with funding paid for by the state.

The College partners with the Intermediate School District to offer student Career and Technical Education programs including Graphic Design, Welding, Computer Coding and Gaming, Medical Occupations, Automotive Technologies, Computer-Aided Design, Marketing, and Information Technology.

The College enrolls more than 600 high school students each year and this generates the highest percentage of dual enrollment of any Michigan community college.

Over the last five years, high school dual enrollment students have transferred to 127 different colleges and universities.

Members of the community are invited to join students and faculty on an annual Study Abroad program each year. Recent trips have included Peru, France, the British Isles, Greece, and Italy.

ACADEMIC CALENDARS

Fall 2022

Event	Date
All College Meeting	August 29
Classes Commence	August 30
First Saturday Class Begins	September 3
Labor Day – (College closed)	September 5
Mid-Term Grades Due	October 21 – 4pm
Thanksgiving Break – (College closed)	November 23-26 (No Saturday classes)
Classes End	December 16
Final Grades Due	December 20 – 4 p.m.
College Closed	December 23 – January 2

Winter 2023

Event	Date
All College Meeting	January 10
Classes Commence	January 11
First Saturday Class Begins	January 14
Martin Luther King, Jr. – (College closed)	January 16
Mid-Term Grades Due	March 3 – 4pm
Spring Break – (No classes)	April 3-8 (No Saturday classes)
Good Friday – (College closed)	April 7
Classes End	May 4
Graduation - (College closes 2 p.m.)	May 5
Final Grades Due	May 8 – 4 p.m.

Summer 2023 (12-Week Session)

Event	Date
Classes Commence	May 15
Memorial Day (College closed)	May 29
Mid-Term Grades Due	June 22 – 4pm
Independence Day (College closed)	July 4
Classes End	August 8
Final Grades Due	August 10 – 4 p.m.

Reserve the right to modify dates as needed
 Approved by the Board of Trustees - 9/12/2019

BECOMING A GOCC STUDENT

- Acceptable Use Policy (p. 10)
- Admissions (p. 12)
- At Your Fingertips - Online Services (p. 14)
- Protecting Your Identity (p. 15)

Acceptable Use Policy

Glen Oaks Community College provides information and services through its digital platforms. All users are expected to comply with the Responsible Use of Information Technology Policy (<https://www.glenoaks.edu/responsible-use-of-information-technology-policy-2-71/>) for use of the College Network.

The College Network incorporates all electronic communication systems and equipment at Glen Oaks Community College (the "College"). This Network Acceptable Use Policy ("AUP") sets forth the standards by which all Users may use the shared College Network. The College Network is provided to support the College and its mission of education, service, and research. Any other uses (other than permitted personal use as discussed below), including uses that jeopardize the integrity of the College Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited. The use of the College Network is a revocable privilege.

By using or accessing the College Network, Users agree to comply with this AUP and other applicable College policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations. Only Users are authorized to use and/or access the College Network. The term "User" refers to any faculty, staff, or student associated with the College, as well as any other individual with access to computers or other network devices that have been approved by the Network Administrator or Vice-President of Finance & Administrative Services for connection to the College Network. This definition includes, but is not limited to, contractors, visitors, and temporary affiliates.

The College monitors use of its Internet-based functions through its Web Accessibility Policy (<https://www.glenoaks.edu/web-accessibility-policy-2-95/>). Glen Oaks Community College will promote and monitor the accessibility of its web-based information, which includes third-party sites with whom GOCC contracts or links. All of GOCC's web content should conform to W3C WAI's Web Content Accessibility Guidelines 2.0, Level AA conformance.

GLEN OAKS COMMUNITY COLLEGE ACCEPTABLE USE POLICY

Policy 3.60

I. Purpose

Information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the college's technology resources. This policy is designed to guide students, faculty, and staff in the acceptable use of computer systems, networks, and other information technology resources at Glen Oaks Community College.

II. Guiding Principles

1. Non-public Forum. Information technology at Glen Oaks Community College is a non-public forum. The College reserves

the right to restrict access to and the use of information technology resources in a manner consistent with federal and state law.

2. Creativity Encouraged. The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes.
3. Copyrighted Materials. Glen Oaks Community College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies. Using information technology resources in a manner violating these protections or furthering the unauthorized use or sale of protected intellectual property, is prohibited.
4. Offensive Material. Glen Oaks Community College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.
5. Use IT Wisely. Information technology resources are provided to support the College's scholarly, educational, and administrative activities in fulfilling the mission of the College. Information technology resources are limited and should be used wisely and with consideration for the rights and needs of others.
6. Privilege, Not a Right. The use of Glen Oaks Community College computer systems, networks and other information technology resources is a privilege, and not a right. Inappropriate use of such resources may result in suspension or termination of privileges and/or other discipline. The College further reserves the right to monitor Internet use and determine if specific uses are consistent with this Acceptable Use policy, and to deny access to prevent unauthorized or unacceptable activity.

III. User Responsibilities

1. Protect your Password. Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources. Convenience of file or printer sharing is not a sufficient reason for sharing computer accounts and passwords.
2. College Image. Users should remember that information distributed through the College's information technology resources may be considered a form of publication. Although Glen Oaks Community College does not take responsibility for material issued by individuals, users must recognize that third parties may perceive anything generated at Glen Oaks Community College as in some manner having been produced under Glen Oaks Community College auspices. Accordingly, users are reminded to exercise appropriate language, behavior, and style in their use of information technology resources.
3. Prohibited Practices. The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by Glen Oaks Community College, or to which Glen Oaks Community College is connected:

- a. Modifying system or network facilities or attempting to crash systems or networks.
 - b. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts.
 - c. Tampering with software protections or restrictions placed on computer applications or files.
 - d. Using College information technology resources for personal for-profit purposes.
 - e. Impersonating another user or otherwise falsifying a username in email;
 - f. Degrading or disrupting the network, hindering access to the network, or otherwise excessively using resources in a manner which effectively denies service to other users.
 - g. Sending chain letters, junk mail, "spam," or other similar types of broadcast messages or messages that use pyramid schemes to distribute communications to an exponentially growing collection of recipients.
 - h. Sending mail that is deliberately designed to interfere with proper mail delivery or access.
 - i. Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution.
 - j. Using information technology resources to access, store, or transmit pornographic or obscene material in violation of Michigan criminal laws, including, but not limited to Michigan obscenity laws MCLA 752.361-752.374 and other Michigan statutes and cases concerning obscenity.
 - k. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening.
 - l. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password to gain access to computers or network systems, data, or information. Obtaining access to an account name or password through the negligence or oversight of another is considered to be a specifically prohibited use.
 - m. Intentionally introducing computer viruses, worms, or other rogue programs into information technology resources that belong to, are licensed to, or are leased by Glen Oaks Community College or others.
 - n. Physically damaging information technology resources.
 - o. Using, or encouraging others to use, information technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
 - p. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.
4. Incidental Use. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for learning what authorizations are necessary and for obtaining them from the appropriate supervisor before proceeding. Incidental use is defined as occasional, limited, and without significant cost in time or college resources. Supervisors are expected to use professional judgment to determine whether an employee's personal use is incidental. Incidental use of college-owned computer systems for personal purposes is permitted if:
 - Use occurs outside of the employee's work schedule.
 - Use does not interfere with work being performed by another employee.
 - Use is not for pay or profit.
 - Use does not consume excessive supplies—as determined by a supervisor, employees may be asked to replace supplies consumed beyond an incidental level.
 - Use does not violate software licensing agreements.
 - Use does not expose confidential or personnel information to others who should not have access to such information.

IV. Policy Administration

1. College Access to Your Files. The College encourages all members of its community to use electronic resources in a manner that is respectful of others. Generally, the College will not make the contents of electronic mail available to those other than the originator and intended recipient. While respecting users' privacy to the fullest extent possible, however, the College reserves the right to examine any computer files. The College reserves this right for bona fide purposes, including, but not limited to:
 - Enforcing policies against harassment and threats to the safety of individuals.
 - Protecting against or limiting damage to College information technology resources.
 - Complying with a court order, subpoena, or other legally enforceable discovery request.
 - Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media, or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law.
 - Safeguarding the integrity of computers, networks, hardware, software and data.
 - Preserving information and data.
 - Upgrading or maintaining information technology resources.
 - Cooperating with law enforcement authorities in reporting and investigating suspected criminal activity.
2. Servers. All servers must be approved by the College. Root access must be given to the Vice President of Finance & Administrative Services or designee for all servers on the Glen Oaks Community College network.
3. Terminating Your Use of Computers. The College may suspend or terminate the use of its computers and network systems when presented with evidence of a user's violation of College policies, or federal or state laws, or when it is necessary to do so to protect the College against potential legal liability. The College reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on College information technology resources.

4. **Disciplinary Action.** All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary action as established by applicable College policies and/or collective bargaining agreements.

5. **Bound by Public Law.** The College and users must recognize that all members of the College community are bound by federal and state laws pertaining to civil rights, harassment, copyright, security, and other statutes governing use of electronic media. This policy does not preclude enforcement under such laws.

V. Indemnification and Warranties

1. Glen Oaks Community College makes no warranties of any kind whether expressed or implied, for the computer services it provides.
2. Glen Oaks Community College assumes no responsibility for any direct or indirect damages arising from the user's connection to the Internet. The College is not responsible for the accuracy of information found on the Internet, but rather merely facilitates the accessing and dissemination of information through its systems. Unless the College expressly authors content, it has no editorial control over the content distributed or disseminated on the network and users are solely responsible for any material that they access and disseminate.
3. Users hereby agree to indemnify and hold Glen Oaks Community College and its officers, Trustees, employees, and agents harmless for any loss, damage, expense, or liability resulting from any claim, action or demand, arising out of or related to the users' use of Glen Oaks Community College owned technology resources and network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortious interference with contract or prospective business advantage, unfair completion, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

VI. Reporting Violations

Allegations of student conduct that is believed to violate this Acceptable Use policy should be reported in writing to the Vice-President of Student Services. Allegations of faculty or staff conduct that is believed to violate this Acceptable Use Policy should be reported in writing to the Vice-President of Finance & Administrative Services or designee. To ensure the fairness of any proceedings that may follow a reported violation, the individual filing the report should not discuss or provide copies of the allegations to others.

Adopted 5/14/08, revised 9/17/14, titles updated 1/2020

Admissions

Policy 3.01 (Pending Board approval Fall/22)

All high school graduates and those who have satisfactorily completed the General Education Development (GED) Examination are eligible for admission to Glen Oaks Community College. Others may be admitted if they demonstrate the interest, capacity, and maturity to benefit from the programs and courses offered by the College. Students admitted to Glen Oaks may be required to complete a placement test in reading, writing and/or math, and the college reserves the right to require special courses when deemed to be in the best interest of the student's academic success.

New student orientation is mandatory for all new students (first time in college, previously dual enrolled, returning students who have not attended for three or more years, college guest students, and transfer students). Orientation is available on campus or online each term and must be completed prior to registering for the student's first semester of classes.

New students must register three business days prior to the first day of classes at the beginning of each semester or accelerated semester.

New Students

A person desiring admission to Glen Oaks Community College must submit a completed application for admission to the Admissions Office. Admission to Glen Oaks does not necessarily guarantee admittance to a specific course or program of study.

A minor student under the age of 18 who has earned a high school diploma or GED, may be admitted as a new student with signed consent by a parent or guardian; each applicant will be handled on a case-by-case basis.

An official high school transcript or GED score report should be mailed directly from the high school or GED-granting institution to the Admissions Office or may be submitted through an electronic transcript service. Transcripts are used for academic advising, course placement, and acceptance into specific programs. The request for a high school transcript applies to students who have graduated within the last 10 years unless special circumstances require a transcript on file.

Transfer Students

A student who has attended another college or university must apply for admission by completing the Glen Oaks Community College admission application.

Transfer students must submit an official high school transcript or GED score report as well as an official college transcript from each college previously attended. Transcripts are used for academic advising, course placement, acceptance into specific programs, and transfer of credit. Transcripts must be mailed directly from the high school/college(s) to the Admissions Office or may be submitted through an electronic transcript service.

A minimum of fifteen (15) academic semester hours of Glen Oaks credit must be earned if a degree or certificate is to be granted.

Former Students

Students who are returning to Glen Oaks after a three-year absence must reapply for admission to update student and program information. Former students should see an academic advisor before they register so they can be apprised of any changes in degree or certificate requirements. The Registrar should also be notified of any address or name changes.

College Guest Students

Students attending another college or university who wish to study at Glen Oaks Community College as a guest student must submit either a Glen Oaks Admissions Application or a completed Michigan Uniform Undergraduate Guest Application. The guest application is available at

the Glen Oaks Admissions Office or the college/university last attended by the applicant. A Guest Application is valid for only one semester.

International College Guest Students

International students attending another college or university who wish to study at Glen Oaks Community College as guest students must do all of the following:

1. Submit either a Glen Oaks Application for Admissions or a completed Michigan Uniform Undergraduate Guest Application. The Guest Application is available at Glen Oaks or the college/university last attended by the applicant. Note: A Guest Application is valid only for one semester.
2. Be evaluated to determine skill levels in writing, reading and mathematics.
3. Meet with the international student advisor to address any immigration issues and for approval. (Admission to Glen Oaks is subject to compliance with U.S. Immigration Regulations.)
4. Meet with the International Student Advisor for academic advisement.
5. Enroll in the courses recommended by the International Student Advisor.

International Students

Applicants from foreign countries must submit a completed application for admission as well as an International application and packet:

Some requirements for International Admission are:

1. A certified English translation of all courses completed on the secondary and/or university level.
2. Certification of proficiency in the English language based on the test of English as a Foreign Language (TOEFL) or Duolingo for non-native English speakers.
3. A statement of financial solvency from the bank, parent, or guardian while in the United States or an affidavit of support.

A complete set of requirements and standards are available from the Student Services Office. International Students admitted to Glen Oaks are expected to maintain full-time status and comply with all Federal Institutional Student regulations.

High School Students

Students who are under the age of 18 and have not yet earned a high school diploma may apply for admission and enroll in college courses provided they have met eligibility requirements and have completed processes for the specific high school program in which they enroll.

High School Guest

1. Complete the Application CTE-DE-HS Form
2. Complete the Course Placement Evaluation and/or submit qualifying SAT/ACT scores
3. Meet with a Glen Oaks advisor who will:
 - a. Review the results of Course Placement Evaluations
 - b. Determine whether course prerequisites are met

High School Students/Guest Students 14 years of age or younger will need to obtain permission to enter classes from the appropriate Glen Oaks faculty or administration.

Dual Enrollment

Students wishing to dual enroll must complete appropriate paperwork with their high school and meet with their counselor prior to completing an application.

1. Complete the Application CTE-DE-HS Form
2. Submit High School Transcript to Dual Enrollment Coordinator
3. Complete the Course Placement Evaluation and/or submit qualifying ACT/SAT scores
4. The Dual Enrollment Coordinator will:
 - a. Review the results of Course Placement Evaluations, test scores, and High School Transcript
 - b. Determine whether course prerequisites are met

Early Middle College (EMC)

1. Meet with High School Advisor
2. Complete the EMC – Application Form
3. Submit High School Transcripts
4. Complete the Course Placement Evaluation and/or submit qualifying SAT/ACT scores
5. Meet with the EMC Coordinator
 - a. Review the results of Course Placement Evaluations
 - b. Determine whether course prerequisites are met
6. Attend EMC Bootcamp

Career & Technical Education (CTE) Direct Credit

1. Enroll in a CTE program through the St. Joseph County ISD
2. Complete the Application CTE-DE-HS Form
3. Meet with CTE Coordinator who will:
 - a. Determine eligibility for direct credit
 - b. Assist with enrolling in direct credit

Glen Oaks Community College reserves the right to deny a student admission to a class based on their maturity level and/or the student's Placement Evaluation scores.

Military Students

Glen Oaks Community College is a military friendly institution and has designed a transfer process to allow individuals in the armed forces to minimize the loss of credit and to avoid duplication of coursework. Students who have served in the military must apply for admission and are encouraged to supply a military transcript for evaluation of transfer credit. For more information, contact the College's School Certifying Official or Veteran Advisor.

Per Department of Defense regulations, the college prohibits high-pressure recruitment tactics for the purpose of securing enrollment of Service members and does not offer or accept any reward or remuneration from a secondary school, college, university, agency, or organization for placement or recruitment of military students.

GOCC also participates in the Concurrent Admissions Program (ConAP). This program allows soldiers to be admitted to Glen Oaks Community College at the same time they enlist in the U.S. Army or Army Reserve.

The admission agreement is in effect for two years following completion of active military service.

Readmission of Military Service Members

The college recognizes that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Service members who are called to active duty or who are required to report for military service while enrolled at GOCC should present documentation of their orders to the Veteran Advisor in Student Services prior to leaving for duty.

In order to be readmitted to the college, the cumulative length of the absence and all previous absences for military service may not exceed five years. The student must submit a written notification of intent to re-enroll to the Veteran Advisor within three years after the completion of service or within two years after recovery from an illness or injury incurred during the service.

A returning service member will be readmitted in the same academic program and with the same academic status held when last attending the college or when last accepted for admission. The service member may resume their program in the next scheduled semester unless the student requests a later date for re-enrollment. Every reasonable effort to enable the student to resume their program will be made. If such efforts are unsuccessful, and it is determined the student is not prepared or is unable to reenroll in the same academic program with the same academic status, or if placing the student in the program will place an undue hardship on the college, GOCC is not required to readmit the student.

If the service member pays in-district tuition rates, the college will allow the student to continue to pay in-district rates as long as the individual is continuously enrolled, even if there is a subsequent change in the permanent duty station of the service member to a location outside of the district. If veteran education benefits or other service member education benefits will pay the higher tuition and fee charges that other student in the program are paying for the year, the school may assess those charges to the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

The returning military service member may be required to provide supporting documentation.

At Your Fingertips - Online Services

Glen Oaks Community College provides several online services to support student success. Students are expected to become familiar with and utilize these resources to manage their academic and financial responsibilities with GOCC.

Our primary services include:

MyGOCC

MyGOCC is the online portal for GOCC students, faculty, and staff. Upon admission, each student is issued an email address, a user name, and a temporary password. Students are required to change this temporary password for ongoing access to the MyGOCC portal. Students access

the MyGOCC portal and its related services by using a single sign-on of their username and password. You are responsible for the security of your electronic credentials. Usernames and passwords should not be shared with anyone else.

By logging into MyGOCC, students can access personal information related to their academic attendance and planning; campus work information; finances/accounts and financial aid; grades; and tax information. Students can log into their GOCC accounts by visiting the MyGOCC site (<https://mygocc.glenoaks.edu/Student/Account/Login/>).

Canvas

Canvas is a learning management system that supports your coursework.

This software platform requires use of the student single sign-on credentials and is used by faculty members to post the course syllabus, assignments, scores and other course related information. Scores for individual assignments or examinations may be posted in Canvas but official mid-term and final exam grades are posted in MyGOCC. Sign in to Canvas here (<https://gocc.instructure.com/login/canvas/>).

Etrieve

Etrieve is the document management system at Glen Oaks. It contains forms needed to request specific services or control various aspects of your student record at the College. Using your student sign-on credentials, you can access and submit the forms through the Etrieve system. Sign into Etrieve here (<https://etcentral.glenoaks.edu/>).

Watermark

Watermark is a student retention software that supports your goals to earn the appropriate certificate or degree by facilitating the flow of information with your advisor, instructors, and coaches. Sign into Watermark here. (<https://www.glenoaks.edu/current-students/advising/watermark-app/>)

Maxient

Glen Oaks Community College is committed to maintaining an environment where students, employees, and guests can take advantage of the academic and social offerings in a manner that supports the health, safety, and well-being of all individuals. If members of our community observe behaviors inconsistent with this goal, it is important to immediately report concerns to an appropriate College official for a prompt and timely investigation. The Maxient software system allows for a convenient and confidential way to express concerns. In addition, licensed counselors are available in the Student Services office to speak directly with students who have concerns. Learn more about Maxient here (<https://www.glenoaks.edu/public-safety/report-a-concern/>).

Alerts

Students may register to receive text or email alerts on weather, emergencies, class cancelations, campus event reminders or TRIO SSS events, at this site (<https://www.glenoaks.edu/viking-zone/#Alerts>). Check with www.glenoaks.edu for the latest information on classes, schedules, campus events, sports and much more.

Campus Closure

If severe weather or other emergency conditions cause the college to close for day and/or evening classes, notification of the decision is made (generally by 6 a.m.) over radio stations WLKM (96FM), WBET (99.3FM), WNWN (98.5), WNDU (U93FM and Channel 16), WKFR (103.3FM), WLKI (100 FM), WRKR (107.7FM), WMEE (97.3FM), WTHD (105.5 FM) and

television stations WWMT (Kalamazoo, Channel 3) and WOOD-TV (Grand Rapids, Channel 8).

Protecting Your Identity

- Access to Student Records Files and Data (p. 15)
- Directory Information (<https://catalog.glenoaks.edu/becoming-a-glen-oaks-student/protecting-your-identity/directory-information>)
- Notice of Right to Access and Privacy of Records (p. 16)
- Social Security Usage (p. 16)

Access to Student Records Files and Data

Access to Student Academic Records, Files, and Data. Glen Oaks Community College recognizes the importance of maintaining records for each individual student which present authentic evidence of the events and actions which both contribute to and confirm the student's educational progress and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

The release and disclosure of student records maintained by Glen Oaks are in a large measure governed by state and federal laws. It is the purpose of these guidelines to provide reasonable interpretations of privacy. These guidelines are effective as of January 1, 1975, but are subject to change as federal guidelines are subsequently developed. The Family Educational Rights and Privacy Act of 1974 basically provides for the following:

1. To protect a student's rights to the privacy of information which Glen Oaks has in its possession concerning the student, and,
2. To provide a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be include in publications or disclosed upon request without the consent of the student (this "directory" information can be located in the academic files): name of student, the student's local phone, e-mail, the student's local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the most recent previous educational agency or institution attended by the student, class (freshman, sophomore), academic majors, information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

All personally identifiable information not covered by the aforementioned is confidential and shall only be disclosed by Glen Oaks Community College as provided herein. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past, or present, or any parent/guardian of a student under 18 years of age or the parents

of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student's record without the student's consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications.)

The procedure for access to Student Record Files will be handled through the Registrar and the Registration/Records Office with verification of identity by the student.

Records can be shown to school officials for legitimate educational purposes. For the purposes of this policy, legitimate educational purposes are those which would facilitate the official in delivering service to the student.

The college will annually notify the student of certain of their rights with the College Catalog (available free of charge and on the College's website). If the student objects to the release of such information, he/she must notify the Registrar of his/her objection to directory information release within two weeks of the annual notification.

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent must be presented with a copy of the records if requested.

Records may be disclosed to certain federal and state officials acting within their functions in connection with financial aid requests, to testing agencies to administer and validate their tests and to accrediting institutions, in compliance with a court order, and in health and safety emergencies.

All confidential information shall be disclosed only on a need-to-know basis. That is, an official requesting information must have a legitimate need to have the requested information for the effective function of the position or office. Determinations as to whether the need-to-know requirement has been satisfied shall be made by the head administrator of the area retaining the information. Existing policies and procedure adequately cover these circumstances.

A request for copies of the record will be denied when the student/parent can effectively review the records without copies.

No student/parent will be required by the college to waive any rights but may be requested to do so.

Exemptions to the access of student record files and data are the following. Students may be denied access to notes and observations kept by counselors, staff, and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists' and psychiatrists' records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics.) Students may be denied access to disciplinary records which relate to the student as an individual or citizen. (A file on any incident may contain several names including both students and non-students. In Michigan such records are not accessible to the individual until a complaint has been signed and a warrant issued.) In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied or

expressed promises of the confidentiality or personally signed letters of recommendation to which students have waived their right to access.

A student may be allowed, but not required, to waive his or her right of access to letters of recommendation received after that date. Further, students do not have access to the Parent's Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the student.

A student shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student. The student/parent may request a change. If denied the change, the student/parent shall be notified of the right to a hearing to challenge the content of such records to ensure that the record is not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student. (The substantive judgment of a faculty member about a student's work, expressed in grades assigned in a course and other evaluations of a student's work, is not within the scope of such hearings.) Hearings shall be limited to the factual accuracy of the record. The hearing official will be designated by the College President and shall have no direct interest in the outcome. Should the student/parent challenge any of the contents of the student's records on the grounds indicated (Board Policy 3.48).

Directory Information

Directory Information. The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student (this "directory" information can be located in the academic files): name of student, the student's local phone, e-mail, the student's local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the most recent previous educational agency or institution attended by the student, class (freshman, sophomore), academic majors, information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

Notice of Right to Access and Privacy of Records

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Glen Oaks Community College. Parents of dependent students over age 18 may also exercise these rights.

These rights include:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration agrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent or students, or when being used by school personnel for school business. Certain official agencies may also request records.
4. The following information will be made available for publication in directories, sport programs, and so forth:
 - Name of student
 - Student's local address
 - Student's local phone, e-mail address
 - Student's permanent address
 - Date of birth, place of birth
 - Whether or not a student is currently enrolled
 - Class (freshman or sophomore)
 - Academic major
 - Information pertaining to honors achievements
 - Degree(s) and/or certificates earned from Glen Oaks and dates
 - Participation in officially recognized college activities and sports
 - Weight and height of athletic team members

If a parent or student does not wish this information to be available for publication, notice must be given to the Registrar.

5. The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Vice-President of Academics or Vice-President of Student Services.

6. The right to protest to:

The Family Educational Rights and Privacy Act Office
Department of Health, Education and Welfare
300 Independence Avenue, SW
Washington, DC 20201

If the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules. (Board Policy 3.48).

Social Security Usage

Social Security Number Use

It may be necessary for the College to use an employee's or student's social security number for business purposes. The College respects its employees' and students' privacy and will keep all social security numbers confidential to the extent practical. The only employees who have access to social security numbers are employees whose job duties require exposure to social security numbers. Should any document containing a social security number be disposed of such document should be shredded prior to disposal.

Social Security Number Usage for Improving Instruction

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act. Section 113 and the Workforce Investment Act of 1998, Section 122, we will be using your Social Security Number in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage

record information, neither law requires students to give their Social Security Numbers (SSN) to the College.

The College plans to use your SSN in order to gain access to your individual wage record and compile required WIA and Perkins Act reports.

These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Your wage record is confidentially maintained, based on your SSN, by the State of Michigan. Neither the College nor the State of Michigan will disclose your SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analyses have been performed, or when the information is no longer needed, whichever date comes first. (Board Policy xxx)

CHOOSING YOUR PROGRAMS OF STUDY

You can explore academic programs by career interest. Earn an Occupational Certificate or an Associate Degree and move right into employment or transfer courses to a college or university. For more information, make an appointment with a Glen Oaks advisor and map out your future.

Selecting Transfer or Non-Transfer Degrees

The Associate of General Studies, Associate of Arts, Associate of Business, Associate of Science and Associate of Visual Arts degrees are

typically pursued when transfer to a 4-year institution is likely. The college recommends regular advising appointments to assure the best possible transfer to a 4-year school. Completion of general education courses at Glen Oaks in these five degrees may qualify the student for the Michigan Transfer Agreement (pg. 38).

Those who seek an Associate of Applied Science in Business, Associate of Applied Science in Technology, or an Associate of Applied Science in Nursing or Allied Health generally move directly into the workplace upon graduation. Many classes taken in these programs will transfer and the MA agreement may be available. All associate degrees, except the AASN, are flexible and provide for a wide range of classroom experience. It is recommended that students meet with an advisor to schedule classes that will pertain to their chosen degree.

Program	Type	Credential	CIP Code
Associate of Applied Science in Agricultural Equipment Technology (p. 21)	Occupational Program	Associate Degree	1.0205
Agricultural Equipment Technology Certificate (p. 20)	General	Certificate	1.0205
Agricultural Operations Certificate – MSU (p. 21)		Certificate	
Associate of Science in Agricultural Operations Degree - MSU (p. 23)	Occupational Program	Associate Degree	1.0205
Associate of Applied Science in Agricultural Operations – MSU (p. 22)	State Approved	Associate Degree	1.0102
Agriculture Water Technology (p. 20)			
Mechanized Irrigation Certificate of Achievement (p. 25)	Occupational Program	Certificate of Achievement	01.0207
Mechanized Irrigation Certificate (p. 24)		Certificate	
Associate of Arts in Visual Arts: Emphasis in Commercial Photography (p. 25)	General	Associate Degree	50.0406
Associate of Arts in Visual Arts: Emphasis in Fine Art (p. 26)	Occupational Program	Associate Degree	50.0702
Associate of Arts in Visual Arts: Emphasis in Graphic Design (p. 27)	State Approved	Associate Degree	50.0409
Arts Communications (p. 25)			
Accounting Certificate (p. 29)	State Approved	Certificate	52.0302
Associate of Applied Science in Business Degree (p. 29)	State Approved	Associate Degree	52.9999
Associate of Business Degree (p. 32)	Transfer	Associate Degree	52.0201
Business, Management Marketing (p. 28)			
Management/Marketing Certificate (p. 33)	State Approved	Certificate	52.1401
Management/Supervision Certificate (p. 34)	General	Certificate	52.1401

Associate of Applied Science in Computer Information Systems (p. 37)	Occupational Program	Associate Degree	11.0101
Associate of Science in Computer Information Systems (p. 39)	Occupational Program	Associate Degree	11.0101
Associate of Arts in Computer Science (p. 34)	Occupational Program	Associate Degree	11.0701
Computer Support Technician Certificate of Achievement (https://catalog.glenoaks.edu/programs/computer-science-information-technology/computer-support-technician-certificate-of-achievement/)	Occupational Program	Certificate of Achievement	11.1006
Computer Support Technician Certificate (p. 41)	State Approved	Certificate	11.1006
Associate of Arts in Cybersecurity (p. 36)	Occupational Program	Associate Degree	11.1003
Cybersecurity Certificate of Achievement (p. 42)	Occupational Program	Certificate of Achievement	11.10003
Cybersecurity Certificate (p. 41)	Occupational Program	Certificate	11.1003
Computer Science Information Technology (p. 34)			
Network Administration Technician Certificate (p. 42)	State Approved	Certificate	11.1001
Network Management Certificate of Achievement (p. 42)	Occupational Program	Certificate of Achievement	11.1001
Associate of Arts Degree (p. 43)	Transfer	Associate Degree	24.0103
Associate of General Studies Degree (p. 44)	General	Associate Degree	24.0102
Associate of Science Degree (p. 45)	Transfer	Associate Degree	24.0101
General Studies Certificate (p. 44) General (p. 43)	General	Certificate	24.0199
Associate of Applied Science in Allied Health Degree (p. 47)	State Approved	Associate Degree	51.9999
Coding Specialist/Physician-Based Certificate (p. 52)	State Approved	Certificate	51.0713
Associate of Applied Science in Criminal Justice (p. 62) Health Human Services (p. 47)	State Approved	Associate Degree	43.0103
Medical Administrative Specialist Certificate (p. 50)	State Approved	Certificate	51.0716
Medical Assistant Certificate (p. 51)	State Approved	Certificate	51.0801
Associate of Applied Science in Nursing- LPN to RN Track (p. 58)	State Approved	Associate Degree	51.3801
Associate of Applied Science in Nursing (p. 54)	State Approved	Associate Degree	51.3801
Phlebotomy Technician Certificate (p. 53)	State Approved	Certificate	51.1009
Automotive Service Certificate of Achievement (p. 65)	State Approved	Certificate of Achievement	47.0604
Automotive Technician Certificate (p. 65)	State Approved	Certificate	47.0604
Computer Aided Drafting and Design Certificate (p. 66)	State Approved	Certificate	15.1301

Electrical Technologies Certificate (p. 67)	State Approved	Certificate	15.0303
Manufacturing Industrial Technology (p. 63)			
Machine Tool Certificate (p. 67)	State Approved	Certificate	48.0501
Associate of Applied Science in Technology (p. 63)	State Approved	Associate Degree	15.0899
Welding Certificate (p. 67)	State Approved	Certificate	15.0614

Transfer Programs

Glen Oaks Community College offers freshman and sophomore year courses that are needed to fulfill general education requirements toward the achievement of a four-year Bachelor's degree. General education course options vary slightly at different colleges. Glen Oaks advisors can develop a "program specific" transfer guide for any major at any college you choose in the United States.

Agriculture & Water Technology

Degrees

- Associate of Applied Science in Agricultural Equipment Technology (p. 21)
- Associate of Applied Science in Agricultural Operations – MSU (p. 22)
- Associate of Science in Agricultural Operations Degree - MSU (p. 23)

Certificates

- Agricultural Equipment Technology Certificate (p. 20)
- Agricultural Operations Certificate – MSU (p. 21)
- Mechanized Irrigation Certificate (p. 24)

Certificates of Achievement

- Mechanized Irrigation Certificate of Achievement (p. 25)

Agricultural Equipment Technology Certificate

This degree is designed to develop technically competent professional agricultural equipment service technicians. Students receive state-of-the-art technical education on the latest agricultural equipment through a combination of classroom instruction, hands-on laboratory instruction and supervised occupational work experience at a partnering dealership.

Requirements

Code	Title	Credits
Agricultural Courses		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	Production Agriculture	2.00
AGT-103	FUNDAMENTALS OF ENGINES	3.00
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-107	PREVENTIVE MAINTENANCE AND SERVICE	2.00
AGT-109	HEATING, VENTING & AC SYSTEMS	2.00
AGT-112	SEEDING & TILLAGE EQUIPMENT	2.00
AGT-113	HYDRAULIC SYSTEMS ¹	2.00

AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS ¹	3.00
AGT-122	PRECISION FARMING SYSTEMS ¹	2.00
AGT-125	TRACTION DRIVELINES ¹	2.00
AGT-207	ADVANCED HYDRAULICS ¹	2.00
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP ¹	3.00
AGT-216	Equipment Shop Project ¹	4.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Select one of the following:		1.00-3.00
AGT-219	DIESEL TECH FIELD EXPERIENCE I (Internship)	
AGT-220	DIESEL TECH FIELD EXPERIENCE II (Internship)	
AGT-221	DIESEL TECH FIELD EXPERIENCE III (Internship)	
Total Credits		42.00-44.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: AGT-219 DIESEL TECH FIELD EXPERIENCE I, AGT-220 DIESEL TECH FIELD EXPERIENCE II, AGT-221 DIESEL TECH FIELD EXPERIENCE III billed by credit hour

Current/Updated: 04/09/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	Production Agriculture	2.00
AGT-103	FUNDAMENTALS OF ENGINES	3.00
AGT-107	PREVENTIVE MAINTENANCE AND SERVICE	2.00
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS	3.00
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		12.00
Winter 1		
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-113	HYDRAULIC SYSTEMS	2.00
AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		12.00
Summer 1		
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	1.00-3.00

AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		1.00-3.00
Fall 2		
AGT-112	SEEDING & TILLAGE EQUIPMENT	2.00
AGT-125	TRACTION DRIVELINES	2.00
AGT-207	ADVANCED HYDRAULICS	2.00
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP	3.00
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		9.00
Winter 2		
AGT-122	PRECISION FARMING SYSTEMS	2.00
AGT-109	HEATING, VENTING & AC SYSTEMS	2.00
AGT-216	Equipment Shop Project	4.00
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		8.00
Total Credits		42.00-44.00

Agricultural Operations Certificate – MSU

The following program is offered by Michigan State University as part of the Associate of Applied Science in Agricultural Operations - MSU. The certificate program is awarded by Michigan State University Institute of Agricultural Technology.

Requirements

Code	Title	Credits
MSU IAT Requirements		
ABM 130	FARM MANAGEMENT 1	3.00
AE 131	WATER RESOURCE PROTECTION AND MANAGEMENT	3.00
AE 143	APPLICATION OF PRECISION AGRICULTURE TECHNOLOGIES	3.00
AT 202	AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY COURSE	3.00
AT 293	PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY	3.00
CSS 101	INTRODUCTION TO CROP SCIENCE	3.00
CSS 105	AGRICULTURAL INDUSTRIES SEMINAR	1.00
CSS 126	INTRODUCTION TO WEED MANAGEMENT	2.00
CSS 143	APPLIED SOIL SCIENCE	3.00
ENT 110	APPLIED ENTOMOLOGY OF ECONOMIC PLANTS	3.00
PLP 105	FUNDAMENTALS OF APPLIED PLANT PATHOLOGY	2.00
MSU ELECTIVES		6.00
Total Credits		35.00

MSU Courses are billed through MSU.

Associate of Applied Science in Agricultural Equipment Technology

This degree is designed to develop technically competent professional agricultural equipment service technicians. Students receive state-of-the-art technical education on the latest agricultural equipment through a combination of classroom instruction, hands-on laboratory instruction and supervised occupational work experience at a partnering dealership.

Requirements

Code	Title	Credits
Communications		
COM-110	INTERPERSONAL COMMUNICATIONS ¹	3.00
or COM-150	PUBLIC SPEAKING	
ENG-121	ENGLISH COMPOSITION I	3.00
Humanities/Social Science		
Select at least 1 course, at least 3 credits		3.00-4.00
Any ANTH course		
Any ART course		
ENG-126	CREATIVE WRITING I (or higher)	
Any ECON course		
Any HIST course		
Any HUM course		
Any LNG course		
Any MUS course		
Any PHIL course		
Any PSI course		
Any PSY course		
Any REL course		
Any SOC course		
Mathematics/Natural Science		
MATH-109	MATH FOR TECHNICIANS I	3.00
Required Courses		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	Production Agriculture	2.00
AGT-103	FUNDAMENTALS OF ENGINES	3.00
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-107	PREVENTIVE MAINTENANCE AND SERVICE	2.00
AGT-109	HEATING, VENTING & AC SYSTEMS	2.00
AGT-112	SEEDING & TILLAGE EQUIPMENT	2.00
AGT-113	HYDRAULIC SYSTEMS ¹	2.00
AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS ¹	3.00
AGT-122	PRECISION FARMING SYSTEMS ¹	2.00
AGT-125	TRACTION DRIVELINES ¹	2.00
AGT-207	ADVANCED HYDRAULICS ¹	2.00
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP ¹	3.00
AGT-216	Equipment Shop Project ¹	4.00
BUS-104	INTRO TO BUSINESS ¹	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Select one of the following:		1.00-3.00

AGT-219	DIESEL TECH FIELD EXPERIENCE I (Internship)
AGT-220	DIESEL TECH FIELD EXPERIENCE II (Internship)
AGT-221	DIESEL TECH FIELD EXPERIENCE III (Internship)
Total Credits	61.00-64.00

1
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Note: AGT-219 DIESEL TECH FIELD EXPERIENCE I, AGT-220 DIESEL TECH FIELD EXPERIENCE II, AGT-221 DIESEL TECH FIELD EXPERIENCE III are billed by credits. No courses below 100 level will be accepted toward this degree.
 Current/Updated: 04/09/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	Production Agriculture	2.00
AGT-103	FUNDAMENTALS OF ENGINES	3.00
AGT-107	PREVENTIVE MAINTENANCE AND SERVICE	2.00
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS	3.00
INDS-151	MANUFACTURING PROCESSES	3.00
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		15.00
Winter 1		
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-113	HYDRAULIC SYSTEMS	2.00
AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		15.00
Summer 1		
Select one of the following: 1.00-3.00		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		1.00-3.00
Fall 2		
AGT-125	TRACTION DRIVELINES	2.00
AGT-207	ADVANCED HYDRAULICS	2.00
AGT-112	SEEDING & TILLAGE EQUIPMENT	2.00
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP	3.00
BUS-104	INTRO TO BUSINESS	4.00
MATH-109	MATH FOR TECHNICIANS I	3.00
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		16.00
Winter 2		
AGT-109	HEATING, VENTING & AC SYSTEMS	2.00
AGT-122	PRECISION FARMING SYSTEMS	2.00

AGT-216	Equipment Shop Project	4.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
or COM-150	or PUBLIC SPEAKING	
Humanities/Soc. Sci.		3.00-4.00
Select one of the following:		
AGT-219	DIESEL TECH FIELD EXPERIENCE I	
AGT-220	DIESEL TECH FIELD EXPERIENCE II	
AGT-221	DIESEL TECH FIELD EXPERIENCE III	
Credits		14.00-15.00
Total Credits		61.00-64.00

Associate of Applied Science in Agricultural Operations – MSU

Students seeking an Associates of Applied Science in Agricultural Operations can move directly in the workforce or continue on to further studies. Students will take courses concurrently from Glen Oaks and Michigan State University Institute of Agricultural Technology to earn the AAS degree and certificate. Students will study in such fields as soil and water usage, plant nutrients, crop disease and pest management, natural resource and land management, emerging technologies, and regulations. Students are required to meet with advisors from Glen Oaks and IAT program coordinator on course selection.

Requirements

Code	Title	Credits
Communication		
Select 6 credit hours, from MTA list:		6.00
ENG-121	ENGLISH COMPOSITION I	
ENG-122	ENGLISH COMPOSITION II ¹	
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING	
Humanities/Social Science		
Select 3-4 credits, from MTA list:		3.00-4.00
ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY	
ART-100	ART APPRECIATION ²	
ART-220	HISTORY OF ART I ²	
ART-221	HISTORY OF ART II ²	
ENG-201	WOMEN & LITERATURE ²	
ENG-233	CHILDRENS LITERATURE ²	
ENG/HUM-234	WORLD MYTHOLOGIES ²	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ²	
HIST-102	WESTERN CIV II ²	
HIST-201	US HISTORY I ²	
HIST-202	US HIST II: RECONSTRUC-PRESENT ²	
HIST-204	HISTORY OF MICHIGAN ²	
HUM-101	MODERN CULTURE & THE ARTS ²	
Any LNG Course		
MUS-150	MUSIC APPRECIATION ²	
PHIL-210	ETHICS ²	
PHIL-230	INTRO TO PHILOSOPHY ²	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ²	
PSI-111	STATE & LOCAL GOVERNMENT ²	
PSY-101	PSYCHOLOGY ²	
PSY-201	PSYCHOLOGY & PERSONALITY ²	

PSY-210	HUMAN GROWTH & DEVELOPMENT ²
PSY-220	ABNORMAL PSYCHOLOGY ²
PSY-250	HUMAN SEXUALITY ²
PSY-260	SOCIAL PSYCHOLOGY ²
Any REL Course ²	
Any SOC Course ²	

Other courses in ART, ENG (126 or higher), HIST, MUS, PSY can be used by Advisor approval

Mathematics/Natural Sciences

Select 3-5 credits, from MTA list 3.00-5.00

BIO-101	HUMAN BIOLOGY ²
BIO-110	BIOLOGICAL FORM AND FUNCTION ²
BIO-120	INTRODUCTION TO BIOLOGY ²
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ²
BIO-122	ORGANISMAL BIOLOGY ²
BIO-125	ENVIRONMENT AND SOCIETY ²
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ²
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ²
BIO-230	MICROBIOLOGY ²
Any CHEM Course	
GEOG-142	PHYSICAL GEOGRAPHY ²
GEOL-145	PHYSICAL GEOLOGY ²
MATH-117	FINITE MATHEMATICS ²
MATH-151	COLLEGE ALGEBRA ^{1,2}
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ²
MATH-162	CALCULUS II & ANALYTIC GEOM ²
MATH-201	INTRO TO STATISTICS ²
PHYS-144	ASTRONOMY ²
PHYS-251	PHYSICS I ²
PHYS-253	PHYSICS II ²

Other courses in BIO, MATH, PHYS can be used by Advisor approval

Elective Courses

Select 19-22 elective credits as needed to reach 34 total GOCC credits

Total Credits 34.00-37.00

1

Minimum requirements to for transfer to MSU

2

Course has prerequisite(s).

Note: No courses under 100 level are accepted toward this degree.

Suggested Electives

Code	Title	Credits
ACCT Courses		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	Production Agriculture	2.00
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-107	PREVENTIVE MAINTENANCE AND SERVICE	2.00
AGT-109	HEATING, VENTING & AC SYSTEMS	2.00
AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
ART-115	INTRODUCTION TO GRAPHIC DESIGN	3.00
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	3.00

ART-170	IMAGE MANIPULATION: PHOTOSHOP	3.00
ART-172	DIGITAL ILLUSTRATION ¹	3.00
ART-274	TYPOGRAPHY ¹	3.00
ART-276	ADVERTISING DESIGN ¹	3.00
BUS-104	INTRO TO BUSINESS ¹	4.00
COM Courses		3.00

1

Course has prerequisite(s).

MSU IAT Requirements

Code	Title	Credits
ABM 130	FARM MANAGEMENT I	3.00
AE 131	WATER RESOURCE PROTECTION AND MANAGEMENT	3.00
AE 143	APPLICATION OF PRECISION AG TECHNOLOGIES	3.00
AT 202	AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY COURSE	3.00
AT 293	PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY	3.00
CSS 101	INTRODUCTION TO CROP SCIENCE	3.00
CSS 105	AGRICULTURAL INDUSTRIES SEMINAR	1.00
CSS 126	INTRODUCTION TO WEED MANAGEMENT	2.00
CSS 143	APPLIED SOIL SCIENCE	2.00
ENT 110	APPLIED ENTOMOLOGY OF ECONOMIC PLANTS	3.00
PLP 105	FUNDAMENTALS OF APPLIED PLANT PATHOLOGY	2.00
MSU ELECTIVES		6.00
Total Credits		34.00

Total Credit Hours: 68 credits

MSU Courses are billed through MSU.

GOCC Tuition is calculated on contact hours.

MSU administers financial aid for students in this program.

Current/Updated: 04/09/2020

Associate of Science in Agricultural Operations Degree - MSU

Students seeking an Associates of Science in Agricultural Operations are prepared to go on to further studies in agriculture. Students will take courses from Glen Oaks and Michigan State University Institute of Agricultural Technology (IAT) to earn the AS degree and certificate. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. Students will study in such fields as soil and water usage, plant nutrients, crop disease and pest management, emerging technologies, and regulations. Students are required to meet with advisors from Glen Oaks and IAT program coordinator on course selection to ensure transferability.

Requirements

Code	Title	Credits
Communication		
ENG-121	ENGLISH COMPOSITION I ¹	3.00
ENG-122	ENGLISH COMPOSITION II ¹	3.00
Humanities/Social Science		
Select two courses from two different prefixes:		7.00-8.00

ART-100	ART APPRECIATION ¹	
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
ENG-234	WORLD MYTHOLOGIES ¹	
or HUM-234	WORLD MYTHOLOGIES	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
LNG-161	SPANISH I	
LNG-162	SPANISH II ¹	
LNG-163	SPANISH III ¹	
LNG-261	SPANISH IV ¹	
MUS-150	MUSIC APPRECIATION ¹	
PHIL-210	ETHICS ¹	
PHIL-230	INTRO TO PHILOSOPHY ¹	
REL-231	COMPARATIVE RELIGION ¹	
REL-233	NEW TESTAMENT ¹	
Mathematics		
MATH-151	COLLEGE ALGEBRA ¹	4.00
Natural Science		
Select one of the following:		3.00-5.00
BIO-101	HUMAN BIOLOGY ¹	
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	
BIO-120	INTRODUCTION TO BIOLOGY ¹	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-125	ENVIRONMENT AND SOCIETY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
GEOL-145	PHYSICAL GEOLOGY ¹	
PHYS-144	ASTRONOMY ¹	
PHYS-251	PHYSICS I ¹	
PHYS-253	PHYSICS II ¹	
Social Science		
Select one of the following:		3.00-4.00
ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-204	HISTORY OF MICHIGAN ¹	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY ¹	
PSY-201	PSYCHOLOGY & PERSONALITY ¹	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-220	ABNORMAL PSYCHOLOGY ¹	
PSY-250	HUMAN SEXUALITY ¹	

PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-121	MODERN SOCIAL PROBLEMS ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	

Required Courses

CHEM-133	GENERAL CHEMISTRY I ¹	4.00
ECON-203	PRIN OF ECONOMICS-MICRO ¹	4.00

Electives

Select 0-3 elective credits as needed to reach 34 total GOCC credit hours 3.00

Total Credits 34.00-38.00

¹
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Note: No courses under 100 level are accepted toward this degree.
All GOCC courses must be completed with a grade of 2.0 or higher.

MSU IAT Requirements

Code	Title	Credits
ABM FARM MANAGEMENT I		3.00
AE 131 WATER RESOURCE PROTECTION AND MANAGEMENT		3.00
AE 143 APPLICATION OF PRECISION AGRICULTURE TECHNOLOGIES		3.00
AT 202 AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY COURSE		3.00
AT 293 PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY		3.00
CSS 101 INTRODUCTION TO CROP SCIENCE		3.00
CSS 105 AGRICULTURAL INDUSTRIES SEMINAR		1.00
CSS 126 INTRODUCTION TO WEED MANAGEMENT		2.00
CSS 143 APPLIED SOIL SCIENCE		2.00
ENT 110 APPLIED ENTOMOLOGY OF ECONOMIC PLANTS		3.00
PLP FUNDAMENTALS OF APPLIED PLANT PATHOLOGY		2.00
MSU ELECTIVES		6.00
Total Credits		34.00

Total: 68-69 Credits

MSU Courses are billed through MSU

GOCC tuition is calculated on contact hours.
MSU administers financial aid for students in this program.

Current/Updated: 04/09/2020

Mechanized Irrigation Certificate

This program prepares students to become mechanized irrigation technicians, preparing them with basic concepts and skills of agricultural equipment technology, electrical technology, welding, as well as specialized knowledge and skills in mechanized irrigation systems. Students will receive a work-based learning experience via a co-op/field experience with a local irrigation dealership placement.

Requirements

Code	Title	Credits
Required Coursework		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-103	FUNDAMENTALS OF ENGINES	3.00
AGT-250	MECHANIZED IRRIGATION SYSTEMS	4.00
COM-150	PUBLIC SPEAKING	3.00
ELEC-110	BASIC ELECTRICITY	4.00
ELEC-111	INTRO TO AC/DC CIRCUITS	4.00
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	4.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Select one of the following:		1.00-3.00
AGT-219	DIESEL TECH FIELD EXPERIENCE I ¹	
AGT-220	DIESEL TECH FIELD EXPERIENCE II ¹	
AGT-221	DIESEL TECH FIELD EXPERIENCE III ¹	
Total Credits		29.00-31.00

¹

Billing for Field Experience (Co-Op) courses is on the basis of credits, not contact hours.

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Mechanized Irrigation Certificate of Achievement

This short certificate of achievement program imparts basic skills for students to become mechanized irrigation technicians, preparing them with basic concepts and skills of electrical technology and mechanized irrigation systems. Students will receive a work-based learning experience via a co-op/field experience with a local irrigation dealership placement.

Requirements

Code	Title	Credits
Required Coursework		
AGT-250	MECHANIZED IRRIGATION SYSTEMS	4.00
ELEC-110	BASIC ELECTRICITY	4.00
ELEC-111	INTRO TO AC/DC CIRCUITS	4.00
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	4.00
Select one of the following:		1.00-3.00
AGT-219	DIESEL TECH FIELD EXPERIENCE I ¹	
AGT-220	DIESEL TECH FIELD EXPERIENCE II ¹	
AGT-221	DIESEL TECH FIELD EXPERIENCE III ¹	
Total Credits		17.00-19.00

¹

Billing for Field Experience (Co-Op) courses is on the basis of credits, not contact hours.

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Arts & Communications

Degrees

- Associate of Arts in Visual Arts: Emphasis in Commercial Photography (p. 25)
- Associate of Arts in Visual Arts: Emphasis in Fine Art (p. 26)
- Associate of Arts in Visual Arts: Emphasis in Graphic Design (p. 27)

Associate of Arts in Visual Arts: Emphasis in Commercial Photography

The Associate of Arts in Visual Arts Degree with emphasis in Commercial Photography enables students to pursue a career or interest in Photography. The degree provides knowledge of the photographic process from creation to the output of the image. The degree provides practical experience in product, portrait, and location photography. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four year college, university, art school or to begin work in the field of commercial photography.

Requirements

Code	Title	Credits
Art History		
Eight required credit hours		
ART-220	HISTORY OF ART I ¹	4.00
ART-221	HISTORY OF ART II ¹	4.00
Art Studio Requirements		
ART-107	TWO-DIMENSIONAL DESIGN	3.00
ART-160	BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM	3.00
ART-170	IMAGE MANIPULATION: PHOTOSHOP	3.00
ART-260	ADV PHOTOGRAPHY: COMMERCIAL & FINE ART ¹	3.00
Art Studio Electives		
Select nine credit hours of the following:		9.00
ART-104	OBJECT DRAWING	
ART-105	DRAWING STUDIO	
ART-108	THREE-DIMENSIONAL DESIGN	
ART-115	INTRODUCTION TO GRAPHIC DESIGN	
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	
ART-172	DIGITAL ILLUSTRATION ¹	
ART-210	LIFE DRAWING ¹	
ART-231	SCULPTURE ¹	
ART-240	PAINTING	
ART-242	WATERCOLOR I	
ART-243	WATERCOLOR II ¹	
ART-244	OIL PAINTING I	
ART-245	OIL PAINTING II ¹	
ART-274	TYPOGRAPHY ¹	
ART-276	ADVERTISING DESIGN	
Capstone Course		
ART-290	ART PORTFOLIO ¹	2.00

Communications

Nine hours required

COM-150	PUBLIC SPEAKING (Nine hours required)	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
ENG-122	ENGLISH COMPOSITION II ¹	3.00

Computers

CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
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Humanities

Select four credit hours of the following: 4.00

ENG-201	WOMEN & LITERATURE	
ENG-233	CHILDRENS LITERATURE	
ENG-234	WORLD MYTHOLOGIES	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
LNG-161	SPANISH I	
LNG-162	SPANISH II	
LNG-163	SPANISH III	
LNG-261	SPANISH IV	
MUS-150	MUSIC APPRECIATION ¹	
PHIL-210	ETHICS ¹	
REL-231	COMPARATIVE RELIGION	
REL-233	NEW TESTAMENT	

Mathematics

Select one of the following: 4.00

MATH-104	INTERMEDIATE ALGEBRA ¹	
MATH-117	FINITE MATHEMATICS ¹	
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-162	CALCULUS II & ANALYTIC GEOM ¹	
MATH-201	INTRO TO STATISTICS	

Natural Science

Select one of the following: 4.00

BIO-120	INTRODUCTION TO BIOLOGY ¹	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
CHEM-130	CHEMISTRY ¹	
CHEM-133	GENERAL CHEMISTRY I ¹	
CHEM-134	GENERAL CHEMISTRY II ¹	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
GEOL-145	PHYSICAL GEOLOGY ¹	
PHYS-144	ASTRONOMY ¹	
PHYS-251	PHYSICS I ¹	
PHYS-253	PHYSICS II ¹	

Social Science

Select eight credit hours from two different prefixes: 8.00

ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY ¹	
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	

HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-204	HISTORY OF MICHIGAN ¹	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY ¹	
PSY-201	PSYCHOLOGY & PERSONALITY ¹	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-220	ABNORMAL PSYCHOLOGY ¹	
PSY-250	HUMAN SEXUALITY ¹	
PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-121	MODERN SOCIAL PROBLEMS ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	

Total Credits 64.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Associate of Arts in Visual Arts: Emphasis in Fine Art

The Associate of Arts in Visual Arts Degree with emphasis in Fine Art enables students to pursue a career or interest in Fine Art. The degree provides grounding in art fundamentals and allows specialization in areas of particular interest. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university or art school.

Requirements

Code	Title	Credits
Art History		
Eight required credit hours		
ART-220	HISTORY OF ART I ¹	4.00
ART-221	HISTORY OF ART II ¹	4.00
Art Studio Requirements		
Select 12 credit hours from the following:		12.00
ART-104	OBJECT DRAWING	
ART-105	DRAWING STUDIO	
ART-107	TWO-DIMENSIONAL DESIGN	
ART-108	THREE-DIMENSIONAL DESIGN	
ART-274	TYPOGRAPHY ¹	
ART-276	ADVERTISING DESIGN ¹	
Art Studio Electives		
Choose 9 credit hours from the following:		
ART-210	LIFE DRAWING ¹	3.00
ART-240	PAINTING	3.00
Art Elective (200 level course)		3.00

Capstone Course		
ART-290	ART PORTFOLIO ¹	2.00
Communications		
COM-150	PUBLIC SPEAKING	3.00
ENG-121	ENGLISH COMPOSITION I ¹	3.00
ENG-122	ENGLISH COMPOSITION II ¹	3.00
Humanities		
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	4.00
Mathematics		
MATH-151	COLLEGE ALGEBRA ¹	4.00
Natural Science		
BIO-121	MOLECULAR AND CELLULAR BIOLOGY (Natural Science)	4.00
Social Science		
PSY-101	PSYCHOLOGY ¹	4.00
SOC-120	PRIN OF SOCIOLOGY ¹	4.00
Total Credits		60.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 07/02/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
ART-104	OBJECT DRAWING	3.00
ART-107	TWO-DIMENSIONAL DESIGN	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-151	COLLEGE ALGEBRA	4.00
Credits		13.00
Winter 1		
ART-105	DRAWING STUDIO	3.00
ART-108	THREE-DIMENSIONAL DESIGN	3.00
COM-150	PUBLIC SPEAKING	3.00
ENG-122	ENGLISH COMPOSITION II	3.00
HIST-101	WEST CIV I: ANCIENT WORLD-1715	4.00
Credits		16.00
Fall 2		
ART-220	HISTORY OF ART I	4.00
ART-240	PAINTING	3.00
PSY-101	PSYCHOLOGY	4.00
SOC-120	PRIN OF SOCIOLOGY	4.00
Credits		15.00
Winter 2		
ART-210	LIFE DRAWING	3.00
ART-221	HISTORY OF ART II	4.00
ART 200 Level Elective		3.00
ART-290	ART PORTFOLIO	2.00
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	4.00
Credits		16.00
Total Credits		60.00

Associate of Arts in Visual Arts: Emphasis in Graphic Design

The Associate of Arts degree with emphasis in Graphic Design is appropriate for students who want to pursue a career or further study in the fields of Advertising Design, Graphic Design or Digital Design. The degree provides grounding in design fundamentals, the use of design software and hardware, web design, and advertising principles. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university or art school.

Requirements

Code	Title	Credits
Art History		

Select four credit hours of the following: 4.00

ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	

Art Studio Requirements

18 required credit hours

ART-115	INTRODUCTION TO GRAPHIC DESIGN ¹	3.00
ART-116	COLOR THEORY FOR GRAPHIC DESIGN ¹	3.00
ART-170	IMAGE MANIPULATION: PHOTOSHOP ¹	3.00
ART-172	DIGITAL ILLUSTRATION ¹	3.00
ART-274	TYPOGRAPHY ¹	3.00
ART-276	ADVERTISING DESIGN ¹	3.00

Art Studio Electives

Select six credit hours of the following: 6.00

ART-104	OBJECT DRAWING	
ART-107	TWO-DIMENSIONAL DESIGN	
ART-108	THREE-DIMENSIONAL DESIGN	
ART-160	BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM	
ART-210	LIFE DRAWING ¹	
ART-231	SCULPTURE ¹	
ART-240	PAINTING	
ART-242	WATERCOLOR I	
ART-243	WATERCOLOR II ¹	
ART-244	OIL PAINTING I	
ART-245	OIL PAINTING II ¹	
ART-260	ADV PHOTOGRAPHY: COMMERCIAL & FINE ART ¹	

Capstone Course

Two required credit hours

ART-290	ART PORTFOLIO ¹	2.00
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Business

7 required credit hours

BUS-104	INTRO TO BUSINESS	4.00
BUS-153	ADVERTISING ¹	3.00

Communications

Nine required credit hours

COM-150	PUBLIC SPEAKING ¹	3.00
ENG-121	ENGLISH COMPOSITION I ¹	3.00
ENG-122	ENGLISH COMPOSITION II ¹	3.00

Humanities

Select four credit hours of the following:	4.00
ENG-201	WOMEN & LITERATURE
ENG-233	CHILDRENS LITERATURE
ENG-234	WORLD MYTHOLOGIES
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
LNG-161	SPANISH I
LNG-162	SPANISH II
LNG-163	SPANISH III
LNG-261	SPANISH IV
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
REL-231	COMPARATIVE RELIGION
REL-233	NEW TESTAMENT

Mathematics

4 required credit hours	4.00
MATH-104	INTERMEDIATE ALGEBRA ¹
MATH-117	FINITE MATHEMATICS ¹
MATH-151	COLLEGE ALGEBRA ¹
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹
MATH-162	CALCULUS II & ANALYTIC GEOM ¹
MATH-201	INTRO TO STATISTICS ¹

Social Science

Select 7-8 required credit hours	7.00-8.00
ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY ¹
ECON-203	PRIN OF ECONOMICS-MICRO ¹
ECON-204	PRIN OF ECONOMICS-MACRO ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSI-111	STATE & LOCAL GOVERNMENT ¹
PSY-101	PSYCHOLOGY ¹
PSY-201	PSYCHOLOGY & PERSONALITY ¹
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Natural Science

Select 4 credit hours w/lab	4.00
BIO-120	INTRODUCTION TO BIOLOGY ¹
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹
BIO-122	ORGANISMAL BIOLOGY ¹
BIO-125	ENVIRONMENT AND SOCIETY ¹
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹

BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹
BIO-230	MICROBIOLOGY ¹
CHEM-130	CHEMISTRY ¹
CHEM-133	GENERAL CHEMISTRY I ¹
CHEM-134	GENERAL CHEMISTRY II ¹
CHEM-210	ORGANIC CHEMISTRY I ¹
CHEM-211	ORGANIC CHEMISTRY II ¹
GEOG-142	PHYSICAL GEOGRAPHY ¹
GEOL-145	PHYSICAL GEOLOGY ¹
PHYS-144	ASTRONOMY ¹
PHYS-251	PHYSICS I ¹
PHYS-253	PHYSICS II ¹

Total Credits **65.00-66.00**

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
ART-104	OBJECT DRAWING	3.00
ART-115	INTRODUCTION TO GRAPHIC DESIGN	3.00
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-151	COLLEGE ALGEBRA	4.00
Credits		16.00
Winter 1		
ART-170	IMAGE MANIPULATION: PHOTOSHOP	3.00
BUS-104	INTRO TO BUSINESS	4.00
COM-150	PUBLIC SPEAKING	3.00
ENG-122	ENGLISH COMPOSITION II	3.00
HUM-101	MODERN CULTURE & THE ARTS	4.00
Credits		17.00
Fall 2		
ART-107	TWO-DIMENSIONAL DESIGN	3.00
ART-172	DIGITAL ILLUSTRATION	3.00
ART-220	HISTORY OF ART I	4.00
ART-274	TYPOGRAPHY	3.00
BUS-153	ADVERTISING	3.00
Credits		16.00
Winter 2		
ART-276	ADVERTISING DESIGN	3.00
ART-290	ART PORTFOLIO	2.00
GEOG-142	PHYSICAL GEOGRAPHY	4.00
PSY-101	PSYCHOLOGY	4.00
SOC-120	PRIN OF SOCIOLOGY	4.00
Credits		17.00
Total Credits		66.00

Business, Management & Marketing Degrees

- Associate of Applied Science in Business Degree (p. 29)
- Associate of Business Degree (p. 32)

Certificates

- Accounting Certificate (p. 29)
- Management/Marketing Certificate (p. 33)
- Management/Supervision Certificate (p. 34)

Accounting Certificate

This is an entry-level certificate for students wishing to pursue accounting careers in the retail, service, or manufacturing sector. Emphasis is placed on accounting principles and knowledge, as well as basic business and communications skills. This certificate may be applied towards the Associate of Applied Science in Business Degree.

Requirements

Code	Title	Credits
Required Coursework		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-109	PAYROLL ACCOUNTING ¹	2.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	4.00
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	4.00
ACCT-113	QUICKBOOKS FOR ACCOUNTING ¹	2.00
ACCT-204	SM BUS TAX ACCOUNTING	2.00
ACCT-213	COST ACCOUNTING ¹	3.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
or BUS-104	INTRO TO BUSINESS	
Total Credits		25.00

1

Course has prerequisite(s)

2

Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 07/03/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-109	PAYROLL ACCOUNTING	2.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
or BUS-104	or INTRO TO BUSINESS	
	Credits	10.00
Winter 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
ACCT-113	QUICKBOOKS FOR ACCOUNTING	2.00
ACCT-204	SM BUS TAX ACCOUNTING	2.00
	Credits	8.00
Fall 2		
ACCT-112	PRINCIPLES OF ACCOUNTING II	4.00
ACCT-213	COST ACCOUNTING	3.00
	Credits	7.00
	Total Credits	25.00

Associate of Applied Science in Business Degree

Students seeking an Associate of Applied Science in Business degree generally move directly into the workplace upon graduation. This Associate degree is flexible and provides a wide range of classroom experience in the fields of accounting, computers, management, marketing, administrative assistant, medical office assistant, medical transcriptionist, health insurance/coder biller and supervision. Students are encouraged to meet with their advisor to choose classes that pertain to their area of concentration.

Requirements

General Education

Code	Title	Credits
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Program Introduction

BUS-104	INTRO TO BUSINESS	4.00
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Communications

Must complete either BUS-111 or ENG-121 plus COM-110 and COM-150

BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM (OR) ¹	4.00
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ENG-121	ENGLISH COMPOSITION I ¹	
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COM-110	INTERPERSONAL COMMUNICATIONS ¹	3.00
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COM-150	PUBLIC SPEAKING ¹	3.00
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Computers

CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
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Humanities

Select four credit hours of the following recommended courses:

ART-100	ART APPRECIATION (OR) ¹	4.00
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PHIL-210	ETHICS ¹	
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Economics

ECON-203	PRIN OF ECONOMICS-MICRO ¹	4.00
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ECON-204	PRIN OF ECONOMICS-MACRO ¹	4.00
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Social Science

PSY-101	PSYCHOLOGY ¹	4.00
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Mathematics

BUS-105	BUSINESS MATHEMATICAL APPLICATIONS	3.00
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Certificate Program Requirement

To be granted an Associate of Applied Science in Business Degree, the student must complete (1) of the following:

Accounting Certificate
Computer Support Technician Certificate
Management/Marketing Certificate
Management/Supervision Certificate
Medical Administrative Specialist
Medical Assistant

Elective courses

Select business elective courses as needed to meet requirements for degree

Total Credits	61.00-68.00
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1

Course has prerequisite(s)

Total: 60 credits

Under certain categories, substitutions are possible with approval

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Accounting Certificate

Code	Title	Credits
Required Coursework		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-109	PAYROLL ACCOUNTING ¹	2.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	4.00
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	4.00
ACCT-113	QUICKBOOKS FOR ACCOUNTING ¹	2.00
ACCT-204	SM BUS TAX ACCOUNTING	2.00
ACCT-213	COST ACCOUNTING ¹	3.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM4.00	
or BUS-104	INTRO TO BUSINESS	
Total Credits		25.00

1

Course has prerequisite(s)

2

Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 07/03/2019

Computer Support Technician Certificate

Code	Title	Credits
Required Coursework		
CIS-112	CISCO I	3.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	3.00
CIS-240	INTRO TO NETWORKING ¹	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	3.00
CIS-245	NETWORK SECURITY ¹	3.00
CIS-270	PC OPERATING SYSTEMS ¹	3.00
Select a minimum of six credits from the following CIS courses:		6.00
CIS-113	CISCO II ((must take for AACIS degree, Option 1))	
CIS-151	ETHICAL HACKING I	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-243	ADMINISTRATING A WINDOWS SERVER ((must take for AACIS degree))	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
Total Credits		31.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/23/2019

Management/Marketing Certificate

Code	Title	Credits
Required Coursework		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-153	ADVERTISING	3.00
BUS-250	PRIN OF MARKETING	3.00
BUS Electives with "ACCT" or "BUS" prefix		7.00
Total Credits		25.00

1

Course has prerequisite(s)

2

Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Management/Supervision Certificate

Code	Title	Credits
Required Coursework		
Minimum 26 credit hours		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM4.00	
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
BUS Electives with "ACCT" or "BUS" prefix		4.00
Total Credits		26.00

1

Course has prerequisite(s)

2

Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Medical Administrative Specialist

Code	Title	Credits
Required Coursework		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM ¹	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Total Credits		24.00

1

Course has prerequisite(s)

1. The student must achieve a "C" or 2.0 GPA in all curriculum courses.
2. Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/15/201

Medical Assistant

Code	Title	Credits
ALH-112	EMERGENCY RESPONSE	3.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-238	MEDICAL ASSISTANT PRACTICUM ¹	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Total Credits		31.00

1

Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.5 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Suggested Schedule

AASB with Accounting Certificate

Course	Title	Credits
Fall 1		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-109	PAYROLL ACCOUNTING	2.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		16.00
Winter 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
ACCT-113	QUICKBOOKS FOR ACCOUNTING	2.00
ACCT-204	SM BUS TAX ACCOUNTING	2.00
BUS-105	BUSINESS MATHEMATICAL APPLICATIONS	3.00

COM-150 or ENG-121	PUBLIC SPEAKING or ENGLISH COMPOSITION I	3.00
Credits		14.00
Fall 2		
ACCT-112	PRINCIPLES OF ACCOUNTING II	4.00
ACCT-213	COST ACCOUNTING	3.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
Social Sci Elective		3.00-4.00
Credits		14.00-15.00
Winter 2		
BUS-104	INTRO TO BUSINESS	4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Humanities Elective		4.00
Social Sci Elective		4.00
Credits		16.00
Total Credits		60.00-61.00

1

Course is optional

AASB with Management/Marketing Certificate

Course	Title	Credits
Fall 1		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		18.00
Winter 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-105	BUSINESS MATHEMATICAL APPLICATIONS	3.00
BUS-153	ADVERTISING	3.00
BUS-250	PRIN OF MARKETING	3.00
COM-150 or ENG-121	PUBLIC SPEAKING or ENGLISH COMPOSITION I	3.00
Credits		16.00
Fall 2		
BUS or ACCT Elective		3.00-4.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
Humanities Elective		4.00
Social Sci Elective		4.00
Credits		15.00-16.00
Winter 2		
BUS or ACCT Electives		6.00-7.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Social Sci Elective		4.00
Credits		14.00-15.00
Total Credits		63.00-65.00

1

Course is optional

AASB with Management Supervision Certificate

Course	Title	Credits
Fall 1		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		18.00

Winter 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-105	BUSINESS MATHEMATICAL APPLICATIONS	3.00
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
COM-150 or ENG-121	PUBLIC SPEAKING or ENGLISH COMPOSITION I	3.00
Credits		16.00
Fall 2		
BUS or ACCT Elective		3.00-4.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
Humanities Elective		4.00
Social Sci Elective		4.00
Credits		15.00-16.00
Winter 2		
BUS or ACCT Electives		6.00-8.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Social Sci Elective		4.00
Credits		14.00-16.00
Total Credits		63.00-66.00

1

Course is optional

Associate of Business Degree

The Associate of Business Degree will give the students a core of business and general courses and is designed as a transfer degree for those individuals planning to acquire a bachelor's degree in business. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. It is recommended that students work closely with a Glen Oaks Community College advisor and with an advisor from the college or university of their choice to ensure transferability of courses.

Requirements

Code	Title	Credits
Communications		
Six credit hours		
ENG-121	ENGLISH COMPOSITION I ¹	3.00
COM-150	PUBLIC SPEAKING ¹	3.00
Humanities		
Select two courses from two different prefixes:		7.00-8.00
ART-100	ART APPRECIATION	
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
ENG/HUM-234	WORLD MYTHOLOGIES ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
LNG-161	SPANISH I	
LNG-162	SPANISH II ¹	
LNG-163	SPANISH III ¹	
LNG-261	SPANISH IV ¹	
MUS-150	MUSIC APPRECIATION ¹	

PHIL-210	ETHICS ¹
PHIL-230	INTRO TO PHILOSOPHY ¹
REL-231	COMPARATIVE RELIGION ¹
REL-233	NEW TESTAMENT (Mathematics)

Mathematics

4 Math credits required		4.00
MATH-117	FINITE MATHEMATICS ¹	
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-201	INTRO TO STATISTICS (Natural Science)	

Natural Science

Select two courses from two different prefixes – one must have a lab		6.00-10.00
BIO-101	HUMAN BIOLOGY ¹	
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	
BIO-120	INTRODUCTION TO BIOLOGY ¹	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-125	ENVIRONMENT AND SOCIETY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
CHEM-130	CHEMISTRY ¹	
CHEM-133	GENERAL CHEMISTRY I ¹	
CHEM-134	GENERAL CHEMISTRY II ¹	
CHEM-210	ORGANIC CHEMISTRY I	
CHEM-211	ORGANIC CHEMISTRY II	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
GEOL-145	PHYSICAL GEOLOGY ¹	
PHYS-144	ASTRONOMY ¹	
PHYS-251	PHYSICS I ¹	
PHYS-253	PHYSICS II (Social Science)	

Social Science

Select one of the following courses:		3.00-4.00
ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-204	HISTORY OF MICHIGAN ¹	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY ¹	
PSY-201	PSYCHOLOGY & PERSONALITY ¹	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-220	ABNORMAL PSYCHOLOGY ¹	
PSY-250	HUMAN SEXUALITY ¹	
PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-121	MODERN SOCIAL PROBLEMS ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	

Required Course

23 credit hours

ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	4.00
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	4.00
BUS-104	INTRO TO BUSINESS ¹	4.00
BUS-255	BUSINESS LAW ¹	3.00
ECON-203	PRIN OF ECONOMICS-MICRO ¹	4.00
ECON-204	PRIN OF ECONOMICS-MACRO ¹	4.00

Elective Courses

Select a minimum of six elective credit hours as needed to reach 60.00 total credits

Total Credits **60.00-66.00**

1

Course has prerequisite(s).

Business Electives to Consider

Code	Title	Credits
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-205	BUSINESS STATISTICS ¹	3.00
BUS-250	PRIN OF MARKETING ¹	3.00
BUS-251	ORGANIZATIONAL BEHAVIOR ¹	3.00
BUS-252	INTRO TO MANAGEMENT ¹	3.00

Other ACCT/BUS Courses – in consultation with Advisor

1

Course has prerequisite(s).

Note: No courses under 100 level are accepted toward this degree. A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Tuition is calculated by contact hours per semester.

Current/Updated: 04/09/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-104	INTRO TO BUSINESS	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
BUS Elective		3.00-4.00
MTA Humanities course		4.00
Credits		18.00-19.00
Winter 1		
ACCT-112	PRINCIPLES OF ACCOUNTING II	4.00
BUS Elective		3.00-4.00
MATH course		4.00
MTA Social Science course		4.00
Credits		15.00-16.00
Fall 2		
COM-150	PUBLIC SPEAKING	3.00
BUS-255	BUSINESS LAW	3.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
MTA Natural Science w/ lab		4.00-5.00
Credits		14.00-15.00
Winter 2		
BUS Elective		3.00-4.00
ECON-204	PRIN OF ECONOMICS-MACRO	4.00
MTA Humanities course		3.00-4.00

MTA Natural Science course	3.00-5.00
Credits	13.00-17.00
Total Credits	60.00-67.00

Management/Marketing Certificate

The Management/Marketing Certificate will prepare the student for entry-level positions in marketing for all types of businesses. The program will familiarize the student with the skills needed for understanding the effects of marketing on an organization. Areas of study will include advertising, promotions, market research, retailing, and forecasting. Completion of this certificate can prepare students for industry-wide certification. The Management/Marketing Certificate can also be used toward an Associate of Applied Science in Business Degree.

Requirements

Code	Title	Credits
Required Coursework		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-153	ADVERTISING	3.00
BUS-250	PRIN OF MARKETING	3.00
BUS Electives with "ACCT" or "BUS" prefix		7.00
Total Credits		25.00

1

Course has prerequisite(s)

2

Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Suggested Schedule**Two Semester Path**

Course	Title	Credits
Fall 1		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS Elective		4.00
Credits		12.00
Winter 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-153	ADVERTISING	3.00
BUS-250	PRIN OF MARKETING	3.00
BUS or ACCT elective		3.00
Credits		13.00
Total Credits		25.00

Three Semester Path

Course	Title	Credits
Fall 1		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS Elective		4.00
Credits		12.00

Winter 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-153	ADVERTISING	3.00
BUS-250	PRIN OF MARKETING	3.00
Credits		10.00
Fall 2		
BUS or ACCT elective		3.00
Credits		3.00
Total Credits		25.00

Management/Supervision Certificate

This certificate prepares students for entry-level management/supervision positions. This program will introduce the student to the concepts and theories of management and provide practical skills essential for managing employees in the modern workplace. Completion of this certificate can prepare students for industry-wide certification. The Management/Supervision Certificate can also be used toward an Associate of Applied Science in Business Degree.

Requirements

Code	Title	Credits
Required Coursework		
Minimum 26 credit hours		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
BUS Electives with "ACCT" or "BUS" prefix		4.00
Total Credits		26.00

1

Course has prerequisite(s)

2

Course is optional

Tuition is calculated by contact hours per semester.
Current/Updated: 07/02/2019

Suggested Schedule

Two Semester Path

Course	Title	Credits
Fall 1		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
Credits		12.00
Winter 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
BUS or ACCT Elective		4.00
Credits		14.00
Total Credits		26.00

Three Semester Path

Course	Title	Credits
Fall 1		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
Credits		12.00
Winter 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
Credits		10.00
Fall 2		
BUS or ACCT Elective		4.00
Credits		4.00
Total Credits		26.00

1

Course is optional

Computer Science & Information Technology

Degrees

- Associate of Applied Science in Computer Information Systems (p. 37)
- Associate of Arts in Computer Science (p. 34)
- Associate of Arts in Cybersecurity (p. 36)
- Associate of Science in Computer Information Systems (p. 39)

Certificates

- Computer Support Technician Certificate (p. 41)
- Cybersecurity Certificate (p. 41)
- Network Administration Technician Certificate (p. 42)

Certificates of Achievement

- Computer Support Technician Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/computer-support-technician-certificate-of-achievement/>)
- Cybersecurity Certificate of Achievement (p. 42)
- Network Management Certificate of Achievement (p. 42)

Associate of Arts in Computer Science

The Associate of Arts in Computer Science degree will provide the foundational requirements to students who wish to transfer to a four-year institution and pursue a bachelor's degree in Computer Science. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. In addition to general education and mathematics, students will receive appropriate preparation in computer programming algorithms, data structures, fundamental syntax of an object-oriented language, data types, control structures, file I/O, classes, objects, methods, and arrays. Since transfer requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Requirements

Code	Title	Credits
Communications		
Must complete ENG 121 and COM-150 OR ENG-122:		6.00
ENG-121	ENGLISH COMPOSITION I ¹	
COM-150	PUBLIC SPEAKING ((OR)) ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities		
Select two courses from two different prefixes:		7.00-8.00
ART-100	ART APPRECIATION ¹	
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
HUM-234	WORLD MYTHOLOGIES ¹	
LNG-161	SPANISH I ¹	
LNG-162	SPANISH II ¹	
LNG-163	SPANISH III ¹	
LNG-261	SPANISH IV ¹	
MUS-150	MUSIC APPRECIATION ¹	
PHIL-210	ETHICS ¹	
PHIL-230	INTRO TO PHILOSOPHY ¹	
REL-231	COMPARATIVE RELIGION ¹	
REL-233	NEW TESTAMENT ¹	
Mathematics		
Twelve - Sixteen credit hours		12.00-16.00
MATH-151	COLLEGE ALGEBRA (if needed)	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	
MATH-162	CALCULUS II & ANALYTIC GEOM	4.00
MATH-201	INTRO TO STATISTICS	
Natural Science		
Select two courses from two different prefixes – one must have a lab		7.00-9.00
BIO-101	HUMAN BIOLOGY ¹	
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	
BIO-120	INTRODUCTION TO BIOLOGY ¹	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-125	ENVIRONMENT AND SOCIETY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
CHEM-130	CHEMISTRY ¹	
CHEM-133	GENERAL CHEMISTRY I ¹	
CHEM-134	GENERAL CHEMISTRY II ¹	
CHEM-210	ORGANIC CHEMISTRY I	
CHEM-211	ORGANIC CHEMISTRY II	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
GEOL-145	PHYSICAL GEOLOGY ¹	
PHYS-144	ASTRONOMY ¹	

PHYS-251	PHYSICS I ¹	
PHYS-253	PHYSICS II ¹	
Social Science		
Six to eight credit hours		6.00-8.00
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-204	HISTORY OF MICHIGAN ¹	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY ¹	
PSY-201	PSYCHOLOGY & PERSONALITY ¹	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-220	ABNORMAL PSYCHOLOGY ¹	
PSY-250	HUMAN SEXUALITY ¹	
PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-121	MODERN SOCIAL PROBLEMS ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	
Required Courses		
15 credit hours		15.00
CIS-121	COMPUTER SCIENCE I ¹	
CIS-122	COMPUTER SCIENCE II ¹	
CIS-132	PROGRAMMING IN JAVA ¹	
CIS-221	DATA STRUCTURES ¹	
Elective Courses		
Select a minimum of 3-11 elective credit hours as needed to reach 30.00 total credits		3.00-11.00
CIS-101 is recommended as an elective		
Total Credits		60.00-77.00

1

Course has prerequisite(s).

Tuition is calculated on contact hours.

Note: No courses under the 100 level will be accepted toward this degree. A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Current/Updated: 04/09/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
CIS-121	COMPUTER SCIENCE I	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-151	COLLEGE ALGEBRA	4.00
MTA Social Science Course		3.00-4.00
Credits		14.00-15.00
Winter 1		
CIS-122	COMPUTER SCIENCE II	4.00
COM-150	PUBLIC SPEAKING	3.00
or ENG-122	or ENGLISH COMPOSITION II	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	4.00

MTA Humanities course		7.00-8.00
Credits		18.00-19.00
Fall 2		
CIS-221	DATA STRUCTURES	3.00
MATH-201	INTRO TO STATISTICS	4.00
MTA Humanities course		7.00-8.00
MTA Natural Science w/ lab		3.00-5.00
Credits		17.00-20.00
Winter 2		
CIS-132	PROGRAMMING IN JAVA	4.00
MTA Humanities course		3.00-4.00
MTA Natural Science course		3.00-5.00
MTA Social Science course		3.00-4.00
Credits		13.00-17.00
Total Credits		62.00-71.00

Associate of Arts in Cybersecurity

The Associate of Arts in Cybersecurity degree is designed for students interested in a career in the area of protecting computer systems and networks. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer to a four-year institution. Students will learn about the vulnerabilities of hardware and software systems, perform network security testing, including countermeasure testing and the risk factor analysis needed to design a flexible and comprehensive security plan. Students will gain skills in providing for business continuity and disaster recovery. They can sit for the following industry certifications: CompTIA Linux+ and Security+; CCENT; CCNA Cyber Ops (SECOPS); and Microsoft Technology Associate. Since transfer requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Requirements

Code	Title	Credits
Communications		
Six credit hours		6.00
Must complete ENG 121 and COM-150 OR ENG-122:		
ENG-121	ENGLISH COMPOSITION I ¹	
COM-150	PUBLIC SPEAKING ((OR)) ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities		
Select two courses from two different prefixes:		7.00-8.00
ART-100	ART APPRECIATION ¹	
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
HUM-234	WORLD MYTHOLOGIES ¹	
LNG-161	SPANISH I	
LNG-162	SPANISH II ¹	
LNG-163	SPANISH III ¹	
LNG-261	SPANISH IV ¹	
MUS-150	MUSIC APPRECIATION ¹	
PHIL-210	ETHICS ¹	

PHIL-230	INTRO TO PHILOSOPHY ¹	
REL-231	COMPARATIVE RELIGION ¹	
REL-233	NEW TESTAMENT ¹	

Mathematics

Select one, Calculus recommended		4.00
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	

Natural Science

Select two courses from two different prefixes – one must have a lab		9.00
BIO-101	HUMAN BIOLOGY ¹	
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	
BIO-120	INTRODUCTION TO BIOLOGY ¹	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-125	ENVIRONMENT AND SOCIETY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
CHEM-130	CHEMISTRY ¹	
CHEM-133	GENERAL CHEMISTRY I ¹	
CHEM-134	GENERAL CHEMISTRY II ¹	
CHEM-210	ORGANIC CHEMISTRY I ¹	
CHEM-211	ORGANIC CHEMISTRY II ¹	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
GEOL-145	PHYSICAL GEOLOGY ¹	
PHYS-144	ASTRONOMY ¹	
PHYS-251	PHYSICS I ¹	
PHYS-253	PHYSICS II ¹	

Social Science

Select two courses from two different prefixes:		6.00-8.00
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-204	HISTORY OF MICHIGAN ¹	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY ¹	
PSY-201	PSYCHOLOGY & PERSONALITY ¹	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-220	ABNORMAL PSYCHOLOGY ¹	
PSY-250	HUMAN SEXUALITY ¹	
PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-121	MODERN SOCIAL PROBLEMS ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	

Cybersecurity Certificate

30 credit hours		
CIS-112	CISCO I	3.00
CIS-113	CISCO II	3.00

CIS-114	CISCO III	3.00
CIS-151	ETHICAL HACKING I ¹	3.00
CIS-152	ETHICAL HACKING II ¹	3.00
CIS-161	CYBERSECURITY OPERATIONS ¹	3.00
CIS-172	LINUX OPERATING SYSTEMS ¹	3.00
CIS-245	NETWORK SECURITY ¹	3.00
CIS-270	PC OPERATING SYSTEMS ¹	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	3.00
Total Credits		60.00-65.00

¹
Course has prerequisite(s).

Note: No courses under the 100 level will be accepted toward this degree. A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.
Tuition is calculated on contact hours.
Current/Updated: 05/14/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MTA Humanities course		3.00
Credits		15.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-245	NETWORK SECURITY	3.00
COM-150 or ENG-122	PUBLIC SPEAKING or ENGLISH COMPOSITION II	3.00
Credits		15.00
Fall 2		
CIS-114	CISCO III	3.00
MATH-151 or MATH-161	COLLEGE ALGEBRA or CALCULUS I & ANALYTIC GEOMETRY	4.00
MTA Humanities course		4.00
MTA Natural Science w/ lab		4.00-5.00
MTA Social Science course		3.00-4.00
Credits		18.00-20.00
Winter 2		
CIS-270	PC OPERATING SYSTEMS	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
MTA Natural Science course		3.00-5.00
MTA Social Science course		3.00-4.00
Credits		12.00-15.00
Total Credits		60.00-65.00

Associate of Applied Science in Computer Information Systems

The Associate of Applied Science in Computer Information Systems (CIS) degree prepares students for various roles in the Information Technology (IT) industry including computer networking, repair, and helpdesk. This degree program prepares students for entry-level employment in

computer-related occupations and includes Certificate options that cover the objectives for several industry certifications including: A+, Network+, Linux+, Security+, Cisco Certified Network Administrator, Microsoft Certified IT Professional and Microsoft Office Specialist.

Code	Title	Credits
Communications		
Choose 2 courses from the following		6.00
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	

Humanities/Social Science		
Choose a minimum of 3 credit hours from the following courses 3.00-4.00		
Any ANTH course		
Any ART course		
ENG 126 or higher		
Any ECON course		
Any HIST course		
Any HUM course		
Any LNG course		
Any MUS course		
Any PHIL course		
Any PSI course		
Any PSY course		
Any REL course		
Any SOC course		

Mathematics		
Choose 1 math course from the following		4.00
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-201	INTRO TO STATISTICS	

Natural Science		
Choose a minimum of 3 credit hours from the following courses 3.00-5.00		
BIO 101 or higher		
CHEM 130 or higher		
Any GEOG course		
Any GEOL course		
Any PHYS course		

Required Certificates		
Must choose one of the following options		44.00-46.00
Option 1 - Computer Support Technician Certificate + Cybersecurity Certificate of Achievement + CIS 113 & CIS 243		
Option 2 - Cybersecurity Certificate + Computer Support Certificate of Achievement		
Option 3 - Cybersecurity Certificate + Network Management Certificate of Achievement + CIS 243 and 3 CIS elective credits		
Option 4 - Network Administration Technician Certificate + Computer Support Certificate of Achievement + CIS elective credit hours to reach 60 credits		

Option 5 - Network Administration Technician Certificate +
Cybersecurity Certificate of Achievement +8-10 CIS elective credit
hours to reach 60

Total Credits 60.00-65.00

1

Course has prerequisite(s)

NOTE: No courses under the 100 level will be accepted towards this degree.

Tuition is calculated on contact hours
Current/Updated: Fall 2021

Course	Title	Credits
Fall 1		
CIS-121	COMPUTER SCIENCE I	4.00
CIS-151	ETHICAL HACKING I	3.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-240	INTRO TO NETWORKING	3.00
COMMUNICATIONS COURSE		3.00
Credits		16.00

Winter 1		
CIS-112	CISCO I	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
MATH 151 or MATH 161 or MATH 201		4.00
Credits		16.00

Fall 2		
CIS-113	CISCO II	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-245	NETWORK SECURITY	3.00
NATURAL SCIENCE COURSE		3.00-5.00
COMMUNICATIONS COURSE		3.00
Credits		15.00-17.00

Winter 2		
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
HUMANITIES/SOCIAL SCIENCE COURSE		4.00
CIS Elective		3.00
Credits		13.00
Total Credits		60.00-62.00

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-172 or CIS-121	LINUX OPERATING SYSTEMS or COMPUTER SCIENCE I	3.00
COMMUNICATIONS COURSE		3.00
Credits		12.00

Winter 1		
CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-245	NETWORK SECURITY	3.00
MATH-151 or MATH-161 or MATH-201		4.00
Credits		16.00

Fall 2		
CIS-114	CISCO III	3.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00

CIS-240	INTRO TO NETWORKING	3.00
NATURAL SCIENCE COURSE		4.00-5.00
COMMUNICATIONS COURSE		3.00
Credits		16.00-17.00

Winter 2		
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
HUMANITIES/SOCIAL SCIENCE COURSE		4.00
CIS ELECTIVE		3.00
Credits		16.00
Total Credits		60.00-61.00

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
COMMUNICATIONS COURSE		3.00
Credits		15.00

Winter 1		
CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-245	NETWORK SECURITY	3.00
MATH-151 or MATH-161 or MATH-201		4.00
Credits		16.00

Fall 2		
CIS-114	CISCO III	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
NATURAL SCIENCE ELECTIVE		3.00-5.00
COMMUNICATIONS COURSE		3.00
Credits		15.00-17.00

Winter 2		
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS NETWORK	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
HUMANITIES/SOCIAL SCIENCE COURSE		3.00-4.00
CIS ELECTIVE		3.00
Credits		15.00-16.00
Total Credits		61.00-64.00

Course	Title	Credits
Fall 1		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
CIS-112	CISCO I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
COMMUNICATIONS COURSE		3.00
Credits		16.00

Winter 1		
CIS-113	CISCO II	3.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-245	NETWORK SECURITY	3.00
MATH-151 OR MATH-161 OR MATH-201		4.00
Credits		17.00

Fall 2		
CIS-114	CISCO III	3.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00

CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
NATURAL SCIENCE COURSE		3.00-5.00
COMMUNICATIONS COURSE		3.00

Credits	15.00-17.00
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Winter 2

CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
HUMANITIES/SOCIAL SCIENCE ELECTIVE		3.00-4.00
CIS ELECTIVE		3.00

Credits	15.00-16.00
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Total Credits	63.00-66.00
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Course	Title	Credits
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Fall 1

CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
COMMUNICATIONS COURSE		3.00

Credits	15.00
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Winter 1

CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-245	NETWORK SECURITY	3.00
MATH-151 OR MATH-161 OR MATH-201		4.00

Credits	16.00
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Fall 2

CIS-114	CISCO III	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
NATURAL SCIENCE COURSE		3.00-5.00
COMMUNICATIONS COURSE		3.00

Credits	15.00-17.00
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Winter 2

CIS-162	INTRODUCTION TO COMPUTER FORENSICS	3.00
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK	3.00
HUMANITIES/SOCIAL SCIENCE COURSE		4.00
CIS ELECTIVE		3.00
CIS-270	PC OPERATING SYSTEMS	3.00

Credits	16.00
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Total Credits	62.00-64.00
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Associate of Science in Computer Information Systems

The Associates of Applied Science in Computer Information Systems (CIS) at Glen Oaks will prepare students for various roles in the Information Technology (IT) industry including computer networking, repair, and helpdesk. Glen Oaks offers both Associates in Applied Science and Certificate programs, and the programs cover the objectives for several industry certifications including: A+, Network+, Linux+, Security+, Cisco Certified Network Administrator, Microsoft Certified IT Professional and Microsoft Office Specialist.

Requirements

General Education

Code	Title	Credits
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Communications

Six credit hours required	6.00
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ENG-121	ENGLISH COMPOSITION I	
COM-150	PUBLIC SPEAKING	
or ENG-122	ENGLISH COMPOSITION II	
ENG-122	ENGLISH COMPOSITION II	

HUMANITIES

Choose 2 courses from 2 different prefixes	7.00-8.00
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ART-100	ART APPRECIATION	
ART-220	HISTORY OF ART I	
ART-221	HISTORY OF ART II	
ENG-201	WOMEN & LITERATURE	
ENG-233	CHILDRENS LITERATURE	
HIST-101	WEST CIV I: ANCIENT WORLD-1715	
HIST-102	WESTERN CIV II	
HUM-101	MODERN CULTURE & THE ARTS	
HUM-234	WORLD MYTHOLOGIES	
LNG-161	SPANISH I	
LNG-162	SPANISH II	
LNG-163	SPANISH III	
LNG-261	SPANISH IV	
MUS-150	MUSIC APPRECIATION	
PHIL-210	ETHICS	
PHIL-230	INTRO TO PHILOSOPHY	
REL-231	COMPARATIVE RELIGION	
REL-233	NEW TESTAMENT	

Mathematics

4 credit hours	4.00
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MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	
MATH-201	INTRO TO STATISTICS	

Natural Science

Choose 2 courses from 2 different prefixes - one must have a lab	7.00-9.00
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BIO-101	HUMAN BIOLOGY	
BIO-110	BIOLOGICAL FORM AND FUNCTION	
BIO-120	INTRODUCTION TO BIOLOGY	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	
BIO-122	ORGANISMAL BIOLOGY	
BIO-125	ENVIRONMENT AND SOCIETY	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY 1	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II	
BIO-230	MICROBIOLOGY	
CHEM-130	CHEMISTRY	
CHEM-133	GENERAL CHEMISTRY I	
CHEM-134	GENERAL CHEMISTRY II	
CHEM-210	ORGANIC CHEMISTRY I	
CHEM-211	ORGANIC CHEMISTRY II	
GEOG-142	PHYSICAL GEOGRAPHY	

GEOL-145	PHYSICAL GEOLOGY
PHYS-144	ASTRONOMY
PHYS-251	PHYSICS I
PHYS-253	PHYSICS II

Social Sciences

Choose 2 courses from 2 different prefixes 6.00-8.00

ECON-203	PRIN OF ECONOMICS-MICRO
ECON-204	PRIN OF ECONOMICS-MACRO
HIST-201	US HISTORY I

HIST-101 and HIST-102 also eligible for Social Science Credit

HIST-202	US HIST II: RECONSTRUC-PRESENT
HIST-204	HISTORY OF MICHIGAN
PSI-110	AMERICAN GOV'T & POLITICAL SCI
PSI-111	STATE & LOCAL GOVERNMENT
PSY-101	PSYCHOLOGY
PSY-201	PSYCHOLOGY & PERSONALITY
PSY-210	HUMAN GROWTH & DEVELOPMENT
PSY-220	ABNORMAL PSYCHOLOGY
PSY-250	HUMAN SEXUALITY
PSY-260	SOCIAL PSYCHOLOGY
SOC-120	PRIN OF SOCIOLOGY
SOC-121	MODERN SOCIAL PROBLEMS
SOC-220	MARRIAGE & FAMILY LIVING

Degree Requirements

Select one of the following: 30.00-31.00

Computer Support Technician Certificate (31 Credits)
Network Technician Certificate (30 Credits)

Total Credits 60.00-66.00

1
Course has prerequisite(s)

Minimum Hours Required 60-62 (CST) or 62 (NTC) credits

Computer Support Technician Certificate

Code	Title	Credits
Required Coursework		
CIS-112	CISCO I	3.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	3.00
CIS-240	INTRO TO NETWORKING ¹	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	3.00
CIS-245	NETWORK SECURITY ¹	3.00
CIS-270	PC OPERATING SYSTEMS ¹	3.00
Select a minimum of six credits from the following CIS courses: 6.00		
CIS-113	CISCO II ((must take for AACIS degree, Option 1))	
CIS-151	ETHICAL HACKING I	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-243	ADMINISTRATING A WINDOWS SERVER ((must take for AACIS degree))	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
Total Credits		31.00

1
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 07/23/2019

Network Administration Technician Certificate

Code	Title	Credits
Required Coursework		
CIS-112	CISCO I	3.00
CIS-113	CISCO II	3.00
CIS-114	CISCO III	3.00
CIS-172	LINUX OPERATING SYSTEMS ¹	3.00
CIS-240	INTRO TO NETWORKING ¹	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹	3.00
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK ¹	3.00
CIS-245	NETWORK SECURITY ¹	3.00
Electives Coursework		
Choose a minimum of 3 credit hours from the following courses:		3.00
CIS-151	ETHICAL HACKING I ((cannot be applied to AACIS degree, Option 5))	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	
CIS-270	PC OPERATING SYSTEMS	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
Total Credits		30.00

1
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 08/05/2019

Tuition is calculated by contact hours per semester.
Current/Updated: 08/12/2019

Suggested Schedule

Computer Support Technician

Course	Title	Credits
Fall 1		
CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-240	INTRO TO NETWORKING	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MTA HUMANITIES		3.00-4.00
Credits		16.00-17.00
Winter 1		
CIS-112	CISCO I	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
MTA COMMUNICATIONS		3.00
MTA MATHEMATICS		4.00
Credits		16.00
Fall 2		
CIS-245	NETWORK SECURITY	3.00
CIS-113	CISCO II	3.00
or CIS-151	or ETHICAL HACKING I	

MTA HUMANITIES	3.00-4.00
MTA SOCIAL SCIENCE	3.00-4.00
MTA NATURAL SCIENCE w/LAB	4.00-5.00
Credits	16.00-19.00
Winter 2	
CIS-172 or CIS-243	LINUX OPERATING SYSTEMS or ADMINISTRATING A WINDOWS SERVER 3.00
CIS-270	PC OPERATING SYSTEMS 3.00
MTA NATURAL SCIENCE	3.00-5.00
MTA SOCIAL SCIENCE	3.00-4.00
Credits	12.00-15.00
Total Credits	60.00-67.00

Network Administration Technician

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-240	INTRO TO NETWORKING	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MTA HUMANITIES	4.00	
Credits	16.00	
Winter 1		
CIS-113	CISCO II	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-245	NETWORK SECURITY	3.00
MTA COMMUNICATIONS	3.00	
MTA MATHEMATICS	4.00	
Credits	16.00	
Fall 2		
CIS-114	CISCO III	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
MTA NATURAL SCIENCE w/LAB	4.00-5.00	
MTA SOCIAL SCIENCE	4.00	
Credits	14.00-15.00	
Winter 2		
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
MTA NATURAL SCIENCE	4.00-5.00	
MTA SOCIAL SCIENCE	4.00	
Credits	14.00-15.00	
Total Credits	60.00-62.00	

Computer Support Technician Certificate

The purpose of this certificate is to prepare the student for an entry-level computer support or repair position. The student will learn to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and optimization of PC hardware and software. Computer network and security concepts will be taught, as well as, customer service skills. The core computer courses will map to the latest CompTIA certification objective. This certificate may be applied toward the Associate of Applied Science in Business or Associate of Applied Science in Technology.

Requirements

Code	Title	Credits
Required Coursework		
CIS-112	CISCO I	3.00

CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	3.00
CIS-240	INTRO TO NETWORKING ¹	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	3.00
CIS-245	NETWORK SECURITY ¹	3.00
CIS-270	PC OPERATING SYSTEMS ¹	3.00
Select a minimum of six credits from the following CIS courses:		6.00
CIS-113	CISCO II ((must take for AACIS degree, Option 1))	
CIS-151	ETHICAL HACKING I	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-243	ADMINISTRATING A WINDOWS SERVER ((must take for AACIS degree))	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
Total Credits		31.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/23/2019

Cybersecurity Certificate

The Cybersecurity certificate is designed for students interested in a career in the area of protecting computer systems and networks, preparing students for career advancement and serving as the major core of the Associate of Arts in Cybersecurity degree for transfer students. Students will learn about the vulnerabilities of hardware and software systems, perform network security testing, including countermeasure testing and the risk factor analysis needed to design a flexible and comprehensive security plan. Students will gain skills in providing for business continuity and disaster recovery. They can sit for the following industry certifications: CompTIA Linux+ and Security+; CCENT; CCNA Cyber Ops (SECOPS); and Microsoft Technology Associate.

Requirements

Code	Title	Credits
Required Coursework		
30 credit hour		
CIS-112	CISCO I	3.00
CIS-113	CISCO II	3.00
CIS-151	ETHICAL HACKING I ¹	3.00
CIS-152	ETHICAL HACKING II ¹	3.00
CIS-161	CYBERSECURITY OPERATIONS ¹	3.00
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	3.00
CIS-172	LINUX OPERATING SYSTEMS ¹	3.00
CIS-245	NETWORK SECURITY ¹	3.00
CIS-270	PC OPERATING SYSTEMS ¹	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	3.00
Total Credits		30.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
Credits		15.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	3.00
CIS-245	NETWORK SECURITY	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
Credits		15.00
Total Credits		30.00

Cybersecurity Certificate of Achievement

The Cybersecurity certificate of achievement is designed for students interested in obtaining basic skills in the area of protecting computer systems and networks, preparing students for career advancement, and serving as a concentration option for the Associate of Applied Science in CIS degree. Students will learn about the vulnerabilities of hardware and software systems, as well as perform network security testing. Students will gain hands-on experience in securing hardware and software. This program serves as preparation for Cisco and CompTIA industry certifications.

Code	Title	Credits
CIS-151	ETHICAL HACKING I ¹	3.00
CIS-161	CYBERSECURITY OPERATIONS ¹	3.00
CIS-172	LINUX OPERATING SYSTEMS ¹	3.00
CIS-240	INTRO TO NETWORKING ¹	3.00
Total Credits		12.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: Fall 2021

Course	Title	Credits
Fall 1		
CIS-151	ETHICAL HACKING I	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
Credits		12.00
Total Credits		12.00

Network Administration Technician Certificate

Network Administration plays a vital part in all companies from start-ups to the largest global players. Network Administration is a highly sought after skill that can provide students with job security and enhanced earning potential. The Network Administration program is an affordable and convenient way to get the training students need to launch a rewarding career in the expanding IT field. The certificate provides a comprehensive overview of networking concepts and skills, from network applications to the protocols and services provided to those applications by the lower layers of the network, with an emphasis on practical application and workforce readiness. Also, the certificate teaches the advanced skills needed to install, configure, monitor, and troubleshoot small to medium-sized networks and manage wireless, and security. Completion of this certificate can prepare students for industry-wide certification. The Network Administration Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Requirements

Code	Title	Credits
Required Coursework		
CIS-112	CISCO I	3.00
CIS-113	CISCO II	3.00
CIS-114	CISCO III	3.00
CIS-172	LINUX OPERATING SYSTEMS ¹	3.00
CIS-240	INTRO TO NETWORKING ¹	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹	3.00
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS, NETWORK ¹	3.00
CIS-245	NETWORK SECURITY ¹	3.00
Electives Coursework		
Choose a minimum of 3 credit hours from the following courses:		3.00
CIS-151	ETHICAL HACKING I ((cannot be applied to AACIS degree, Option 5))	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	
CIS-270	PC OPERATING SYSTEMS	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
Total Credits		30.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 08/05/2019

Network Management Certificate of Achievement

In the Network Management certificate of achievement program, students will gain hands-on experience securely installing, configuring, and support network hardware and software. This certificate of achievement will prepare the student for Cisco, CompTIA, and Microsoft certifications.

Code	Title	Credits
CIS-112	CISCO I ¹	3.00
CIS-240	INTRO TO NETWORKING ¹	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER (Must take CIS-243 for AACIS degree) ¹	3.00
or CIS-245	NETWORK SECURITY	
Total Credits		12.00

1

Course has pre-requisite(s)

Tuition is calculated on contact hours

Current/Updated: 02/10/21

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-240	INTRO TO NETWORKING	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
or CIS-245	or NETWORK SECURITY	
Credits		12.00
Total Credits		12.00

General Degrees

- Associate of Arts Degree (p. 43)
- Associate of General Studies Degree (p. 44)
- Associate of Science Degree (p. 45)

Certificates

- General Studies Certificate (p. 44)

Associate of Arts Degree

The Associate of Arts degree is designed for students who desire a rigorous liberal arts education that emphasizes depth of intellectual and academic experience and wish to transfer to a four-year institution. The degree is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for further study, and it can also serve as the basis for career advancement. Since transfer credit and degree requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Requirements

Code	Title	Credits
Communications		
ENG-121	ENGLISH COMPOSITION I ¹	3.00
Select one of the following:		3.00
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities		
Select two courses from two different prefixes:		7.00-8.00

ART-100	ART APPRECIATION ¹
ART-220	HISTORY OF ART I ¹
ART-221	HISTORY OF ART II ¹
ENG-201	WOMEN & LITERATURE ¹
ENG-233	CHILDRENS LITERATURE ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
HUM-234	WORLD MYTHOLOGIES ¹
LNG-161	SPANISH I
LNG-162	SPANISH II ¹
LNG-163	SPANISH III ¹
LNG-261	SPANISH IV ¹
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
PHIL-230	INTRO TO PHILOSOPHY ¹
REL-231	COMPARATIVE RELIGION ¹
REL-233	NEW TESTAMENT ¹

Mathematics

Select one of the following:		4.00
MATH-117	FINITE MATHEMATICS ¹	
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-162	CALCULUS II & ANALYTIC GEOM ¹	
MATH-201	INTRO TO STATISTICS ¹	

Natural Science

Select two courses from two different prefixes – one must have a 2.00 or higher grade.		6.00-9.00
BIO-101	HUMAN BIOLOGY ¹	
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	
BIO-120	INTRODUCTION TO BIOLOGY ¹	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-125	ENVIRONMENT AND SOCIETY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
CHEM-130	CHEMISTRY ¹	
CHEM-133	GENERAL CHEMISTRY I ¹	
CHEM-134	GENERAL CHEMISTRY II ¹	
CHEM-210	ORGANIC CHEMISTRY I	
CHEM-211	ORGANIC CHEMISTRY II	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
GEOL-145	PHYSICAL GEOLOGY ¹	
PHYS-144	ASTRONOMY ¹	
PHYS-251	PHYSICS I ¹	
PHYS-253	PHYSICS II ¹	

Social Science

Select two courses from two different prefixes:		6.00-8.00
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	

HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSI-111	STATE & LOCAL GOVERNMENT ¹
PSY-101	PSYCHOLOGY ¹
PSY-201	PSYCHOLOGY & PERSONALITY ¹
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Elective Courses

Minimum of 30 elective credit hours as needed to reach 60 total credits 30.00

Total Credits 60.00-65.00

¹

Course has prerequisite(s)

Note: No courses under the 100 level will be accepted toward this degree. Tuition is calculated by contact hours per semester. Current/Updated: 07/20/2020

Associate of General Studies Degree

(Can be completed in online format)

The Associate of General Studies degree enables students to fulfill the College's minimum graduation requirements (the General Education core of basic courses) with a program that can be tailored to their personal, academic, or professional goals. This degree may enhance current employment and/or fulfill the requirements for a specific college or university program. This degree is intended as a flexible "completer" degree for students who are not pursuing a specified curriculum in the transfer or professional-technical area. General Studies graduates may continue their studies at a college or university in diverse fields.

Requirements

Code	Title	Credits
Communications		
Select two courses, six credit hours from the following:		6.00
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities/Social Science		
Select at least one course, at least three credit hrs. from the following:		3.00-4.00
Any ANTH course		
Any ART course		
ENG-126	CREATIVE WRITING I (or higher)	
Any ECON course		
Any HIST course		

Any HUM course
Any LNG course
Any MUS course
Any PHIL course
Any PSI course
Any PSY course
Any REL course
Any SOC course

Mathematics/Natural Science

Select at least one course, at least three cr. hrs. from the following 3.00-5.00

BIO-101	HUMAN BIOLOGY (or higher)
CHEM-130	CHEMISTRY (or higher)
Any GEOG course	
Any GEOL course	
MATH-104	INTERMEDIATE ALGEBRA (or higher)
Any PHYS course	

Electives

Minimum of 48 elective credit hours as needed to reach 60 total credits 48.00

Total Credits 60.00-63.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester. Current/Updated: 03/12/2020

General Studies Certificate

This certificate is designed to facilitate transfer from one institution to another under the Michigan Transfer Agreement. At least 30 credit hours of 100-200 level general education from the sending institution will be accepted as a block of at least 30 credit hours by the receiving institution. Students may complete the Michigan Transfer Agreement as part of an associate degree or as a certificate.

This 30-credit program, designed for students intending to pursue an associate degree from Glen Oaks Community College, documents the completion of general education requirements.

Program not eligible for federal financial aid A certificate in General Studies is awarded to those who complete a minimum of 30 credit hours with a minimum grade of 2.0 in each course. A minimum of 15 credit hours must be earned at Glen Oaks.

Requirements

Code	Title	Credits
Communications		
Select at least six hours		6.00
ENG-121	ENGLISH COMPOSITION I ¹	
Select one of the following:		
ENG-122	ENGLISH COMPOSITION II ¹	
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
Mathematics		
Select one of the following:		4.00
MATH-117	FINITE MATHEMATICS ¹	

MATH-151	COLLEGE ALGEBRA
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹
MATH-162	CALCULUS II & ANALYTIC GEOM ¹
MATH-201	INTRO TO STATISTICS ¹

Humanities

Select two courses of the following, from two different disciplines 6.00-8.00 excluding studio and performance classes:

ART-100	ART APPRECIATION (Select two courses of the following, from two different disciplines excluding studio and performance classes:)
ART-220	HISTORY OF ART I ¹
ART-221	HISTORY OF ART II ¹
ENG-201	WOMEN & LITERATURE ¹
ENG-233	CHILDRENS LITERATURE ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
HUM-234	WORLD MYTHOLOGIES ¹
LNG-161	SPANISH I
LNG-162	SPANISH II ¹
LNG-163	SPANISH III ¹
LNG-261	SPANISH IV ¹
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
PHIL-230	INTRO TO PHILOSOPHY ¹
REL-231	COMPARATIVE RELIGION ¹
REL-233	NEW TESTAMENT ¹

Natural Sciences

Choose 2 courses from 2 different disciplines - 1 must have a lab 7.00-9.00

BIO-101	HUMAN BIOLOGY ¹
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹
BIO-120	INTRODUCTION TO BIOLOGY ¹
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹
BIO-122	ORGANISMAL BIOLOGY ¹
BIO-125	ENVIRONMENT AND SOCIETY ¹
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹
BIO-230	MICROBIOLOGY ¹
CHEM-130	CHEMISTRY ¹
CHEM-133	GENERAL CHEMISTRY I ¹
CHEM-134	GENERAL CHEMISTRY II ¹
CHEM-210	ORGANIC CHEMISTRY I ¹
CHEM-211	ORGANIC CHEMISTRY II ¹
GEOG-142	PHYSICAL GEOGRAPHY ¹
GEOL-145	PHYSICAL GEOLOGY ¹
PHYS-144	ASTRONOMY ¹
PHYS-251	PHYSICS I ¹
PHYS-253	PHYSICS II ¹

Social Sciences

Choose 2 courses from 2 different disciplines 6.00-8.00

ECON-203	PRIN OF ECONOMICS-MICRO ¹
ECON-204	PRIN OF ECONOMICS-MACRO ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹

HIST-102	WESTERN CIV II ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSI-111	STATE & LOCAL GOVERNMENT ¹
PSY-101	PSYCHOLOGY ¹
PSY-201	PSYCHOLOGY & PERSONALITY ¹
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Total Credits 30.00-35.00

¹

Course has prerequisite(s)

Total: 30 credits minimum

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Associate of Science Degree

The Associate of Science degree is appropriate for those students who plan to pursue further study in Astronomy, Biology, Chemistry, Geology, Mathematics or Physics. This degree is also appropriate for those interested in careers in Statistics, Mathematics, Bio-technology, Medical Sciences, Engineering and Secondary Education majors who plan to major in a Science (e.g. Math, Biology, Geology, Chemistry or Physics teachers).

It is required that individuals considering a career in science meet with one of the science faculty to discuss specific courses to meet their academic needs.

Degree seekers should choose from one of two pathways: Life Sciences or Physical Sciences.

Requirements

Life Sciences

Code	Title	Credits
Communications		
Six credit hours		6.00
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
Humanities		
Select two courses from two different prefixes:		8.00
ART-100	ART APPRECIATION ¹	
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
ENG-234	WORLD MYTHOLOGIES ¹	

HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
HUM-234	WORLD MYTHOLOGIES
LNG-161	SPANISH I
LNG-162	SPANISH II
LNG-163	SPANISH III
LNG-261	SPANISH IV
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
REL-231	COMPARATIVE RELIGION ¹
REL-233	NEW TESTAMENT ¹

Social Science

Select two courses from two different prefixes: 8.00

ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY ¹
ECON-203	PRIN OF ECONOMICS-MICRO ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSY-101	PSYCHOLOGY ¹
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Life Sciences (includes MTA requirements for Mathematics and Natural Sciences)

31 required credit hours

BIO-110	BIOLOGICAL FORM AND FUNCTION	3.00
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	4.00
BIO-122	ORGANISMAL BIOLOGY ¹	4.00
CHEM-133	GENERAL CHEMISTRY I ¹	4.00
CHEM-134	GENERAL CHEMISTRY II ¹	4.00
CHEM-210	ORGANIC CHEMISTRY I	4.00
CHEM-211	ORGANIC CHEMISTRY II	4.00
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	4.00

Plus select two classes from the following (Must equal 7 or 8 7.00-8.00 credits):

BIO-101	HUMAN BIOLOGY
BIO-125	ENVIRONMENT AND SOCIETY
BIO-230	MICROBIOLOGY
GEOG-142	PHYSICAL GEOGRAPHY
GEOL-145	PHYSICAL GEOLOGY

Total Credits 60.00-61.00

1

Course has prerequisite(s)

Minimum Credits needed 60 credits**Note:** No courses below the 100 level will be accepted toward this degree**Note:** Anyone beginning the Associate of Science Degree at Glen Oaks in Fall 2016 or later must complete MTA requirements in order to qualify for the degree

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Physical Sciences

Code	Title	Credits
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Communications

Six credit hours 6.00

COM-150	PUBLIC SPEAKING ¹
ENG-121	ENGLISH COMPOSITION I ¹

Humanities

Select two courses from two different prefixes: 8.00

ART-100	ART APPRECIATION ¹
ART-220	HISTORY OF ART I ¹
ART-221	HISTORY OF ART II ¹
ENG-201	WOMEN & LITERATURE ¹
ENG-233	CHILDRENS LITERATURE ¹
ENG-234	WORLD MYTHOLOGIES ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
HUM-234	WORLD MYTHOLOGIES
LNG-161	SPANISH I
LNG-162	SPANISH II
LNG-163	SPANISH III
LNG-261	SPANISH IV
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
REL-231	COMPARATIVE RELIGION ¹
REL-233	NEW TESTAMENT ¹

Social Science

Select two courses from two different prefixes: 8.00

ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY ¹
ECON-203	PRIN OF ECONOMICS-MICRO ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSY-101	PSYCHOLOGY ¹
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Physical Sciences (includes MTA requirements for Mathematics and Natural Sciences)

34 required credit hours

CHEM-133	GENERAL CHEMISTRY I ¹	4.00
CHEM-134	GENERAL CHEMISTRY II ¹	4.00
CHEM-210	ORGANIC CHEMISTRY I	4.00
CHEM-211	ORGANIC CHEMISTRY II	4.00
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	4.00
MATH-162	CALCULUS II & ANALYTIC GEOM ¹	4.00
PHYS-251	PHYSICS I ¹	5.00
PHYS-253	PHYSICS II ¹	5.00
Total Credits		56.00

1

Course has prerequisite(s)

Minimum Credits needed 60 credits**Note:** No courses below the 100 level will be accepted toward this degree**Note:** Anyone beginning the Associate of Science Degree at Glen Oaks in Fall 2016 or later must complete MTA requirements in order to qualify for the degree

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Suggested Schedule

Life Sciences Pathway (Biological or Biomedical Sciences)

Course	Title	Credits
Fall 1		
BIO-110 or BIO-125	BIOLOGICAL FORM AND FUNCTION or ENVIRONMENT AND SOCIETY	3.00
CHEM-133	GENERAL CHEMISTRY I	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
Humanities or Social Science		3.00-4.00
MATH-104	INTERMEDIATE ALGEBRA (if needed)	4.00
Credits		17.00-18.00
Winter 1		
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	4.00
CHEM-134	GENERAL CHEMISTRY II	4.00
COM-150	PUBLIC SPEAKING	3.00
Humanities or Social Science		3.00-4.00
MATH-151	COLLEGE ALGEBRA (if needed) ¹	4.00
Credits		18.00-19.00
Fall 2		
BIO-122	ORGANISMAL BIOLOGY	4.00
CHEM-210	ORGANIC CHEMISTRY I	4.00
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	4.00
Science Elective		3.00-4.00
Credits		15.00-16.00
Winter 2		
CHEM-211	ORGANIC CHEMISTRY II	4.00
Humanities or Social Science		3.00-4.00
Humanities or Social Science		3.00-4.00
Natural Science Elective		3.00-4.00
Credits		13.00-16.00
Total Credits		63.00-69.00

1

Recommended for students placing in MATH lower than MATH-161 CALCULUS I & ANALYTIC GEOMETRY, will not count towards Science degree –Science elective may come from BIO, CHEM, GEOG, or GEOL prefix

Physical Sciences Pathway (Chemistry, Physics or Pre-Engineering)

Course	Title	Credits
Fall 1		
CHEM-133	GENERAL CHEMISTRY I	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	4.00
Humanities or Social Science		4.00
Credits		15.00
Winter 1		
CHEM-134	GENERAL CHEMISTRY II	4.00
COM-150	PUBLIC SPEAKING	3.00
MATH-162	CALCULUS II & ANALYTIC GEOM	4.00
Humanities or Social Science		4.00
Credits		15.00
Fall 2		
CHEM-210	ORGANIC CHEMISTRY I	4.00
PHYS-251	PHYSICS I	5.00
Humanities or Social Science		4.00
Credits		13.00
Winter 2		
CHEM-211	ORGANIC CHEMISTRY II	4.00
PHYS-253	PHYSICS II	4.00
Humanities or Social Science		4.00
Credits		12.00
Total Credits		55.00

Health & Human Services

Degrees

- Associate of Applied Science in Allied Health Degree (p. 47)
- Associate of Applied Science in Criminal Justice (p. 62)
- Associate of Applied Science in Nursing (p. 54)
- Associate of Applied Science in Nursing- LPN to RN Track (p. 58)

Certificates

- Coding Specialist/Physician-Based Certificate (p. 52)
- Medical Administrative Specialist Certificate (p. 50)
- Medical Assistant Certificate (p. 51)
- Phlebotomy Technician Certificate (p. 53)

Associate of Applied Science in Allied Health Degree

The purpose of this degree is to prepare the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

Employment Information

Health care careers offer job stability, often above average financial reward, and the opportunity to join one of the most exciting and fastest growing fields in the United States. In the coming years, with an aging baby boomer population, there are expected to be more jobs than there are health care professionals to fill them. Job duties range greatly depending upon the chosen area of specialization. Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice. Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring that it maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. Healthcare support occupations (such as home health aides, occupational therapy assistants, and medical transcriptionists) had a median annual wage of \$29,880 in May 2021, lower than the median annual wage for all occupations in the economy.

According to the U.S Bureau of Labor Services (BLS) occupations that typically require workers to have a certificate or other postsecondary nondegree award had a median annual wage of \$37,670 in 2017; those that typically require workers to have some college but no degree had a median annual wage of \$35,250.

Program Information

This degree prepares the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

Is this for me?

Allied health professionals should possess good communication skills and enjoy working with people. They typically have an interest in science and must be able to utilize computer software programs. Additionally, they must be a "hands-on" person with good eye/hand coordination.

Outlook

According to the U.S. Department of Labor, employment of healthcare occupations is projected to grow 16 percent from 2020 to 2030, much faster than the average for all occupations, adding about 2.6 million new jobs. Healthcare occupations will add more jobs than any other group of occupations. This growth is expected due to an aging population and because federal health insurance reform should increase the number of individuals who have access to health insurance.

To be granted the AASAH the student must obtain one of the following Occupational

Certificates (averaging 30 credits):
Coding Specialist/Physician-Based
Medical Administrative Specialist
Medical Assistant
Phlebotomy Technician

Requirements

General Education

Code	Title	Credits
Allied Health Core		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00

Communications

COM-110	INTERPERSONAL COMMUNICATIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
ENG-122	ENGLISH COMPOSITION II ¹	3.00

Social Sciences

PSY-101	PSYCHOLOGY	4.00
SOC-120	PRIN OF SOCIOLOGY	4.00

MATH

MATH-101	QUANTITATIVE REASONING	4.00
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NATURAL SCIENCES

BIO-120	INTRODUCTION TO BIOLOGY	4.00
GEOG-142	PHYSICAL GEOGRAPHY	4.00

HUMANITIES

LNG-125	SPANISH FOR HEALTH CARE WORKERS	2.00
PHIL-210	ETHICS	4.00

Allied Health Certificate Requirement

To be granted an Associate of Applied Science in Allied Health Degree the student must complete one of the following Allied Health Certificates:

Coding Specialist / Physician-Based plus 1 credit hour of electives to meet degree requirement

Medical Administrative Specialist plus 1 credit hour of electives to meet degree requirement

Medical Assistant

Phlebotomy Technician plus 6 credit hours of electives to meet degree requirement ²

Elective courses chosen must be 100 level or above. Courses with prefixes AGT, AUTO, CRJU, ELEC, EMT, INDS, MACH or WELD cannot be taken for elective credit

Total Credits **60.00**

1

Course has prerequisite(s)

2

Must take additional credit hours to fulfill the 30 credit hour minimum for certificate requirements

3

For Level I Nursing Students: Substitute BIO-121 MOLECULAR AND CELLULAR BIOLOGY for BIO-101 HUMAN BIOLOGY due to changes made to the nursing prerequisites.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/15/2019

Coding Specialist / Physician-Based

Code	Title	Credits
Required Coursework		
ALH-111	DIAGNOSTIC CODING ¹	3.00
ALH-210	PROCEDURAL CODING ¹	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-240	INSURANCE CLAIMS PROCESSING ¹	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ALH-280	CODING SPECIALIST PRACTICUM ¹	3.00

BUS-104	INTRO TO BUSINESS	4.00
Total Credits		24.00

1

Course has prerequisite(s)

1. The student must achieve a 2.5 GPA in all ALH curriculum courses.
2. Qualifications for the practicum require that students have all course work completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Medical Administrative Specialist

Code	Title	Credits
Required Coursework		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM ¹	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Total Credits		24.00

1

Course has prerequisite(s)

1. The student must achieve a "C" or 2.0 GPA in all curriculum courses.
2. Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/15/201

Medical Assistant

Code	Title	Credits
ALH-112	EMERGENCY RESPONSE	3.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-238	MEDICAL ASSISTANT PRACTICUM ¹	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Total Credits		31.00

1

Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.

2. The student must maintain a GPA of 2.5 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Phlebotomy Technician

Code	Title	Credits
Required Coursework		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ALH-285	PHLEBOTOMY TECHNICIAN PRACTICUM ¹	3.00
BUS-104	INTRO TO BUSINESS	4.00
Total Credits		19.00

1

Course has prerequisite(s)

1. The student must achieve a minimum grade of 2.5 in ALH curriculum courses.
2. Qualifications for the practicum require the student to have all course work completed with an overall 2.5 GPA or above.
3. This certificate can be applied to the Associate of Applied Science in Allied Health Degree.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

- Register for admission to the college.
- Meet Placement Evaluation in basic Reading, Math and English criteria:
- Declare interest in completing the Associate of Applied Science in Allied Health.
- To be granted an Associate of Applied Science in Allied Health Degree the student must complete one of the following Allied Health Certificates:
 - Coding Specialist – Physician Based
 - Medical Administrative Specialist
 - Medical Assistant
 - Phlebotomy Technician
- Meet with Admissions and Director of Allied Health to discuss the guided pathway for successful completion of the program.
- A minimum of a 2.5 GPA required at all times – with no grade lower than a 2.5 in all ALH courses
- Apply for graduation certificates and/or degrees through the MYGOCC student portal.

Medical Administrative Specialist Certificate

The Medical Administrative Specialist serves a key role in the medical office, clinic or hospital setting. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. The practitioner maintains familiarity with clinical and technical concepts to coordinate administrative office functions in the health care setting. This program is approved by American Medical Technologists (AMT is accredited by the National Commission for Certifying Agencies NCCA) as a program of study for those who wish to sit for the Certified Medical Administrative Specialist - CMAS (AMT).

Employment Information

Medical Administrative Specialists are multi-skilled in medical records and health information and play key roles in the medical office, clinic or hospital setting. They organize and manage health information data, insurance processing, coding and billing, practice finance and fundamental office management tasks. A Medical Administrative Specialist is very familiar with clinical and technical concepts required to coordinate administrative office functions in a health care setting. Jobs are available in physicians' offices, health clinics, outpatient facilities, medical laboratories, hospitals, health insurance companies, medical supply and equipment businesses, and pharmaceutical companies.

Duties and skills vary by the size of office. In a small practice, the job may include greeting patients, scheduling appointments, composing and processing correspondence, collecting and recording payments, maintaining financial reports and patient files. In a large office, the job will focus on more of the non-patient, office duties and work more directly with the facility's administrative office team. Physician office coding specialists are in high demand; these medical records employees classify diagnoses and procedures to facilitate billing and reimbursement from insurance companies.

Program Information

Glen Oaks offers a coding certification which, added to either a medical assistant or medical administrative specialist certification, is a path to greater advantages in this ever-growing field. In the medical administrative specialist program, you may choose the original "business" route, the "coding" route or both. You may also, if you have the prerequisites, take the coding courses to update your skills! Graduates of the medical administrative specialist program may receive national certification as a Certified Medical Administrative Specialist (CMAS) from American Medical Technologists (AMT); those who take the coding option are prepared to sit for the Certified Coding Specialist-Physician Office (CCS-P) or the Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA).

Employment Outlook

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2016 median salary for medical records and health information specialists was \$45,240 per year or \$21.75 per hour, and for secretaries and administrative assistants was \$39,680 per year or \$19.08 per hour. Apply your certificate toward a degree. This certificate can also be applied toward the Associate of Applied Science in Allied Health degree, for those seeking increased responsibilities, supervisory roles and health care office management in physician offices,

health care clinics, hospital-based clinics, hospitals and small health care businesses.

The Bureau of Labor Statistics predicts a growth in overall employment of medical records and health information specialists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations. About 34,300 openings for medical records and health information specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The demand for health services is expected to increase as the population ages. Those who have experience with coding, word processing and create spreadsheets, should have the best job prospects.

Is this for me?

Consider a career in the field of medical records or health information if you pay attention to detail, are extremely organized, type well, can communicate information accurately between one person and another, and can maintain a high degree of confidentiality.

- Register for admission to the college
- Declare Medical Administrative Specialist Program interest and register for ALL required Fall semester courses
- Meet placement criteria in basic Math and English criteria:
- If course placement criteria not met, student may enroll in appropriate remedial course(s) to bring skill level up to criteria.
- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Medical Administrative Specialist may be completed in two semesters beginning in the fall.

Requirements

Code	Title	Credits
Required Coursework		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM ¹	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Total Credits		24.00

1

Course has prerequisite(s)

1. The student must achieve a "C" or 2.0 GPA in all curriculum courses.
2. Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/15/201

Course	Title	Credits
First Year		
Fall 1		
Fall 1 (7.5 weeks)		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (7.5 weeks)		
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		14.00
Winter 1		
Winter 1 (7.5 weeks)		
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
Winter 2 (7.5 weeks)		
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE (Full semester course)	4.00
Credits		10.00
Total Credits		24.00

Medical Assistant Certificate

The Certified Medical Assistant is one of the most sought after careers in the healthcare field as a result of the diversity in the skill preparation. The Medical Assistant's skills are utilized in both the administrative and clinical aspects of the medical office. Phlebotomy, medication administration and surgical assisting are among the many clinical skills acquired in the Medical Assisting Program. Some of the administrative skills a Medical Assistant may perform are: health insurance coding and billing, insurance processing, patient scheduling and the entering of data into the Electronic Medical Record. The Glen Oaks Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of the Allied Health Programs is located at:

25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350

Graduates of the accredited program are eligible to sit for the national certification examination. Passing the examination allows the graduate to become a Certified Medical Assistant (CMA-AAMA). The Medical Assistant can further his or her education by earning an Associate of Applied Science in Allied Health. The Medical Assistant Certificate is a competency-based program of study.

Note: Placement Evaluation required prior to admission into the Medical Assistant program

Medical Assistant Information and Accreditation

Medical assistants help physicians and other health care professionals examine and treat patients, as well as perform routine tasks needed to keep a medical office running efficiently. They measure vital signs, help patients feel comfortable in the doctor's office, document patient history, and often explain the doctor's instructions. Jobs are available in physician offices, hospitals, outpatient or health care facilities, such as specialty offices and clinics. Work ranges from answering phones, greeting patients and scheduling appointments to taking

medical histories, performing basic laboratory tests and administering medications, assisting the physician with minor surgical procedures, and removing sutures and changing dressings. Requirements of the role include knowledge of medical terminology, communication skills, technical skills and office management skills. The ability to maintain confidentiality is a must, as medical assistants deal with sensitive patient data.

Program Information

The goal of this program is to prepare entry-level medical assistants who are competent in both administrative and clinical duties. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Medical Assistant Certificate is diverse and flexible. Graduates are eligible for national certification and can become certified medical assistants (CMA-AAMA).

Is this for me?

Consider a career in medical assisting if you enjoy helping people during stressful times in their lives and can move seamlessly between being hands-on with patients and handling phones and paperwork.

Employment Outlook

Apply your certificate toward a degree This certificate can be applied toward the Associate of Applied Science in Allied Health degree, for those seeking increased responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2021 median salary for medical assistants was \$37,190 per year or \$17.88 per hour. The Bureau of Labor Statistics predicts a growth in employment of medical assistants of 18 percent from 2020 to 2030, much faster than the average for all occupations. About 104,400 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Medical assistants who earn certification and have familiarity with electronic health records (EHRs) may have better job prospects.

Medical Assistant Accreditation

The Glen Oaks Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs is located at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: 727-210-2350. www.caahep.org

The goal of the Glen Oaks Community College Medical Assistant Program is to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

- Register for admission to the college
- Declare Medical Assistant Program interest and register for ALL required Fall semester courses

- Meet placement criteria in basic Math and English criteria:
- If course placement criteria not met, student may enroll in appropriate remedial course(s) to bring skill level up to criteria
- No course may be transferred into the Medical Assistant program that contains MAERB core competencies. No experiential credit is awarded.
- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Medical Assistant Program may be completed in two semesters beginning in the fall.

Requirements

Code	Title	Credits
ALH-112	EMERGENCY RESPONSE	3.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-238	MEDICAL ASSISTANT PRACTICUM ¹	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Total Credits		31.00

1

Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.5 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Course	Title	Credits
First Year		
Fall 1		
Fall 1 (7.5 weeks)		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (7.5 weeks)		
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		18.00
Winter 1		
Winter 1 (7.5 weeks)		
ALH-112	EMERGENCY RESPONSE	3.00

ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
Winter 2 (7.5 weeks)		
ALH-238	MEDICAL ASSISTANT PRACTICUM	3.00
Credits		13.00
Total Credits		31.00

Coding Specialist/Physician-Based Certificate

Can be completed in online format.

CCS-PS are coding practitioners who specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider's business operations for data submitted to insurance companies or the government for expense reimbursement. This program offers the knowledge and skills to sit for both the Certified Coding Specialist-Physician Office – CCS-P and/or the Certified Coding Specialist- CCS credentialing exams offered by the **American Health Information Management Association (AHIMA)** and meets the education eligibility requirements as outlined by that association.

Employment Information

Coding specialists compile, process and maintain medical records of hospital and clinic patients. They are familiar with coding systems and stay up-to-date on health care documentation. Day-to-day responsibilities include reviewing patient records for accuracy and completeness, and tracking patient outcomes for quality, organization and maintenance of data for clinical databases and registries. Coding specialists are familiar with classification software and assign clinical codes for reimbursement and data analysis. Most health information technicians work in hospitals or physicians' offices. The median annual wage for health information technicians was \$45,240 per year or \$21.75 per hour in 2020. Overall employment of medical records and health information specialists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations.

Credentialing

The Coding Specialist program offers the knowledge and skills to sit for both the Certified Coding Specialist-Physician Office (CCS-P) and/or the Certified Coding Specialist (CCS) credentialing exams offered by the American Health Information Management Association (AHIMA) and meets the education eligibility requirements as outlined by that association.

Is this for me?

Medical records are stored electronically so those choosing this profession will need to be comfortable with using software programs and working with different databases. Patient health information is protected by law, and confidentiality is required of medical records and data security.

Employment Outlook

According to the Bureau of Labor Statistics, employment of medical records and health information technicians is expected to increase by 15 percent from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as

the population ages and should lead to an increased need for technicians to organize and manage the associated medical records.

- Register for admission to the college.
- Declare Medical Coding Specialist—Physician Based (CCS-P) Program interest and register for all required Fall semester courses.
- Meet placement criteria in basic math and English criteria:
- If course placement criteria not met, student may enroll in appropriate remedial course/s to bring skill level up to criteria.
- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Medical Coding Specialist—Physician Based (CCS-P) Program may be completed in three semesters beginning in the fall

Requirements

Code	Title	Credits
Required Coursework		
ALH-111	DIAGNOSTIC CODING ¹	3.00
ALH-210	PROCEDURAL CODING ¹	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-240	INSURANCE CLAIMS PROCESSING ¹	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ALH-280	CODING SPECIALIST PRACTICUM ¹	3.00
BUS-104	INTRO TO BUSINESS	4.00
Total Credits		24.00

¹

Course has prerequisite(s)

1. The student must achieve a 2.5 GPA in all ALH curriculum courses.
2. Qualifications for the practicum require that students have all course work completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Course	Title	Credits
First Year		
Fall 1		
Fall 1 (7.5 weeks)		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (7.5 weeks)		
ALH-111	DIAGNOSTIC CODING	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		11.00
Winter 1		
Winter 1 (7.5 weeks)		
ALH-210	PROCEDURAL CODING	3.00
Winter 2 (7.5 weeks)		
ALH-240	INSURANCE CLAIMS PROCESSING	3.00
BUS-104	INTRO TO BUSINESS (Full semester course)	4.00
Credits		10.00
Summer 1		
(7.5 weeks)		

ALH-280	CODING SPECIALIST PRACTICUM	3.00
Credits		3.00
Total Credits		24.00

Phlebotomy Technician Certificate

The laboratory depends on the phlebotomy technician to collect quality samples from the patient to produce excellent laboratory results. To do this, the phlebotomy technician must create an atmosphere of trust and confidence with patients in a skillful, safe and reliable manner. The student will learn how to accurately collect and process blood samples by mastering both phlebotomy and capillary blood collection techniques. Quality control issues of the clinical laboratory will be stressed along with OSHA standards of infection control. This certificate meets the criteria of the American Society of Clinical Pathology (ASCP) as an acceptable program of study for those who wish to sit for the ASCP Phlebotomy Technician (PBT) exam.

Employment Information

Since physicians rely on blood samples to assess their patients' health accurately, laboratories depend on phlebotomy technicians to collect quality samples to produce excellent results. To do this, phlebotomy technicians must create an atmosphere of trust and confidence with patients in a skillful, safe and reliable manner.

Jobs are available in hospital laboratories, medical and diagnostic laboratories, blood donor centers and doctors' offices. Dedicated phlebotomy technicians can enhance their employability by becoming certified nationally. Since blood analysis remains an essential function in medical laboratories and hospitals the demand for phlebotomist is likely to remain high.

Program Information

In Glen Oaks' program, students learn how to accurately collect and process blood samples by mastering both phlebotomy and capillary blood collection techniques. The program stresses quality control issues of the clinical laboratory along with OSHA standards of infection control. Graduates are eligible for national certification and can become Phlebotomy Technicians through the American Society for Clinical Pathology (ASCP). Employment Outlook According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2016 median salary for phlebotomists was \$37,380 per year or \$17.97 per hour. The Bureau of Labor Statistics predicts a growth in employment of phlebotomists of 22 percent from 2020 to 2030, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork.

Is this for me?

Consider a career as a phlebotomist if you are compassionate, can comfort people during procedures such as getting their blood drawn, are detailed oriented, and have good eye/hand coordination.

Admissions Process

- Register for admission to the college.
- Declare Phlebotomy Technician Program interest and register for all required Fall semester courses
- Meet placement criteria in basic Math and English
- If course placement criteria not met, student may enroll in appropriate remedial course/s to bring skill level up to criteria.

- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Phlebotomy Technician Program may be completed in 2 semesters beginning in the fall.

Requirements

Code	Title	Credits
Required Coursework		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ALH-285	PHLEBOTOMY TECHNICIAN PRACTICUM ¹	3.00
BUS-104	INTRO TO BUSINESS	4.00
Total Credits		19.00

1

Course has prerequisite(s)

1. The student must achieve a minimum grade of 2.5 in ALH curriculum courses.
2. Qualifications for the practicum require the student to have all course work completed with an overall 2.5 GPA or above.
3. This certificate can be applied to the Associate of Applied Science in Allied Health Degree.

Tuition is calculated by contact hours per semester.
Current/Updated: 08/14/2019

Course	Title	Credits
First Year		
Fall 1		
Fall 1 (7.5 weeks)		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (7.5 weeks)		
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		8
Winter 1		
Winter 1 (7.5 weeks)		
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
Winter 2 (7.5 weeks)		
ALH-285	PHLEBOTOMY TECHNICIAN PRACTICUM	3.00
BUS-104	INTRO TO BUSINESS (Full semester course)	4.00
Credits		11.00
Total Credits		19.00

Associate of Applied Science in Nursing

The Associate of Applied Science in Nursing degree qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered Nurse (RN) level. When the graduate successfully passes the examination, the nursing graduate will be licensed as a Registered Nurse by the State Board of Nursing. RNs are employed in a variety of settings, including hospitals, clinics, surgical centers, insurance companies, rehabilitation facilities, resorts, cruise ships, nursing homes, the military, and community and public health agencies. There are no electives in the program. Admission to the

program is contingent upon completion, at the appropriate level of performance, of prerequisite courses and a pre-entrance examination, as well as appropriate math placement. Many graduates continue their studies to attain a Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) credentials, with some achieving licensure as Nurse Practitioners (NP) upon completion of the MSN. This program prepares you to take the NCLEX Exam in the State of Michigan. Graduates who want to practice in other states should review the requirements via the Board of Nursing. For Board of Nursing requirements in other states please see <https://www.ncsbn.org/14730.htm>

Admission Requirements

All applicants, except those holding a Practical Nurse license, must meet the following requirements:

- Complete all prerequisite courses (marked above) with a grade of 2.5 or higher
- Submit a completed Nursing program application to the Nursing Division office
- Obtain a minimum decision score of 65% on the Kaplan Entrance test

Program Requirements

- Students may not enroll in NUR courses until they have been accepted into the program by the Director of Nursing.
- Students accepted into the program must receive a grade of 2.5 or higher in each course taken at GOCC.
- Students who receive any final grades below 2.5 in a course will not be allowed to progress until they have made up their deficiencies by repeating the course(s) and earning at least a 2.5 final grade.
- If a student fails two courses in the nursing curriculum (could be the same course), they are dismissed from the program and shall not be readmitted.
- Any student who leaves the program for any reason cannot be guaranteed readmission.

All courses except BIO-101 HUMAN BIOLOGY must be completed with a grade of 2.5 or higher.

Tuition is calculated by contact hours per semester.
Current/Updated: 05/14/2020

Admission of Nursing Students (Policy 3.1)

Glen Oaks Community College has an Associate of Applied Science in Nursing Degree Program. The program prepares students to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered

Nurse (RN) level. In addition to meeting the general requirements of the college for admission, there are requirements pertinent to the nursing program. After acceptance into the program, documentation of having met health guidelines must be submitted and remain current for the duration of the program. Glen Oaks Community College admits 40 students every Fall Semester.

Policies and guidelines reflecting the nursing program policies shall be published in the Nursing Program Handbook which is issued to each student at the initial orientation class. Students must sign the handbook receipt form indicating they have received a copy.

Admission Requirements for Nursing Students

1. Complete the admission process for Glen Oaks Community College.

- Complete college admission application
- Complete GOCC orientation process
- Complete the Course Placement Evaluation, given free of charge and administered by the Tutoring and Testing Center
- Submit a transcript verifying high school completion or scores of the General Education Development (GED) examination
- Submit a transcript from all other institutions of higher education that were attended

2. Complete the required prerequisite courses **prior to entering** the Nursing Program. Each of the following must be completed with a grade of 2.5 (C+) or better:

- 1 credit of high school Algebra AND placement into MATH 104 Intermediate Algebra on GOCC Accuplacer, OR **ACT/SAT, OR MATH 100 Introductory Algebra with 2.5 or higher grade.
- ALH-218 Medical Terminology
- BIO-101 Human Biology
- BIO-210 Human Anatomy & Physiology I
- ENG-121 English Composition I

3. Meet with the Director of Nursing (DON) and submit a nursing application.

4. Take the Kaplan Nursing Entrance Exam administered by the Nursing Division of Glen Oaks Community College and achieve the required minimum score.

5. Applicants who pass the Kaplan Nursing Entrance Exam are ranked to determine selection. Ranking is determined by the numerical total of the pre-admission score and the GPA of prerequisite courses. Entrance ranking formula consists of the following: Kaplan Nursing Entrance Exam score percentage = 75%, GPA of the pre-requisites = 25%.

6. When equally ranked applicants exceed available seats, the following criteria in descending order will be used to determine admission:

- In-district applicant
- Date nursing application was received
- Date Glen Oaks admission application was received

7. Acceptance into the Nursing Program is conditional until documentation supports the student has met the following health guidelines:

- a. Passing a physical examination
- b. Record of current immunizations per the immunization policy
- c. Current CPR for the health care provider card from the American Heart Association.
- d. CPR card and the immunizations must be kept current for the duration of the program.
- e. Negative criminal background check
- f. Negative drug plus alcohol screen
- g. All of the above must be submitted prior to start of classes

8. Liability insurance is required for all students and is carried through GOCC. Students are charged per semester for this coverage. This fee is paid at the time of registration for classes.

9. Seats are limited and set by the Michigan Board of Nursing. Enrollment is limited to 40 students each year. Priority for admission will be given to the highest ranked applicants.

Readmission to the Nursing Program

NURSING STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE NURSING PROGRAM, FOR ANY REASON, ARE NOT GUARANTEED READMISSION.

I. Students seeking readmission to the next immediately occurring class (no longer than 1 year after withdrawal or dismissal), must follow the process defined below:

1. Meet with the Director of Nursing (DON) and submit a signed Application for Re-Admission. The application MUST address the following:
 2. Detailed nature of the circumstances leading to exit from the program.
 3. Detailed interventions which the student has successfully implemented to resolve the circumstance(s) that led to exit from the program. Documentation if appropriate shall be provided to support the student's position.

The Nursing Faculty Readmission Committee shall evaluate the student's Application for Re-Admission and evaluate whether the student has been able to reconcile the reasons that led to withdrawal/failure or dismissal.

B. If the Nursing Faculty Readmission Committee determines the reasons for withdrawal or exiting the program have been corrected or improved, the student shall be required to repeat any course in the nursing curriculum for which they received a grade less than 3.0 or W.

II. Students seeking readmission greater than 1 year after withdrawing or being dismissed must take the Kaplan Entrance Exam and meet the same criteria as newly entering students, plus meet the above criteria.

Students out longer than 1 year shall be evaluated by the Nursing Readmission Committee on an individual basis. The student seeking reentry shall be ranked along with the other new applicants.

If denied readmission by the Nursing Faculty Readmission Committee, the student is encouraged to follow the APPEALS PROCESS. SEE BELOW:

Appeals Process

Students denied readmission by the Nursing Faculty Readmission Committee may appeal to the Director of Nursing. If the Director denies readmission, then the student may appeal in writing to the Vice president of Academics. Denial for re-entry by the Vice-President of Academics means the student may appeal to the President of GOCC. This step however is the END of the appeals process.

If the student is readmitted following this Appeals Process, they shall be required to successfully complete with a 2.5 or higher, any NUR course for which they had received a grade below 3.0.

Right to Know

Information about completion rates of certificate or degree-seeking students is available in the Registrar's Office and/or Institutional Effectiveness & Research Analyst Office.

Adopted by Board of Trustees 1/13/93, revised 4/10/96, revised 9/14/05, #11 revised 4/12/06, revised 7/19/11, revised 9/17/14, 8/12/15, position titles updated 11/1/2019, 1/2020, Nursing Program updated 5/2020

GPA Requirements in Nursing

Students in the Nursing program must receive a grade of 2.5 (C+) or better in each course taken in the nursing curriculum as well as all prerequisites. An overall grade point average (GPA) of 2.5 (C+) is required for graduation. See the Director of Nursing for more information.

Attention Students! If you are considering a career in Nursing, please note the following:

- All high school and college transcripts must be submitted by the schools to Glen Oaks immediately.
- A syllabus must be submitted for any course which appears to meet a prerequisite course.
- Any course being considered as a replacement for a nursing prerequisite must have earned a grade of 2.5 or higher and have been taken no more than ten (10) years ago.

Attendance Policy For Nursing Students

Policy 3.21A

Any student missing 15% of the total hours in a clinical, classroom and/or lab course, will result in the student's final grade being lowered one whole number. As an example, if the student's final grade is a 3.5, the student's grade will be lowered to 2.5.

Any Student missing 20% or more of the classroom lecture will result in a course failure; regardless of scores in other graded components of the course, a 2.0 will be assigned as a final grade.

The student must notify the faculty by phone when absent or tardy one hour before class. In an emergency, the student must notify the faculty member by phone as soon as possible. If you are to be in clinical that day, call the clinical agency and notify them of your absence.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, 9/14/05, reviewed 9/17/14, revised 5/2020.

Grievance Procedure: Nursing Students

Policy 3.21B

Students must try to resolve clinical/lab or theory instruction concerns through discussion with the involved party/parties. If a satisfactory solution has not been reached the student may request a meeting with the Director of Nursing and the party/parties involved.

Should resolution fail, students may complete a student concern report (Policy 3.65A) and submit it to the Vice President of Academics.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, 8/13/14.

(Position titles updated 07/02, 9/17/14.)

Nursing and Allied Health Policy Substance Abuse Policy

Policy 3.21C

Many federal and state laws are now in effect to protect the safety of patients. Healthcare agencies are now charged with certain actions

to protect the safety of the public from employees who are working under the influence of drugs/and or alcohol or who have criminal backgrounds. Students in nursing and healthcare occupations must be in compliance with these agency stipulations in order to participate in clinical experiences/externships.

To comply with our agency contracts, drug plus alcohol screening is incorporated into the health status evaluation required prior to entrance to each Nursing and Allied Health Program.

Positive test results will result in denial of admission.

The student will incur the cost of drug plus alcohol screening. The nursing and allied health department contracts with an outside agency to conduct these services.

January 2004 Governor Granholm signed a law that says "it is now a misdemeanor punishable by up to 180 days in jail and /or a maximum fine of up to \$1,000.00 to be a drunk health care provider who conducts any part of his or her practice with a blood alcohol level of 0.05 or higher". Therefore, GOCC reserves the right to drug plus alcohol screen nursing and allied health students when behavior or conduct makes staff/faculty suspect substance abuse. The student will incur the cost of any drug plus alcohol screening.

***Note: Some health care agencies used for clinical experiences/externships are initiating random drug plus alcohol screening for staff and students assigned to their agency.**

Refusal to allow mandatory or requested drug plus alcohol screens in the clinical agency will result in immediate program dismissal and potential college disciplinary actions. Please refer to Glen Oaks Community College Catalog for the Student Code of Conduct which describes behaviors that will result in disciplinary action.

Adopted by Board of Trustees 4/12/06, reviewed 9/17/14, revised 5/2020.

Nursing & Allied Health Policy Criminal Background Check Policy

Policy 3.21E

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), now known as The Joint Commission, which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, "This legislation is to protect our state's most vulnerable citizens". Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173a, students in nursing

and allied health programs must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation either directly or through course fees. Make sure that you are following directions from your programs prospective department before starting any background investigation.

Admission or readmission to any healthcare program will be denied for the following:

Certain felony convictions or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; such as criminal sexual conduct, abuse or neglect, health care fraud involving a firearm, prescription drugs or similar felonies. For a full list of felonies, see MCL 333.20173a at <http://www.legislature.mi.gov>. Or any misdemeanor within 10 years prior to application that involved or is similar to the following:

- Abuse, neglect, assault, battery
- Criminal sexual conduct
- Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
- Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
- For a full list of misdemeanors, see MCL 333.20173a at <http://www.legislature.mi.gov>.

Once admitted to an Allied Health/Nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the status of his/her criminal background to the Director of Allied Health or Nursing no later than 3 days after the occurrence.

Adopted by Board of Trustees 4/12/06, revised 2/10, 2/13, 2/16, reviewed 5/2020.

Grades: Nursing Program Requirements

Policy 3.22A

Classroom

Students accepted into the Nursing Program must earn a grade of 2.5 or higher in each of the required courses in the nursing curriculum and maintain an overall GPA of 2.5 or higher if they are to continue in the program. It should be noted that this requirement holds for not only nursing courses but also other general education courses.

Nursing students who receive final grades of less than 2.5 in a required course will not be allowed to progress to the next clinical course until they have repeated the course and achieved at least a 2.5 final grade.

Clinical

Students must meet with their clinical faculty member at midpoint if required, and again at the end of their clinical rotation to participate in a self-evaluation/faculty evaluation of their clinical performance.

The purpose of these evaluations is to provide the student the opportunity for feedback, to reinforce strengths and to correct any weak areas by the end of the clinical rotation. The Evaluation of Clinical Performance is to be completed and signed by both the

student and faculty member at both mid-point, if appropriate and final evaluation.

Grades for clinical nursing courses will be determined by utilizing a percentage for each component (theory, clinical, lab) based on the number of credits attributed to each of those components. For example, a 4 credit class which assigns 1 credit for clinical practice and 3 credits for theory will determine the final grade using $\frac{1}{4}$ for clinical and $\frac{3}{4}$ for theory. Students must achieve a passing lab/clinical performance evaluation. Students who receive a failing classroom/lab/clinical performance evaluation will receive a maximum final grade of 2.0 in the clinical course regardless of their grade point in the theory portion of the clinical nursing course.

Written Warning Notice

The nursing instructor will list in writing the reasons for issuing a warning notice based on established, but not limited to, criteria. The criteria and process to be followed will be published in the nursing program's student handbook. If the student does not show satisfactory improvement after receiving a warning notice, the student will fail the course. The student may not continue in the program after failing the course. The student has the right to appeal.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, revised 5/2020.

Nursing Course Progression Grading Policy Within The Nursing Division

Policy 3.22A

The 0.0 to 4.0 grading scale is used by the Division of Nursing for the final grade in each of the Nursing courses. The numerical grade point is assigned using the following scale:

Grade Point	Percentage
4.0	95-100%
3.5	90-94%
3.0	85-89%
2.5	80-84%
2.0	75-79%
1.5	70-74%
1.0	65-69%
0.0	64% and below

Note: If a student fails two courses in the nursing curriculum, (could be the same course), they are dismissed from the program and shall not be re-admitted.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17, reviewed 5/2020.

Requirements

Code	Title	Credits
Communication		
Six credit hours		
ENG-121	ENGLISH COMPOSITION I ^{1,2,3}	3.00
ENG-122	ENGLISH COMPOSITION II ¹	3.00
Humanities/Social Science		

Four credit hours		
PSY-101	PSYCHOLOGY ¹	4.00
Mathematics/Natural Sciences		
BIO-101	HUMAN BIOLOGY	3.00
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ^{1,2}	4.00
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	4.00
Required Courses		
ALH-218	MEDICAL TERMINOLOGY ^{2,3}	3.00
NUR-101	FUND OF NURSING	7.00
NUR-109	PHARMACOLOGY I	1.00
NUR-111	MEDICAL-SURGICAL NURSING I	8.00
NUR-119	PHARMACOLOGY II	2.00
NUR-211	MEDICAL-SURGICAL NURSING II	6.00
NUR-218	MENTAL HEALTH NURSING	4.00
NUR-219	PHARMACOLOGY III	2.00
NUR-221	MEDICAL/SURGICAL NURSING III	5.00
NUR-224	FAMILY NURSING	6.00
NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
Total Credits		67.00

1

Course has prerequisite(s).

2

Prerequisite courses must be completed prior to program admission.

3

Complete with a grade of 2.5 or higher

Suggested Schedule

Course	Title	Credits
Summer		
ALH-218	MEDICAL TERMINOLOGY	3.00
BIO-101	HUMAN BIOLOGY	3.00
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		13.00
Fall 1		
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II	4.00
NUR-101	FUND OF NURSING	7.00
NUR-109	PHARMACOLOGY I	1.00
Credits		12.00
Winter 1		
PSY-101	PSYCHOLOGY	4.00
NUR-111	MEDICAL-SURGICAL NURSING I	8.00
NUR-119	PHARMACOLOGY II	2.00
Credits		14.00
Fall 2		
NUR-211	MEDICAL-SURGICAL NURSING II	6.00
NUR-218	MENTAL HEALTH NURSING	4.00
NUR-219	PHARMACOLOGY III	2.00
ENG-122	ENGLISH COMPOSITION II	3.00
Credits		15.00
Winter 2		
NUR-221	MEDICAL/SURGICAL NURSING III	5.00
NUR-224	FAMILY NURSING	6.00

NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
Credits		13.00
Total Credits		67.00

Associate of Applied Science in Nursing- LPN to RN Track

The Associate of Applied Science in Nursing degree qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered Nurse (RN) level. When the graduate successfully passes the examination, the nursing graduate will be licensed as a Registered Nurse by the State Board of Nursing. RNs are employed in a variety of settings, including hospitals, clinics, surgical centers, insurance companies, rehabilitation facilities, resorts, cruise ships, nursing homes, the military, and community and public health agencies. There are no electives in the program. The LPN to RN track is designed for Practical Nurses with current licensure. Many graduates continue their studies to attain a Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) credentials, with some achieving licensure as Nurse Practitioners (NP) upon completion of the MSN.

This program prepares you to take the NCLEX exam in the state of Michigan. Graduates who want to practice in other states should review those requirements via the Board of Nursing. For Board of Nursing requirements in other states please see <https://www.ncsbn.org/14730.html>

Admission of Nursing Students (Policy 3.1)

Glen Oaks Community College has an Associate of Applied Science in Nursing Degree Program. The program prepares students to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered

Nurse (RN) level. In addition to meeting the general requirements of the college for admission, there are requirements pertinent to the nursing program. After acceptance into the program, documentation of having met health guidelines must be submitted and remain current for the duration of the program. Glen Oaks Community College admits 40 students every Fall Semester.

Policies and guidelines reflecting the nursing program policies shall be published in the Nursing Program Handbook which is issued to each student at the initial orientation class. Students must sign the handbook receipt form indicating they have received a copy.

Admission Requirements for Nursing Students

- Complete the admission process for Glen Oaks Community College.
 - Complete college admission application
 - Complete GOCC orientation process
 - Submit a transcript from all other institutions of higher education that were attended indicating completion of the Practical Nursing certificate with a 2.5 GPA or higher.
- Complete or transfer ENG-122 (English Composition II) or its equivalency.
- Meet with the Director of Nursing (DON) and submit a nursing application

- Submit a copy of current unencumbered LPN license
- Submit 1 professional letter of recommendation
- Confirmation of minimum of 540 hours' employment as an LPN within last year

4. Student will complete a dosage calculation test administered in the Nursing office. The top 10 students will be placed into NUR-204 Nursing Transitions. If students complete NUR-204 with a GPA of 2.5 or higher, students will be eligible to begin second year nursing classes beginning the following Fall semester.

5. Acceptance into the Nursing Program is conditional until documentation supports the student has met the following health guidelines:

- Passing a physical examination
- Record of current immunizations per the immunization policy
- Current CPR for the health care provider card from the American Heart Association.
- CPR card and the immunizations must be kept current for the duration of the program.
- Negative criminal background check
- Negative drug plus alcohol screen
- All of the above must be submitted prior to start of classes

8. Liability insurance is required for all students and is carried through GOCC. Students are charged per semester for this coverage. This fee is paid at the time of registration for classes.

9. Seats are limited and set by the Michigan Board of Nursing. Enrollment is limited to 10 students each year. Priority for admission will be given to the highest ranked applicants.

Readmission to the Nursing Program

NURSING STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE NURSING PROGRAM, FOR ANY REASON, ARE NOT GUARANTEED READMISSION.

I. Students seeking readmission to the next immediately occurring class (no longer than 1 year after withdrawal or dismissal), must follow the process defined below:

1. Meet with the Director of Nursing (DON) and submit a signed Application for Re-Admission. The application MUST address the following:
2. Detailed nature of the circumstances leading to exit from the program.
3. Detailed interventions which the student has successfully implemented to resolve the circumstance(s) that led to exit from the program. Documentation if appropriate shall be provided to support the student's position.

The Nursing Faculty Readmission Committee shall evaluate the student's Application for Re-Admission and evaluate whether the student has been able to reconcile the reasons that led to withdrawal/failure or dismissal.

B. If the Nursing Faculty Readmission Committee determines the reasons for withdrawal or exiting the program have been corrected or improved, the student shall be required to repeat any course in the nursing curriculum for which they received a grade less than 3.0 or W.

II. Students seeking readmission greater than 1 year after withdrawing or being dismissed must take the Kaplan Entrance Exam and meet the same criteria as newly entering students, plus meet the above criteria.

Students out longer than 1 year shall be evaluated by the Nursing Readmission Committee on an individual basis. The student seeking reentry shall be ranked along with the other new applicants.

If denied readmission by the Nursing Faculty Readmission Committee, the student is encouraged to follow the APPEALS PROCESS, SEE BELOW:

Appeals Process

Students denied readmission by the Nursing Faculty Readmission Committee may appeal to the Director of Nursing. If the Director denies readmission, then the student may appeal in writing to the Vice president of Academics. Denial for re-entry by the Vice-President of Academics means the student may appeal to the President of GOCC. This step however is the END of the appeals process.

If the student is readmitted following this Appeals Process, they shall be required to successfully complete with a 2.5 or higher, any NUR course for which they had received a grade below 3.0.

Right to Know

Information about completion rates of certificate or degree-seeking students is available in the Registrar's Office and/or Institutional Effectiveness & Research Analyst Office.

Adopted by Board of Trustees 1/13/93, revised 4/10/96, revised 9/14/05, #11 revised 4/12/06, revised 7/19/11, revised 9/17/14, 8/12/15, position titles updated 11/1/2019, 1/2020, Nursing Program updated 5/2020

GPA Requirements in Nursing

Students in the Nursing program must receive a grade of 2.5 (C+) or better in each course taken in the nursing curriculum as well as all prerequisites. An overall grade point average (GPA) of 2.5 (C+) is required for graduation. See the Director of Nursing for more information.

Attention Students! If you are considering a career in Nursing, please note the following:

- All high school and college transcripts must be submitted by the schools to Glen Oaks immediately.
- A syllabus must be submitted for any course which appears to meet a prerequisite course.
- Any course being considered as a replacement for a nursing prerequisite must have earned a grade of 2.5 or higher and have been taken no more than ten (10) years ago.

Attendance Policy For Nursing Students

Policy 3.21A

Any student missing 15% of the total hours in a clinical, classroom and/or lab course, will result in the student's final grade being lowered one whole number. As an example, if the student's final grade is a 3.5, the student's grade will be lowered to 2.5.

Any Student missing 20% or more of the classroom lecture will result in a course failure; regardless of scores in other graded components of the course, a 2.0 will be assigned as a final grade.

The student must notify the faculty by phone when absent or tardy one hour before class. In an emergency, the student must notify the faculty member by phone as soon as possible. If you are to be

in clinical that day, call the clinical agency and notify them of your absence.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, 9/14/05, reviewed 9/17/14, revised 5/2020.

Grievance Procedure: Nursing Students

Policy 3.21B

Students must try to resolve clinical/lab or theory instruction concerns through discussion with the involved party/parties. If a satisfactory solution has not been reached the student may request a meeting with the Director of Nursing and the party/parties involved.

Should resolution fail, students may complete a student concern report (Policy 3.65A) and submit it to the Vice President of Academics.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, 8/13/14.

(Position titles updated 07/02, 9/17/14.)

Nursing and Allied Health Policy Substance Abuse Policy

Policy 3.21C

Many federal and state laws are now in effect to protect the safety of patients. Healthcare agencies are now charged with certain actions to protect the safety of the public from employees who are working under the influence of drugs/and or alcohol or who have criminal backgrounds. Students in nursing and healthcare occupations must be in compliance with these agency stipulations in order to participate in clinical experiences/externships.

To comply with our agency contracts, drug plus alcohol screening is incorporated into the health status evaluation required prior to entrance to each Nursing and Allied Health Program.

Positive test results will result in denial of admission.

The student will incur the cost of drug plus alcohol screening. The nursing and allied health department contracts with an outside agency to conduct these services.

January 2004 Governor Granholm signed a law that says "it is now a misdemeanor punishable by up to 180 days in jail and /or a maximum fine of up to \$1,000.00 to be a drunk health care provider who conducts any part of his or her practice with a blood alcohol level of 0.05 or higher". Therefore, GOCC reserves the right to drug plus alcohol screen nursing and allied health students when behavior or conduct makes staff/faculty suspect substance abuse. The student will incur the cost of any drug plus alcohol screening.

***Note: Some health care agencies used for clinical experiences/externships are initiating random drug plus alcohol screening for staff and students assigned to their agency.**

Refusal to allow mandatory or requested drug plus alcohol screens in the clinical agency will result in immediate program dismissal and potential college disciplinary actions. Please refer to Glen Oaks Community College Catalog for the Student Code of Conduct which describes behaviors that will result in disciplinary action.

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To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173a, students in nursing and allied health programs must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation either directly or through course fees. Make sure that you are following directions from your programs prospective department before starting any background investigation.

Admission or readmission to any healthcare program will be denied for the following:

Certain felony convictions or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; such as criminal sexual conduct, abuse or neglect, health care fraud involving a firearm, prescription drugs or similar felonies. For a full list of felonies, see MCL 333.20173a at <http://www.legislature.mi.gov>. Or any misdemeanor within 10 years prior to application that involved or is similar to the following:

- Abuse, neglect, assault, battery
- Criminal sexual conduct
- Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
- Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
- For a full list of misdemeanors, see MCL 333.20173a at <http://www.legislature.mi.gov>.

Once admitted to an Allied Health/Nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the

status of his/her criminal background to the Director of Allied Health or Nursing no later than 3 days after the occurrence.

Adopted by Board of Trustees 4/12/06, revised 2/10, 2/13, 2/16, reviewed 5/2020.

Grades: Nursing Program Requirements

Policy 3.22A

Classroom

Students accepted into the Nursing Program must earn a grade of 2.5 or higher in each of the required courses in the nursing curriculum and maintain an overall GPA of 2.5 or higher if they are to continue in the program. It should be noted that this requirement holds for not only nursing courses but also other general education courses.

Nursing students who receive final grades of less than 2.5 in a required course will not be allowed to progress to the next clinical course until they have repeated the course and achieved at least a 2.5 final grade.

Clinical

Students must meet with their clinical faculty member at midpoint if required, and again at the end of their clinical rotation to participate in a self-evaluation/faculty evaluation of their clinical performance.

The purpose of these evaluations is to provide the student the opportunity for feedback, to reinforce strengths and to correct any weak areas by the end of the clinical rotation. The Evaluation of Clinical Performance is to be completed and signed by both the student and faculty member at both mid-point, if appropriate and final evaluation.

Grades for clinical nursing courses will be determined by utilizing a percentage for each component (theory, clinical, lab) based on the number of credits attributed to each of those components. For example, a 4 credit class which assigns 1 credit for clinical practice and 3 credits for theory will determine the final grade using ¼ for clinical and ¾ for theory. Students must achieve a passing lab/clinical performance evaluation. Students who receive a failing classroom/lab/clinical performance evaluation will receive a maximum final grade of 2.0 in the clinical course regardless of their grade point in the theory portion of the clinical nursing course.

Written Warning Notice

The nursing instructor will list in writing the reasons for issuing a warning notice based on established, but not limited to, criteria. The criteria and process to be followed will be published in the nursing program's student handbook. If the student does not show satisfactory improvement after receiving a warning notice, the student will fail the course. The student may not continue in the program after failing the course. The student has the right to appeal.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, revised 5/2020.

Nursing Course Progression Grading Policy Within The Nursing Division

Policy 3.22A

The 0.0 to 4.0 grading scale is used by the Division of Nursing for the final grade in each of the Nursing courses. The numerical grade point is assigned using the following scale:

Grade Point	Percentage
4.0	95-100%
3.5	90-94%
3.0	85-89%
2.5	80-84%
2.0	75-79%
1.5	70-74%
1.0	65-69%
0.0	64% and below

Note: If a student fails two courses in the nursing curriculum, (could be the same course), they are dismissed from the program and shall not be re-admitted.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17, reviewed 5/2020.

Requirements

Code	Title	Credits
Communication		
Three credit hours		
ENG-122	ENGLISH COMPOSITION II ^{1,3}	3.00
Required Credential		
Practical Nurse Certificate or Licensure (at least 30 Credits) ³		30.00
Required Courses		
27 credit hours		
NUR-204	NURSING ROLE TRANSITION	2.00
NUR-211	MEDICAL-SURGICAL NURSING II	6.00
NUR-218	MENTAL HEALTH NURSING	4.00
NUR-219	PHARMACOLOGY III	2.00
NUR-221	MEDICAL/SURGICAL NURSING III	5.00
NUR-224	FAMILY NURSING	6.00
NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
Total Credits includes pre-requisites		
Total Credits		60.00

¹ Course has prerequisite(s).

² Courses typically transferred in from the student's LPN program. Appropriate substitutions may be approved upon request.

³ Some of the 30 credit-hour block corresponding to the Practical Nurse certificate contains program prerequisites listed above

All courses taken at GOCC that apply towards the degree must be completed with a grade of 2.5 or higher.

Current/Updated: 05/14/2020

Admission Requirements

All applicants holding a Practical Nurse license must meet the following requirements:

- Submit a completed Nursing program application to the Nursing Division office
- Submit a copy of the applicant's current Michigan LPN license to the Nursing Division office
- Submit a letter from an employer confirming a minimum of 540 hours of employment as an LPN within the past year. Individuals who do not meet the employment requirements may meet with the Director of Nursing to discuss options.
- Submit two (2) references, one from the applicant's Director of Nursing and one from the applicant's nurse supervisor, which speak to the applicant's professionalism and clinical competence
- Complete the NUR-204 NURSING ROLE TRANSITION course with a grade of 2.5 or higher
- Be placed into an open seat in the Nursing Program

Program Requirements

- Students may enroll in NUR-204 NURSING ROLE TRANSITION prior to acceptance into the Nursing Program.
- Students accepted into the program must receive a grade of 2.5 or higher in each required course taken at GOCC.
- Students who receive any final grades below 2.5 in a course will not be allowed to progress until they have made up their deficiencies by repeating the course(s) and earning at least a 2.5 final grade.
- If a student fails two courses in the nursing curriculum (could be the same course), they are dismissed from the program and shall not be readmitted.
- Any student who leaves the program for any reason cannot be guaranteed readmission.

Suggested Schedule

Course	Title	Credits
Winter 1		
NUR-204	NURSING ROLE TRANSITION	2.00
Credits		2.00
Fall 2		
NUR-211	MEDICAL-SURGICAL NURSING II	6.00
NUR-218	MENTAL HEALTH NURSING	4.00
NUR-219	PHARMACOLOGY III	2.00
ENG-122	ENGLISH COMPOSITION II	3.00
Credits		15.00
Winter 2		
NUR-221	MEDICAL/SURGICAL NURSING III	5.00
NUR-224	FAMILY NURSING	6.00
NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
Credits		13.00
Total Credits		30.00

Associate of Applied Science in Criminal Justice

Evening Program Options Available

Criminal Justice/Law Enforcement Administration

This program prepares individuals to apply theories and practices of criminal justice to structuring, managing, directing and controlling criminal justice agencies, including police departments, sheriff's departments, law enforcement divisions and units, and private protective services.

Goals of the program are to provide knowledge and skills necessary for students interested in careers in criminal justice including: Police – State, County and Local Agencies, Criminal Investigator, Corrections Officer, Probation Officer, Parole Officer, Juvenile System, Private Security Officer. Program Level Assessment will include the following:

- Explore the causes of crime and options for controlling it.
- Examine fundamental concepts underlying the practice of justice.
- Document the results of an investigation in an acceptable manner.
- Analyze the impact of crime on our society.
- Evaluate situations and determine sound moral, ethical, and legal implications.

Requirements

Code	Title	Credits
Required Coursework		
53 credit hours		
CRJU-110	INTRO TO LAW ENFORCEMENT	3.00
CRJU-111	POLICE ADMINISTRATION	3.00
CRJU-113	CRIMINAL INVESTIGATION	3.00
CRJU-114	INTRO TO CORRECTIONS	3.00
CRJU-120	CRIMINOLOGY	3.00
CRJU/PHED-145	PHYSICAL EDUCATION FOR LAW ENFORCEMENT	2.00
CRJU-211	PREVENTION CRIME & JUV DELINQ ¹	3.00
CRJU-212	COMMUNITY RELATIONS	3.00
CRJU-214	PUBLIC SERVICE ADMINISTRATION	3.00
CRJU-216	PROBATION & PAROLE	3.00
CRJU-218	SOCIAL JUSTICE	3.00
ENG-121	ENGLISH COMPOSITION I ¹	3.00
ENG-122	ENGLISH COMPOSITION II ¹	3.00
PHIL-210	ETHICS ¹	4.00
PSI-111	STATE & LOCAL GOVERNMENT ¹	3.00
PSY-101	PSYCHOLOGY ¹	4.00
SOC-120	PRIN OF SOCIOLOGY ¹	4.00
Communications		
COM-150	PUBLIC SPEAKING ¹	3.00
Mathematics		
select four required credit hours of the following:		4.00
MATH-117	FINITE MATHEMATICS ¹	
MATH-201	INTRO TO STATISTICS ¹	
Total Credits		60.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 08/14/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
CRJU-110	INTRO TO LAW ENFORCEMENT	3.00
CRJU-114	INTRO TO CORRECTIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-117	FINITE MATHEMATICS	4.00
Credits		13.00
Winter 1		
CRJU-111	POLICE ADMINISTRATION	3.00
CRJU-120	CRIMINOLOGY	3.00
CRJU-113	CRIMINAL INVESTIGATION	3.00
ENG-122	ENGLISH COMPOSITION II	3.00
SOC-120	PRIN OF SOCIOLOGY	4.00
Credits		16.00
Fall 2		
COM-150	PUBLIC SPEAKING	3.00
CRJU-211	PREVENTION CRIME & JUV DELINQ	3.00
CRJU-212	COMMUNITY RELATIONS	3.00
CRJU-214	PUBLIC SERVICE ADMINISTRATION	3.00
PSY-101	PSYCHOLOGY	4.00
Credits		16.00
Winter 2		
CRJU-216	PROBATION & PAROLE	3.00
CRJU-218	SOCIAL JUSTICE	3.00
PHIL-210	ETHICS	4.00
PSI-111	STATE & LOCAL GOVERNMENT	3.00
CRJU/PHED-145	PHYSICAL EDUCATION FOR LAW ENFORCEMENT	2.00
Credits		15.00
Total Credits		60.00

Manufacturing & Industrial Technology

Degrees

- Associate of Applied Science in Technology (p. 63)

Certificates

- Automotive Technician Certificate (p. 65)
- Computer Aided Drafting and Design Certificate (p. 66)
- Electrical Technologies Certificate (p. 67)
- Machine Tool Certificate (p. 67)
- Welding Certificate (p. 67)

Certificates of Achievement

- Automotive Service Certificate of Achievement (p. 65)

Associate of Applied Science in Technology

Evening Program Options Available

Students seeking an Associate of Applied Science in Technology degree generally move directly into the workplace upon graduation. This Associate degree is flexible and provides a wide range of classroom experiences in the field of automotive technology, electrical technology

and computer repair. It is recommended that each student meet with an advisor to schedule classes which pertain to their chosen degree.

Requirements

General Education

Code	Title	Credits
Communications		
Ten credit hours		10.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM ¹	
COM-140	GEN COMMUNICATIONS: SPEECH ¹	
or COM-150 PUBLIC SPEAKING		
ENG-121	ENGLISH COMPOSITION I ¹	
Computers		
Four credit hours required		4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE ¹	
Industrial Studies		
Three credit hours required		3.00
INDS-151	MANUFACTURING PROCESSES	
Mathematics		
Select three-four credit hours of the following:		3.00-4.00
MATH-104	INTERMEDIATE ALGEBRA ¹	
MATH-109	MATH FOR TECHNICIANS I	
MATH-119	MATH FOR TECHNICIANS II ¹	
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-162	CALCULUS II & ANALYTIC GEOM ¹	

Social Science

Select seven-eight credit hours		7.00-8.00
BUS-251	ORGANIZATIONAL BEHAVIOR ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-230	WOMEN IN THE WESTERN PAST	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSY-101	PSYCHOLOGY ¹	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-250	HUMAN SEXUALITY ¹	
PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	

Elective

Select three credit hours:	3.00
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Technology Courses

To be granted an Associate of Applied Science in Technology Degree, student must complete one (1) of the following Technology Certificates AND a minimum of 30 technology credit hours:

Automotive Technician Certificate

Computer Aided Drafting & Design Certificate

Computer Support Technician Certificate

Electrical Technologies Certificate

Machine Tool Certificate

Welding Certificate	
Total Credits	60.00-62.00

¹
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 08/07/2019

Automotive Technician Certificate

Code	Title	Credits
Certificate Program Requirement		
Certificate of Achievement – Automotive Service ¹		16.00
Required Coursework		
15 credit hours		
AUTO-141	ENGINE DIAGNOSIS & IGNITION SYSTEMS ²	3.00
AUTO-226	AUTOMOTIVE HEATING & AIR COND ³	3.00
AUTO-245	AUTO VALVE TRAIN & HEAD REBUILDING ³	3.00
AUTO-246	AUTO CYLINDER BLOCK REBUILDING ³	3.00
Select one of the following:		3.00
AUTO-250	INTRO TO AUTOMOTIVE TRANSMISSIONS ³	
TECH-271	INTERNSHIP I-TECHNOLOGY (by special arrangement) ³	
Total Credits		31.00

¹
Students must complete to be granted the Automotive Technician Certificate.

²
Prerequisite courses must be completed prior to program admission.

³
Course has prerequisite(s)

Computer Aided Drafting & Design Certificate

Code	Title	Credits
Required Coursework		
30 hours		
CIS-101	INTRO TO COMPUTERS & SOFTWARE ¹	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
CADD-215	BASIC AUTOCAD	3.00
CADD-216	ADVANCED AUTOCAD ¹	3.00
CADD-217	COMPUTER AIDED MODELING-INVENTOR ¹	3.00
Select one of the following:		3.00
CADD-218	COMPUTER AIDED MODELING-SOLIDWORKS ¹	
CADD-219	ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	
CADD-220	ARCHITECTURAL DRAWING ¹	3.00
CADD-221	CADD 3D INDEPENDENT PROJECT ¹	3.00
CADD-222	DESCRIPTIVE GEOMETRY ¹	3.00
CADD-230	CADD CAPSTONE PROJECT ¹	2.00
Total Credits		30.00

¹
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/18/2019

Computer Support Technician Certificate

Code	Title	Credits
Required Coursework		
CIS-112	CISCO I	3.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	3.00
CIS-240	INTRO TO NETWORKING ¹	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	3.00
CIS-245	NETWORK SECURITY ¹	3.00
CIS-270	PC OPERATING SYSTEMS ¹	3.00
Select a minimum of six credits from the following CIS courses:		6.00
CIS-113	CISCO II ((must take for AACIS degree, Option 1))	
CIS-151	ETHICAL HACKING I	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-243	ADMINISTRATING A WINDOWS SERVER ((must take for AACIS degree))	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
Total Credits		31.00

¹
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 07/23/2019

Electrical Technologies Certificate

Code	Title	Credits
Required Coursework		
ELEC-110	BASIC ELECTRICITY	4.00
ELEC-111	INTRO TO AC/DC CIRCUITS	4.00
ELEC-116	RESIDENTIAL TECHNOLOGY	4.00
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING	4.00
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	4.00
ELEC-120	ELECTRICAL MOTOR CONTROLS I	4.00
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS	4.00
MATH-109	MATH FOR TECHNICIANS I ¹	3.00-4.00
or MATH-151	COLLEGE ALGEBRA	
Total Credits		31.00-32.00

¹
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 05/14/2020

Machine Tool Certificate

Code	Title	Credits
Required Coursework		
1090 hours		
MACH-105	MACHINE TOOL BASICS	0.17
MACH-110	MACHINE TOOL SAFETY	0.17
MACH-115	BLUEPRINT READING	1.16

MACH-120	FUNDAMENTAL SKILLS	1.98
MACH-125	PRECISION MEASUREMENT	2.75
MACH-130	DRILL PRESS AND BAND SAW	2.51
MACH-135	TURNING ON LATHE	4.61
MACH-140	ELECTRONIC DISCHARGE MACHINING	0.79
MACH-145	VERTICAL/HORIZONTAL MILLING	5.84
MACH-150	SURFACE GRINDING	2.75
MACH-155	CYLINDRICAL GRINDING	1.50
MACH-160	TOOL AND CUTTER GRINDING	3.00
MACH-165	CNC PROGRAMMING AND MACHINING	6.25
MACH-170	MACHINE TOOL PROJECTS	5.58
MACH-175	MASTERCAM	4.50
MACH-180	PLASMA CUTTER	1.84
Total Credits		45.40

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Welding Certificate

Code	Title	Credits
Required Coursework		
718 hours		
WELD-105	BASICS OF WELDING	0.50
WELD-110	OXYACETYLENE WELDING	2.00
WELD-115	CUTTING PROCESSES	1.00
WELD-120	BRAZING AND SOLDERING	1.00
WELD-125	SHIELDED METAL ARC WELDING	4.00
WELD-130	ADVANCED ARC WELDING	6.00
WELD-135	WELDING METALLURGY	1.50
WELD-140	GAS METAL ARC WELDING	3.00
WELD-145	GAS TUNGSTEN ARC WELDING	5.00
WELD-150	PIPE WELDING	4.00
WELD-155	SPECIAL APPLICATIONS	2.00
Total Credits		30.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/18/2019

Automotive Service Certificate of Achievement

Evening Program Options Available

This instructional program is a basic program designed to prepare individuals for entry-level employment in automotive service centers.

Upon completion of the following courses, the prospective service center technician will have proficiency in the fundamentals of basic electronics, tune-up, diagnosis and repair, brake service, and fuels.

Requirements

Code	Title	Credits
Required Coursework		
AUTO-100	INTRO TO AUTO TECHNICIAN	3.00
AUTO-146	AUTO BRAKE SYSTEMS ¹	3.00
AUTO-221	AUTOMOTIVE STEERING & SUSPENSION ¹	3.00
AUTO-225	AUTO ELECTRICAL SYSTEMS I ¹	3.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Total Credits		16.00

1

Course has prerequisite(s)

ASE and/or State of Michigan Certification

Upon successful completion of the required course work, the graduate should be ready for the State of Michigan and/or ASE Certification in the following Automotive Specialty Areas:

- Brakes Braking Systems
- Front End, Suspension Steering Systems
- Electrical Systems

Tuition is calculated by contact hours.

Current/Updated: 04/09/2020

Automotive Technician Certificate

Evening Program Options Available

This program of study is designed to prepare technicians for the high-tech automotive industry. This Certificate is a continuation of the basic Certificate of Achievement in Automotive Service; it prepares students to take state and national certification tests. Completion of this certificate will prepare students for industry-wide certification. The Automotive Technician Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Requirements

Code	Title	Credits
Certificate Program Requirement		
Certificate of Achievement – Automotive Service ¹		16.00
Required Coursework		
15 credit hours		
AUTO-141	ENGINE DIAGNOSIS & IGNITION SYSTEMS ²	3.00
AUTO-226	AUTOMOTIVE HEATING & AIR COND ³	3.00
AUTO-245	AUTO VALVE TRAIN & HEAD REBUILDING ³	3.00
AUTO-246	AUTO CYLINDER BLOCK REBUILDING ³	3.00
Select one of the following:		3.00
AUTO-250	INTRO TO AUTOMOTIVE TRANSMISSIONS ³	
TECH-271	INTERNSHIP I-TECHNOLOGY (by special arrangement) ³	
Total Credits		31.00

1

Students must complete to be granted the Automotive Technician Certificate.

2

Prerequisite courses must be completed prior to program admission.

3

Course has prerequisite(s)

ASE and/or State of Michigan Certification

Upon successful completion of the required course work, including the prerequisite Certificate of Achievement in Automotive Service, the graduate should be ready for the State of Michigan and/or ASE Certification in the following Automotive Specialty Areas:

- Brakes Braking Systems
- Front End, Suspension Steering Systems
- Electrical Systems
- Engine Repair
- Engine Tune-up/Performance
- Heating Air Conditioning
- Automatic Transmission (for students selecting AUTO-250 INTRO TO AUTOMOTIVE TRANSMISSIONS)

Tuition is calculated by contact hours per semester.

Current/Updated: 04/09/2020

Computer Aided Drafting and Design Certificate

Evening Program Options Available

Students completing the Computer Aided Drafting Design Certificate will be prepared for entry-level mechanical design and layout for the manufacturing industry. In addition, basic construction design work will be introduced. The student will be able to use current CADD software for both 2-D and 3-D presentations. The certificate is designed to articulate credit for Career Technical Education students from regional K-12 programs. This certificate may be applied toward the Associate of Applied Science in Technology.

Requirements

Code	Title	Credits
Required Coursework		
30 hours		
CIS-101	INTRO TO COMPUTERS & SOFTWARE ¹	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
CADD-215	BASIC AUTOCAD	3.00
CADD-216	ADVANCED AUTOCAD ¹	3.00
CADD-217	COMPUTER AIDED MODELING-INVENTOR ¹	3.00
Select one of the following:		3.00
CADD-218	COMPUTER AIDED MODELING-SOLIDWORKS ¹	
CADD-219	ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	
CADD-220	ARCHITECTURAL DRAWING ¹	3.00
CADD-221	CADD 3D INDEPENDENT PROJECT ¹	3.00
CADD-222	DESCRIPTIVE GEOMETRY ¹	3.00
CADD-230	CADD CAPSTONE PROJECT ¹	2.00
Total Credits		30.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/18/2019

Suggested Schedule

Computer Aided Drafting & Design Certificate

Course	Title	Credits
Fall 1		
CADD-215	BASIC AUTOCAD	3.00
CADD-220	ARCHITECTURAL DRAWING	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Credits		10.00
Winter 1		
CADD-216	ADVANCED AUTOCAD	3.00
CADD-222	DESCRIPTIVE GEOMETRY	3.00
Credits		6
Fall 2		
CADD-217	COMPUTER AIDED MODELING-INVENTOR	3.00
INDS-151	MANUFACTURING PROCESSES	3.00
Credits		6
Winter 2		
CADD-218 or CADD-219	COMPUTER AIDED MODELING-SOLIDWORKS or ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	3.00
CADD-221	CADD 3D INDEPENDENT PROJECT	3.00
CADD-230	CADD CAPSTONE PROJECT	2.00
Credits		8.00
Total Credits		30.00

Applied Science and Technology Degree – CADD Certificate

Course	Title	Credits
Fall 1		
CADD-215	BASIC AUTOCAD	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-100	Course MATH-100 Not Found	4.00
Credits		14.00
Winter 1		
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
CADD-216	ADVANCED AUTOCAD	3.00
CADD-222	DESCRIPTIVE GEOMETRY	3.00
COM-150	PUBLIC SPEAKING	3.00
Credits		13.00
Fall 2		
CADD-217	COMPUTER AIDED MODELING-INVENTOR	3.00
CADD-220	ARCHITECTURAL DRAWING	3.00
INDS-151	MANUFACTURING PROCESSES	3.00
PSY-101	PSYCHOLOGY	4.00
Credits		13.00
Winter 2		
CADD-218 or CADD-219	COMPUTER AIDED MODELING-SOLIDWORKS or ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	3.00
CADD-221	CADD 3D INDEPENDENT PROJECT	3.00
CADD-230	CADD CAPSTONE PROJECT	2.00

SOC-120	PRIN OF SOCIOLOGY	4.00
Credits		12.00
Total Credits		52.00

Electrical Technologies Certificate

Evening Program Options Available

The Electrical Technologies Certificate program is designed to upgrade skills or prepare the student with entry-level knowledge and skills in electronic theory and circuitry. The student will be trained in using equipment essential for employment in communication, industrial electronics, radio/television, and other electronic occupations.

Completion of this certificate can prepare students for industry-wide certification. The Electrical Technologies Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Requirements

Code	Title	Credits
Required Coursework		
ELEC-110	BASIC ELECTRICITY	4.00
ELEC-111	INTRO TO AC/DC CIRCUITS	4.00
ELEC-116	RESIDENTIAL TECHNOLOGY	4.00
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING	4.00
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	4.00
ELEC-120	ELECTRICAL MOTOR CONTROLS I	4.00
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS	4.00
MATH-109 or MATH-151	MATH FOR TECHNICIANS I ¹ COLLEGE ALGEBRA	3.00-4.00
Total Credits		31.00-32.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Machine Tool Certificate

Evening Program Options Available

Students enrolled in the Machine Tool program will understand machine tool safety and demonstrate precise measurement. They will learn to operate the drill press, band saw and lathe. The program provides students with experience in lathe turning, electronic discharge machine operation, vertical and horizontal milling, grinding, CNC programming, heat treating, jigs, fixture design, die design, mold design and project planning. This certificate may be applied toward the Associate of Applied Science in Technology.

Requirements

Code	Title	Credits
Required Coursework		
1090 hours		
MACH-105	MACHINE TOOL BASICS	0.17
MACH-110	MACHINE TOOL SAFETY	0.17
MACH-115	BLUEPRINT READING	1.16

MACH-120	FUNDAMENTAL SKILLS	1.98
MACH-125	PRECISION MEASUREMENT	2.75
MACH-130	DRILL PRESS AND BAND SAW	2.51
MACH-135	TURNING ON LATHE	4.61
MACH-140	ELECTRONIC DISCHARGE MACHINING	0.79
MACH-145	VERTICAL/HORIZONTAL MILLING	5.84
MACH-150	SURFACE GRINDING	2.75
MACH-155	CYLINDRICAL GRINDING	1.50
MACH-160	TOOL AND CUTTER GRINDING	3.00
MACH-165	CNC PROGRAMMING AND MACHINING	6.25
MACH-170	MACHINE TOOL PROJECTS	5.58
MACH-175	MASTERCAM	4.50
MACH-180	PLASMA CUTTER	1.84
Total Credits		45.40

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Welding Certificate

Evening Program Options Available

Students enrolled in a Welding program will understand gasses used in welding, cutting processes, brazing and soldering, joints, demonstrate shielded metal arc welding, demonstrate advanced arc welding, welding metallurgy, gas metal arc welding, gas tungsten arc welding, pipe welding, and welding fabrication. This certificate may be applied toward the Associate of Applied Science in Technology.

The American Welding Society (AWS) SENSE Program is a comprehensive set of minimum standards and guidelines for Welding Education programs. Glen Oaks has incorporated its own curriculum to ensure an education that is consistent with other SENSE schools across the nation. The program is fully supported by the American Welding Society.

SENSE students may earn up to 4 SENSE level certifications.

- SMAW - Shielded Metal Arc Welding
- GMAW - Gas Metal Arc Welding
- FCAW - Flux Cored Arc Welding
- GTAW - Gas Tungsten Arc Welding

Requirements

Code	Title	Credits
Required Coursework		
718 hours		
WELD-105	BASICS OF WELDING	0.50
WELD-110	OXYACETYLENE WELDING	2.00
WELD-115	CUTTING PROCESSES	1.00
WELD-120	BRAZING AND SOLDERING	1.00
WELD-125	SHIELDED METAL ARC WELDING	4.00
WELD-130	ADVANCED ARC WELDING	6.00
WELD-135	WELDING METALLURGY	1.50
WELD-140	GAS METAL ARC WELDING	3.00

WELD-145	GAS TUNGSTEN ARC WELDING	5.00
WELD-150	PIPE WELDING	4.00
WELD-155	SPECIAL APPLICATIONS	2.00
Total Credits		30.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/18/2019

COLLEGE POLICIES AND PROCEDURES

- Collegewide Policies and Procedures (p. 69)
- Student Policies (p. 88)

Collegewide Policies and Procedures

- Alcohol and Drug Abuse Policy (p. 69)
- Bulletin Board/Digital Messaging Policy (p. 70)
- Campus Security (p. 71)
- Campus Unrest, Dissent, and Protest (p. 71)
- Children on Campus (p. 73)
- College Closing Procedures (p. 73)
- Emotional Support Animal Policy (p. 74)
- Equal Opportunity and Non-Discrimination Policy Statement (p. 74)
- Firearms on Campus (p. 75)
- Freedom of Expression (p. 75)
- Grievance Procedures (p. 77)
- Internet/Technology Use Policies (p. 77)
- Service Animal Policy (p. 78)
- Sex Offender Compliance Policy (p. 79)
- Sex/Gender-Based Discrimination and Harassment Policy (Title IX) (p. 79)
- Social Security Number Policy (p. 86)
- Transgender Policy (p. 86)

Alcohol and Drug Abuse Policy

Philosophy

Policy 3.40

The Glen Oaks Community College Board of Trustees certifies and pledges that it will provide a drug-free workplace and learning environment for its employees and students. This pledge is in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Glen Oaks Community College recognizes that clear evidence exists that the misuse and abuse of alcohol and drugs can erode the foundation of the College's goals and objectives and can diminish the attainment of intellectual, social, physical, and moral growth and development. Glen Oaks is committed to a healthy and productive college environment by providing free literature and abuse referral services.

Standards of Conduct

The Glen Oaks Community College Board of Trustees prohibits the possession, use, distribution, dispensing and unlawful manufacturing of illegal drugs, narcotics, or controlled substances on the College campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

Recreational Marijuana and marijuana prescribed for medicinal purposes is also prohibited on the College campus, in student housing, or at any

College-approved student activity. GOCC receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting these funds, the College is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and to avoid losing federal funding, Glen Oaks Community College must prohibit all marijuana use, including medical marijuana.

No alcohol or other intoxicating liquors shall be kept, used, or consumed on campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics, or drugs, will be removed from the College campus.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, he/she is not a safety risk to themselves or others while on College property, at College-related events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription or to give or sell the prescribed drug(s) to another person.

Legal Sanctions

Glen Oaks Community College abides by all local, state, and federal laws and may ask an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state, or federal law shall take place on the College campus or at any College function.

When there is probable cause, which is based upon credible information, Glen Oaks Community College may require that a student or employee be tested for alcohol or drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for drugs may result in disciplinary action. The words "probable cause" as used herein shall be defined as a reasonable basis for the formulation of a belief that an individual is using and/or abusing alcoholic beverages or illegal drugs. The words "credible information" is defined as including, but not limited to, the following "warning signs":

1. Excessive absenteeism or tardiness
2. Excessive illness
3. Deteriorating or inconsistent work performance
4. Increased carelessness
5. Decrease in attention span, especially after breaks or lunch
6. Frequent brushing of the teeth or use of mouthwash, breath spray, breath mints or other breath fresheners, especially before conferences with instructors or administrators
7. Substantial increase in use of the rest room or water cooler
8. Avoidance of instructors, administrators, or other students, especially if this is a recent change in behavior
9. Deteriorating or inconsistent attention to personal grooming and neatness
10. Financial problems, especially if the student has not previously had such problems

11. Frequent licking of the lips
12. Nervousness, especially when discussing work performance or personal life
13. Gastric disturbances or change in appetite
14. Insomnia
15. Moody behavior or "mood swings"
16. Unexplainable bruised and/or puffy skin, especially in the face
17. Dilated pupils
18. Slurred or incoherent speech
19. Lack of dexterity
20. Uncontrollable crying or laughing

Glen Oaks Community College students and employees can assist in the detection of the use and/or abuse of alcohol and drugs by looking for these "warning signs". Students or employees who use and/or abuse alcoholic beverages and/or drugs while on campus, in student housing, or while attending a College-approved student activity shall be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community). A student convicted of a drug-related offense under federal or state law may also become ineligible for federal student aid under federal law.

Pre-Employment Drug Testing

In order to strive toward a drug-free workplace, Glen Oaks Community College will require a pre-employment urinalysis for new employees. This applies to all full-time and part-time permanent positions at Glen Oaks Community College. The urinalysis will be performed by a reputable clinical laboratory, the expense of which will be assumed by Glen Oaks Community College. If the urinalysis registers a positive result (the presence of narcotics or illegal drugs), the candidate will not be hired.

Employee Alcohol and Drug Use

Any employee who consumes alcoholic beverages while actively engaged in carrying out the duties and responsibilities of their employment (excluding College-sponsored "entertainment" functions which employees may attend in connection with their employment), and any employee who uses illegal drugs while in the course of employment, shall be subject to sanctions as outlined in the appropriate Collective Bargaining Agreements and/or the Glen Oaks Community College Policy Manual. Violations by faculty or staff may result in disciplinary action up to and including termination of employment. Employees who have CDL will be required to undergo mandatory random drug/alcohol testing as notified by the HR Department. If a Glen Oaks Community College employee is convicted of violating a criminal drug statute (non-alcohol related) on the College campus, or at a College function, that employee must notify Glen Oaks within five (5) days after such conviction. Within thirty (30) days after such conviction, Glen Oaks shall take one of the following actions:

- (1) take appropriate personnel action against the employee up to and including termination; and/or
- (2) require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

Glen Oaks Community College shall also notify the appropriate agency of the Department of Education within ten (10) days after the conviction.

Alcohol and Drug Education, Prevention and Referral

Glen Oaks Community College is committed to addressing the problem of substance abuse through education, prevention, and referral. The President of the College will designate a Glen Oaks Community College employee as the Substance Abuse Counselor. The Substance Abuse Counselor will annually coordinate/organize and make available free literature to students and employees. This information will include: (1) standards of conduct, (2) a description of the legal sanctions, (3) a description of the health risks, (4) a description of drug or alcohol programs available to students and employees, and (5) a clear statement of the Glen Oaks Community College sanctions it may impose on students and employees. The Substance Abuse Counselor will provide initial counseling and limited supportive services. The primary goal of the Substance Abuse Counselor is to provide the student or the employee with a referral for treatment or rehabilitation. Once a referral is made, the Substance Abuse Counselor shall provide the appropriate follow up.

College employees or students who exhibit "warning signs" of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers shall receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality shall be maintained and no adverse effects to an employee or a student shall result based upon a request for treatment or a diagnosis of misuse or abuse.

If an employee has been referred to the Substance Abuse Counselor by a supervisor or if a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment shall be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If an employee or a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that job performance, behavior on campus or learning ability is affected, that person shall be considered in violation of College policies and shall be subject to discipline.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services. Glen Oaks Community College also works closely with the Substance Abuse agencies in the area.

Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

Adopted by Board of Trustees June 12, 1991, revised 9/14/05, 9/17/14, 8/10/17, 1/10/19.

Bulletin Board/Digital Messaging Policy

Policy 3.46

Employees and/or students wishing to have printed flyers, posters, or digital signage from internal or external groups posted on the GOCC posting areas must request approval. Approval can be given by Executive Associate to President (President's Office), Executive Director of

Communications & Marketing (Administrative Office area), Assistant to Executive Director of Communications & Marketing (Marketing Office), or Vice-President of Students (Student Services).

Appropriate Content Includes:

GOCC-sponsored events and activities, student organization events or fundraisers, speakers, theatre performances, and educational opportunities. Also included will be information from outside organizations that would be of interest to the general GOCC community. Only registered organizations, campus governance units, academic units, campus departments/offices and College committees will be allowed to display content of the digital signage system

Inappropriate Content includes but is not limited to:

Content that includes references to the sale or consumption of alcohol or other drugs will not be approved for display. Content that promotes or condones behavior that violates college policies, or local, state, or federal law will not be approved for display. Advertisement of commercial products is prohibited. Content that infringes on the copyrighted or trademarked works of others will not be approved for display. Unapproved postings or obscene materials will be immediately removed.

Print

Typical printed signs are 8 ½" x 11" and can be either vertical or horizontal layout. Printed literature will be reviewed, and if it meets criteria it will be stamped "APPROVED" and can be posted on boards throughout the college. Materials are to be removed AFTER their event date (if applicable) or every three months.

There are ten official approved areas for posting printed materials: 1) Administration Hallway, 2) Main Elevator Entryway, 3) Main Elevator, 4) Tech Wing Entryway, 5) Tech Wing Elevator, 6) Learning Common Entryway, 7) D-Wing, 8) D-Wing Elevator, 9) G-Wing, and 10) Devier Student Suites.

Digital

Digital messaging request must meet format requirements: 1440 pixels wide by 810 pixels high (this translates to 11" wide by 6.1" high), NOT be on solid red background, and be in JPG format and be submitted minimum of five (5) days prior to first date content is to be displayed on signage system. Solid red background will be reserved for EMERGENCY communications ONLY.

Digital message requests can be submitted to Val Juergens – vjuergens@glenoaks.ed, Eric Connelly – econnelly@glenoaks.edu or Lauren Weideman – lweideman@glenoaks.edu

There are ten official approved areas for digital images to be displayed: 1) Administrative Hallway, 2) Student Services, 3) Concourse – Stage, 4) Concourse – Gaming Area, 5) Learning Commons, 6) 4th floor E-Wing, 7) Gymnasium Entryway, 8) D-Wing, 9) G-Wing Study Area, and 10) Devier Student Suites.

July 1992, revised July 2002, revised 9/14/05, reviewed 9/17/14, revised 11/12/2020

Campus Security

Policy 3.41

Report Procedures

When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the President's Office or designee at 467-9945, ext. 233 or 221. If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff's Office (467-9045).

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence.

Access to Campus Facilities

The Glen Oaks building is open Monday through Thursday from 6:30 a.m. to 10:30 p.m.; Fridays (3rd week of August through 1st week in May) from 6:30 a.m. to 4:00 p.m.; and Saturdays 7:30 a.m. to 4/5:00 p.m. The building is closed on Fridays' when the college is operating on "Summer Hours" typically after 1st week in May thru the second week in August. When the building is closed and there is an event on campus, Maintenance will provide access to the appropriate area.

To request reservation to use Glen Oaks facility for meeting, room, DBDA, etc. those request can be made by contacting the President's Office.

Authority of Campus Security

Designated Campus Security Personnel have the authority to confront the individual related to the occurrence, require identification, and, when necessary, contact the St. Joseph County Sheriff or Michigan State Police.

When incidents occur on campus, an Incident Report must be completed and forwarded to the Vice-President of

Occurrence Statistics

Upon request, data is available in the Human Resources Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

Offenses Reported

1. Murder
2. Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft

Arrests

1. Liquor Law Violations
2. Drug Abuse violations
3. Weapons Possession

Adopted by Board of Trustees March 11, 1992, revised 9/14/05, reviewed 9/17/14, title updated 1/2020

Campus Unrest, Dissent, and Protest

Policy 3.44

Glen Oaks Community College is categorically committed to the concept of individual and group freedom - so long as freedom of thought and/or action does not infringe upon or abuse the freedoms, rights and privileges

of other individuals or groups. It is within the context of this commitment that the following statement is issued.

Campus violence already threatens some colleges and universities in a way that could cripple their freedom for many years. Even so we must be mindful of the dangers in laying out inflexible guidelines about unacceptable conduct or in specifying the precise moment when a hazard to the institution is such that civil authority must be called upon.

If one central theme or thread can be extracted from the fabric of campus and student unrest, it would reveal problems occur when communication breaks down or is lacking. Students should not only be given substantial autonomy, but also participate in matters of general educational policy, especially in curricular affairs. Since increased participation contributes to effective decision making, students should serve in a variety of roles on committees. Effective student representation will not only improve the quality of decisions, but also ensure their acceptability to the student body.

Every attempt must be made to establish effective communications so that policy questions, grievances and/or disciplinary problems can be aired by the college community. To this end, violations and/or violators of individual or group freedom will be referred to the President to hear, weigh, evaluate, and recommend as is necessary by the evidence at hand in solving the problem and attaining the objective.

Students must know that they cannot be shielded from the consequences of their behavior, especially when it violates the laws of society at large. They must recognize and respect the rights of other students as they seek rights and privileges for themselves. Threats, violence, coercive disruption of classes and events, and similar acts that tread on the rights of others are intolerable.

Mindful of the concerns of the general public as well as the state legislature the following information, entitled Act #26 of the Public Acts of 1970 of the State of Michigan, is reproduced herein.

ACT #26 OF THE PUBLIC ACTS OF 1970

AN ACT to provide penalties for certain conduct at public institutions of higher education.

The People of the State of Michigan enact:

Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by incarceration in the county jail for not more than 30 days, or both:

- (a) When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee, and the person is in violation of the properly promulgated rules of the institution; and
- (b) When the person is in fact in violation of such rules; and
- (c) When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and
- (d) When the person thereafter willfully remains in or on such premises, building or other structure; and
- (e) When, in so remaining therein or thereon, the person constitutes (1) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (2) an unreasonable prevention or disruption of the customary and lawful

functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 2. A person is guilty of a misdemeanor, punishable by a fine of not less than \$200.00 and not more than \$1,000.00 or by incarceration in the county jail for not more than 90 days, or both, who enters on the premises, building or other structure of a publicly owned and operated institution of higher education, with the intention to, and therein or thereon does in fact, constitute (a) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (b) an unreasonable prevention or disruption of the customary and lawful function of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 3. This act shall take effect August 1, 1970.

This act is ordered to take immediate effect.

The following act or acts could or might necessitate invoking the trespass law but not be necessarily limited to it:

Destruction of or willful damage to institutional property, grounds, or facilities:

Where responsibility can be ascertained, resultant action should evolve through "due process" with local and/or state agencies. Restitution if and when practicable will be considered. Suspension and/or dismissal action may be instituted by proper authority.

Disruption of or undue distractive influences within an organized classroom situation:

Any person or persons when in the opinion of the instructor are not contributing to or are distracting from the educational atmosphere of the class or logical pursuit thereof shall be removed and/or denied access thereto with resultant notification to the Vice-President of Academics and the Vice-President of Student Services.

Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways:

After ample opportunity and notification by proper authority has been afforded to and no response and/or action resulted there from, physical apprehension and eviction by proper authority shall be affected. Length of time interval from notification to desist from, to notification of proper authority not to exceed three (3) minutes duration. Suspension and/or dismissal action may be instituted by proper authority.

Disruptive action prior to, during or subsequent to an address, performance, event, or ceremony:

Any person who interferes with access to or egress from a performance of an address, ceremony, athletic event, or any college sanctioned activity and/or interferes with the continuity of an address, performance or event shall be considered to be preventing or disrupting the customary and lawful function of the institution. Suspension and/or dismissal action may be instituted by proper authority.

Readmission to a class or function after having been removed or suspended there from:

Any student has the absolute right to attend a class in which he is duly enrolled unless he/she has abrogated that right. Final permission for

readmission rests with the instructor and/or designated responsible person involved acting in conjunction with the Vice-President handling the incident. Offenders in this regard should be handled in the same manner as a disruptive or distractive influence.

The right of student dissent or protest within the confines of a building or on the grounds of Glen Oaks Community College:

The right of peaceful dissent and protest should be and will be honored as long as it does not interfere in the rights of others to pursue an education, access to normal working stations, or bring discredit upon the institution and the customary and lawful functions of the institution.

The possession, use of, or causing to bring firearms, dangerous weapons, or explosive agents within the confines of a building or onto the grounds of Glen Oaks Community College is expressly prohibited.*

Any person or persons who are in violation of the above shall, through due process, be subject to suspension and/or dismissal action and will necessitate immediate notification of violation and of proper legal authority of said violation.

Violations of Act #26 of the Public Acts of 1970; The Employees Trespass Law or any of the above rules and regulations of Glen Oaks Community College will result in immediate suspension of said employee and if substantiated through due process by duly constituted legal authority will be grounds for termination of said employment. Student violations will result in suspension and if substantiated, possible expulsion in the future from college classes and events.

*See Resolution and Policy Amendment 3.32.

In the event that it is necessary to inform certain individuals they are in violation of Act #26 of 1970, the following format is to be used:

"My name is, _____ and I am the designee of the President of Glen Oaks Community College and I am also the agent of the owner of the property upon which you are now standing. I hereby notify you, and each one of you individually, that all persons in this group are in violation of the properly promulgated rules of Glen Oaks Community College, specifically that _____. Any right that you have to use these premises is hereby suspended, whether you are a student or not, and acting on behalf of Glen Oaks Community College and on behalf of the owner of this property, I hereby instruct each and every one of you, whether or not you are a student, to immediately vacate and depart from this property. If you fail to do so, you will immediately be arrested and prosecuted for violating the laws of the State of Michigan relative to trespassing and to conduct upon the property of institutions of higher education."

Adopted by Board of Trustees 11/18/70, revised 9/14/05, 9/17/14, (Titles updated 1/2020)

Children on Campus

Policy 3.55

To protect the safety of young visitors and to avoid disruptive behavior, young children accompanying employees, students or visitors of Glen Oaks Community College must be under the constant supervision of a responsible adult while on Glen Oaks property. This means, specifically, that there must be an unobstructed line-of-sight between the child (or children) and the adult responsible for their care. Children who are taking part in organized, scheduled activities, minors who have been admitted to Glen Oaks Community College, and dual enrolled high school students,

may be on campus without adult supervision. In all other cases, minor children, however, must remain under the constant supervision of their parent or adult guardian while on GOCC property. Minor children should not be brought into classrooms, laboratories, or other areas of instruction without prior approval. Should the student-parent experience an emergency where there is no other option but to bring the child to campus, classroom faculty or the administrative heads of other units will determine if the child may be allowed to quietly sit in the classroom or with the student-parent in some other location. A child will be removed from the setting if his or her presence is determined to be disruptive to the learning process.

The College does not allow children to be left unattended on our property due to security and child welfare concerns. Parents who have problems with childcare should visit the Student Services Office to receive referrals to childcare services in the area.

8/2013, reviewed 9/2014

College Closing Procedures

Policy 2.50

When inclement weather warrants the possibility of closing day, evening classes, or create a school day delay at Glen Oaks Community College, the following procedure will be implemented.

If severe weather conditions appear to be developing, the Director of Building & Grounds will contact the College President or designee to discuss general road/travel conditions. If State Police OR the Sheriff officially closes the roads, no one is expected to travel. The President OR designee will make decision as to whether or not to have a delayed start OR to close/cancel school for the day. The Director for School Closing (entire day) and/or a delayed start notification – The President or designee will notify President's Executive Associate by 5:30 a.m. and she/he will notify the various news-media outlets (TV & radio stations) accordingly: WLKM (96FM), WMSH (99.3FM), WNWN (98.5), WKFR (FM 103.3), WKFR (103.3) WRKR (107.7), WTHD (105.5 LaGrange), WKZO (96.5) and television station WWMT (Kalamazoo Channel 3), WOOD TV8 (Channel 8 & 41), FOX 28 and WNDU (Channel 16). The FIRST areas the closing or delay will be posted on will be the Glen Oaks website and Channel 3 news. In the event of early dismissal and/or afternoon or evening closure, similar protocol as outlined above will be followed. (evening closures = notifications by 4:00 p.m.). The only deviation from this would be IF there was an immediate change of weather and/or orders by the St. Joseph County Sheriff's Department banning travel. **IF the college has delayed start (usually 2 hours), Faculty, Staff and Students should meet where they would normally be at THAT time. This applies for ALL ON CAMPUS classes. EXAMPLE: If you attend a class that normally runs from 8am-11am, you would report for that class at the 10:00 a.m. start time. ANY classes that would normally end PRIOR to the delayed start time, will NOT be held.**

In the event that the college will be closed or have a delayed start time, the President or designee will initiate a phone fan-out call list to employees notifying them accordingly. An e-mail or text alert will be sent out to those who have signed up to receive that method of communication from GOCC.

Considering the size of our service area, it is often difficult to get an accurate report on the weather conditions overall. In all situations the best judgment and information available will be utilized. However, in the

final analysis, each person must use their own best judgment regarding weather conditions and their ability to drive to campus safely.

Employees are expected to report for work and fulfill their hourly obligations whenever the College is open.

October 29, 1999, revised October 13, 2004, October 25, 2007, June 11, 2014 and February 26, 2015, May 13, 2015, February 15, 2018.

Emotional Support Animal Policy

Policy 3.85 (Update pending Fall, 2022)

I. Purpose

Glen Oaks Community College is committed to providing reasonable accommodations to persons with mental or psychiatric disabilities and fulfilling obligations under State and Federal law and the Fair Housing Act. This policy governs the use of emotional support animals on campus and in student housing.

II. Policy Statement

Persons with verifiable mental or psychiatric disabilities may seek an emotional support animal consistent with the provisions of this policy.

III. Definitions

Emotional support animal: a companion animal that provides therapeutic benefit to an individual with a disability. Unlike service animals, emotional support animals are not individually trained to do work or perform tasks for the benefit of an individual with a disability.

IV. Emotional Support Animals on Campus

Unlike a service animal, an emotional support animal is not granted access to places of public accommodation. Under the federal Fair Housing Act (FHA), however, an emotional support animal is viewed as a reasonable accommodation in a housing unit that has a "no pets" rule for its residents.

Students who wish to request the use of an emotional support animal to help alleviate the symptoms of a disability must make the request in writing to the Support Services for Students with Disabilities Office (SSSD), located in Student Services. Students must complete a DSS Student Application at least 30 days in advance of the desired occupancy of the animal. Applications will be reviewed on a case-by-case basis. Students must explain how the reasonable accommodation helps or mitigates symptoms of the disability. While the student is not required to disclose the disability, he or she is required to provide acceptable documentation from a doctor or other health professional. This documentation, the Disability Verification form for Emotional Support Animals, must state that the animal indeed provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability. Documentation must be provided for each support animal requested. A new DSS Student Application and a Disability Verification Form for Emotional Support Animals must be submitted to the SSSD Office each academic year.

V. General Requirements

Emotional support animals on campus must comply with all state and local licensure and vaccination requirements. Animals must be harnessed, leashed, or tethered. Emotional support animals cannot be juveniles and will need to be altered before they are able to live in

housing. Animals are not to be on college property until the application is approved.

Due to the size of the campus suites, the weight limit for the animal will be 50 lbs. to ensure space for the animal and the other students living in the suite.

The care and supervision of an emotional support animal is the responsibility of the individual who uses the animal's service. The individual must maintain control of the animal at all times. Emotional support animals are the full responsibility of the owner. The student is responsible for the cleanup of all animal waste and for any damage caused by the animal. College officials and staff may designate animal toileting areas. If a student is neglecting an emotional support animal, and it rises to a level where the animal is endangered, it may become a criminal matter. Emotional support animals are not exempt from state animal neglect laws. If any animal is being neglected, local law enforcement or animal control may intervene.

The College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

VI. Dispute Resolution Procedure

Disputes or disagreements about a disability determination, appropriateness of an accommodation, or an animal restriction should first be raised with the SSSD office. If the matter cannot be resolved, a dispute resolution should be submitted to the Vice President of Student Services.

VII. Policy Implementation

The SSSD Office is responsible for implementing this policy. Success requires the cooperation of all students, staff, and faculty.

Approved by the Board of Trustees 6/15/2017

Equal Opportunity and Non-Discrimination Policy Statement

Policy 2.60

Purpose

Glen Oaks Community College is committed to a policy of providing equal access to education and employment for all persons regardless of race, national origin, color, age, religion, sex, sexual orientation, gender identity, disability (physical or mental), veteran status, status as a parent, or genetic information, or other status as protected by law.

Equal employment opportunity is a legal, social and economic responsibility of the college and is provided in accordance with applicable federal and state laws and Glen Oaks Community College policy. The college policy and practice at all levels assures the active and positive implementation of federal and state equal employment opportunity laws, executive orders, rules and regulations and college equal employment opportunity policies and guidelines.

The college prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

Scope

This nondiscrimination policy applies to admissions, employment, and access to college programs and activities. This policy applies to all persons employed by Glen Oaks Community College, enrolled as a student, seeking admission to the college, requesting employment at, or having contracts with the college.

General

The college is committed to and reaffirms support of equal opportunity in employment, education, and non-discrimination in employment and academic policies, practices and procedures and will examine periodically all employment and academic policies for discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veterans status, or other protected status and take remedial action to correct such discrimination if it is found to exist.

The college values diversity and seeks talented students, faculty and staff from diverse backgrounds. The college does not discriminate in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; or other college administered programs or employment.

Failure to follow this policy may result in disciplinary action up to and including termination of employment or expulsion.

Adopted by Board of Trustees September 14, 1983, revised June 12, 2001, October 13, 2004, November 14, 2007, and June 11, 2014.

Firearms on Campus

Policy 3.45

Glen Oaks Community College, in its policy governing campus unrest, specifically prohibits firearms on campus.

The transport and use of any firearm on campus must be performed in accordance with the laws of the State of Michigan.

Adopted by Board of Trustees 11/17/71. Revised 9/19/73. Revised 10/09/200, revised 9/14/05, 9/17/14.

Freedom of Expression

Policy 3.44A

I. Purpose of policy

The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly, and other expressive activities at publicly accessible outdoor areas of any College campus, regardless of the viewpoint being expressed;
- Maintaining an appropriate educational and work environment for all persons present on College property; and
- Protecting and maintaining the security of College property, students, employees, and visitors.

In developing and administering this policy, the College recognizes the freedoms guaranteed by the United States and Michigan constitutions, including freedom of speech and assembly. The College also recognizes the need to preserve and protect its property, students, guests, and

employees, and to ensure the effective operation of educational, business, and related activities of the College.

Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place, and manner of the activities. College employees will not consider the content or viewpoint of expressive activities when enforcing this policy, including by restricting students' expression based on concerns about other person(s)' negative reaction to the expression. No policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

Expressive activities carried out under this policy will not be considered to be speech made by, on behalf of, or endorsed by the College.

II. Scope

This policy applies on all of the College Campus.

III. Expressive Activity Defined

"Expressive Activity" is defined as the carrying or displaying of signs or placards, leafleting, campaigning, marches, rallies, parades, demonstrations, protests, assemblies, speeches, circulation of petitions, and/or any public demonstration on College grounds.

IV. Expressive Activity for Enrolled Students and Registered Student Groups

A. General Access: Registered students and student groups may use, without prior notification or permission, any publicly accessible outdoor area of the College campus except parking lots, and driveways. Federal, state, and local laws will be enforced, as applicable. The use of walkways or other common areas may not block the free passage of others nor impede the regular operation of the College.

Use of the publicly accessible outdoor area may include speaking, non-verbal expression, distributing literature, displaying signage, and circulating petitions. There is no limit to the number of times a month a person or group may access these areas, provided that access is limited to hours when the College is open to the public.

During work and class hours, or if the area is currently in use for an official College event, amplification will be restricted if it interferes with College operations or noise ordinances are violated.

B. Large groups: Except in the circumstances described below, any person or group whose use of an outdoor area for demonstration, protest or distribution of literature is expected or reasonably likely to have more than fifty (50) people in attendance shall notify the Vice-President of Finance & Administration and the Vice-President of Student Services, or their designee at least two (2) business days before the day of the activity. The notification shall be submitted at least two (2) business days before the day of activity. Notification shall include information as to the specific location requested to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which should include at least one person who will be personally present.

C. Reserved Space: In addition to the general right of access to outdoor areas of campus described above, any registered student or student organization may seek to reserve the use of specific indoor areas by contacting the President's Office. Requests by a registered student or

student organization to reserve such area or space shall be made at least 5 business days before the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate College policy.

A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request will be promptly communicated (within 48 hours of receiving the request) in writing to the requester and will set forth the basis for the denial.

The content of the anticipated speech or other expressive activity will not form the basis for a denial.

V. Expressive Activity by College Visitors

A. Requests to Engage in Expressive Activity. Members of the public who are not registered students or student organizations must receive a permit before engaging in Expressive Activity on any College campus.

Requests to schedule Expressive Activity on the College grounds shall be made to the Vice-President of Finance & Administrative Services, and Vice-President of Student Services or their designee (hereinafter, Vice-President's). Requests may be submitted in person at the Vice-President of Student Services Office.

B. Process. Requests must be made in writing to the Vice-President of Finance & Administration and Vice-President of Student Services during regular business hours at least 48 hours prior to any Expressive Activity on a form supplied by the College. Each request shall be in writing and shall contain the following information:

1. Name/address/telephone number(s) of contact person(s).
2. Name/address/telephone number(s) of back-up contact person(s).
3. Date and hours requested for the expressive activity and duration of the expressive activity.
4. Area requested for use.
5. Number of anticipated participants.
6. Structures to be used in the expressive activity.

C. Appeal. If a person or organization is aggrieved by a decision of the Vice-President of Finance & Administration or Vice-President of Student Services, an appeal may be taken to the President within three College business days of that decision. The appeal shall be in writing, stating the basis therefore, and the relief sought. The President shall promptly announce their decision.

VI. Rules

Use of College grounds is subject to the following:

A. In order to maintain the security, safety and aesthetic appearance of the College and College grounds, and to provide for regular maintenance, improvements, or alterations,

Expressive Activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings or impede free access to the buildings or parking lots by its students, faculty, employees, occupants, or the public.

B. No activity shall substantially impede or interfere with College business, the educational process, or public access to College grounds.

C. To provide for regular maintenance, improvements, or alterations of the College grounds and in order to maintain the security, safety and aesthetic appearance of the College and College grounds, equipment, signs, banners, or structures of any kind that are placed on the College grounds shall be free standing and shall not be affixed to any building, tree, monument, fixture, or other College structure. The equipment, signs, banners, or structures shall be entirely removed at the conclusion of the expressive activity, or no later than 8:00 p.m. on any day of any Expressive Activity. Structures (whether for shelter or for any other purpose) must be pre-approved by the Vice President, Student Services.

D. Due to the presence of underground utility, electrical and drainage lines, signs, banners, or other objects shall not be driven into the ground; nor shall they be supported in or by any tree, monument or other structure affixed to the College grounds. Signs, banners, or objects supported by freestanding devices may not be left unattended, i.e., an individual must be stationed within six feet of a freestanding sign or banner at all times to prevent damage to the property and injury to individuals.

E. Defacing or damaging the College grounds, including but not limited to trees, shrubbery, flowers, lawns, sidewalks, parking lots, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the College (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature is not allowed. Likewise, defacing or damaging the exterior walls and surfaces of the buildings, including the entrances, porches, and staircases, is not allowed.

F. Stepping or climbing upon statues, monuments, fences, lighting fixtures, light wells, trees, or parts of the College building not intended for such purposes is not allowed.

G. No sign located within 50 feet of a roadway, entrance or exit shall be larger than 3' x 3', and no sign shall block the sight lines of drivers entering or exiting the College grounds or traveling on a public roadway around the College.

H. Vehicles are not allowed on the College grounds, except in areas designated for vehicular use.

I. Camping or sleeping overnight on the College grounds is not allowed.

J. Alcoholic beverages or any other controlled substance shall not be possessed, dispensed, or consumed on the College grounds.

K. Individuals distributing literature shall remove all discarded items from the general area(s) of distribution at the conclusion of their activity.

L. Firearms, or other weapons are not allowed on campus.

M. All persons must comply with all College policies, Campus Rules and Regulations, and local, state, and federal ordinances and statutes.

N. Expressive Activity inside College buildings is prohibited.

O. Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials, or pollutants in any area is prohibited.

VII. Enforcement

The College reserves the right to stop any activity that substantially interferes with or disrupts the normal activities of the College; interferes

with the educational process; or violates any of the conditions covering expressive activity under this policy. Any person who violates this policy may be subject to an order to leave College property. Employees in violation of this policy may be subject to discipline, up to and including termination. Students in violation of this policy may be subject to discipline under the applicable Code of Conduct.

Adopted by Board of Trustees 1/11/2018, titles updated 1/2020

Grievance Procedures

Policy 2.61

FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
 SECTION 504 OF THE REHABILITATION ACT OF 1973
 AGE DISCRIMINATION ACT OF 1975
 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

Section I

Any person believing that Glen Oaks Community College or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Ms. Candy Bohacz
 Civil Rights Coordinator
 62249 Shimmel Rd
 Centreville, MI 49032
 (269) 467-9945

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the Civil Rights Coordinator may submit a signed statement of appeal to the President of the College within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at (216)522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil

Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Adopted by Board of Trustees February 20, 2008, revised June 11, 2014.

GLEN OAKS COMMUNITY COLLEGE - COMPLAINT FORM FOR GRIEVANCE PROCEDURES

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
 SECTION 504 OF THE REHABILITATION ACT OF 1973
 AGE DISCRIMINATION ACT OF 1975
 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

Name: _____ Date _____
 Address: _____

Status of person filing complaint: Student _____ Employee _____

Statement of Complaint:

Include type of discrimination charged and the specific incidents in which it occurred. Attach additional pages as needed.

 _____ Signature of
 Complainant Filed Date Complaint

 _____ Signature of Civil Rights Coordinator
 Date Complaint Received

Submit all copies to the Civil Rights Coordinator. The person receiving the complaint will sign receipt and date the complaint. One copy will be returned to the complainant and one copy will be retained by the Civil Rights Coordinator.

Adopted by Board of Trustees February 20, 2008, reviewed June 11, 2014.

Internet/Technology Use Policies

- Acceptable Internet Use Policy (<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/internet-technology-use-policies/acceptable-internet-use-policy/>)
- Responsible Use of Information Technology (<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/internet-technology-use-policies/responsible-use-of-information-technology-policy/>)

- Web Accessibility (<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/internet-technology-use-policies/web-accessibility/>)

Service Animal Policy

Policy 3.80

I. Purpose

Glen Oaks Community College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal law. This policy governs the use of service animals on campus by persons with disabilities.

II. Policy Statement

Persons with disabilities may be accompanied by working service animals on the campus of Glen Oaks Community College consistent with the provisions of this policy.

III. Definitions

Disability under the Americans with Disabilities Act (ADA): A physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.

Service animal: The College recognizes "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA). Pursuant to that law, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained, or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

IV. Reasonable Modifications - Miniature Horse

Glen Oaks Community College shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Other requirements which apply to service animals shall also apply to miniature horses.

Assessment factors

In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, Glen Oaks Community College shall consider:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and

- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

V. Service Animal Use on Campus

Visitors: Visitors with service animals may access all public facilities, with the exception of areas where service animals are specifically prohibited due to safety or health restrictions, where the service animal may be in danger, or where the service animal's use may compromise the integrity of research.

Employees:

Employees with a disability who wish to utilize a service animal as a reasonable accommodation in a College office or other areas of campus buildings not open to the general public must register with the Human Resources Office at least 30 days before the animal is needed.

Students:

Students with a disability who wish to utilize a service animal in a classroom are encouraged but not required to register with the Support Services for Students with Disabilities Office (SSSD), located in Student Services. Students are encouraged to register with the SSSD Office for access to resources, information, and advocacy around a range of disability-related dynamics, including service animals. Registration is encouraged for students who wish to use a dog as a service animal and is required for students who wish to use a miniature horse in College facilities.

VI. Student Housing

For use of a service animal by a resident or potential resident in College housing, see the Student Housing Handbook at <https://www.glenoaks.edu/student-housing/student-housing-handbook/>

VII. Service Dogs in Training

- A. Service dogs in training are permitted on campus in all public facilities on the same basis as working service animals provided that the dog is being led or accompanied by a trainer for the purpose of training the dog, and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization.
- B. Only adult dogs (twelve months of age or older) are considered service dogs in training under College policy. "Puppies in training" are not permitted in College buildings, except with written permission from the Vice-President of Student Services.
- C. Service dogs in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public, except with written permission from the Vice-President of Student Services.
- D. A student or employee with a disability who wishes to utilize a service dog in training in College housing, classrooms, offices, or other areas of campus buildings not open to the general public must register with the SSSD Office and seek approval through the reasonable accommodation process.

VIII. General Requirements

Service animals on campus must comply with all state and local licensure and vaccination requirements. The animal must be on a leash at all times, if appropriate for that animal.

The care and supervision of a service animal is the responsibility of the individual who uses the animal's service. The individual must maintain control of the animal at all times. The individual using the animal's service is responsible for ensuring the cleanup of all animal waste and for any damage caused by the animal. College officials and staff may designate animal toileting areas.

The College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

IX. Clarifying Animal Status

Service animals are permitted in all public facilities on campus in accordance with this Policy. College employees should not question an individual about an accompanying service animal if the individual's disability is readily apparent and the function of the accompanying animal is clear.

In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a College employee may only ask two questions:

1. Whether the animal is required because of a disability
2. What work or task the animal is trained to perform

College employees *shall not* ask any questions about the individual's disability.

Although a service animal may sometimes be identified by an identification card, harness, cape, or backpack, such identifiers are not required and should not be requested or demanded for any service animal on campus.

X. Conflicting Disabilities

Individuals with medical issues impacted by animals (e.g., respiratory conditions, allergies, or psychological conditions) should contact the SSSD Office in Student Services for assistance.

XI. Removal of Service Animals

A service animal may be removed from College facilities or grounds if it is disruptive (e.g., barking, wandering, displaying aggressive behavior) and the behavior is outside the duties of the service animal. Ill, unhygienic, and/or unsanitary service animals are not permitted in public campus areas. The individual responsible for such an animal may be required to remove the animal.

XII. Restricted Areas

The College may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations may include but are not limited to laboratories and/or classrooms with demonstration/research animals.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting the SSSD Office in Student Services. In making its decision, the SSSD Office will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area.

XIII. Interacting with Service Animals

Service animals work and perform tasks and are not pets. Accordingly, members of the College community should adhere to the following best practices when interacting with service animals:

- Allow a service animal to accompany its owner at all times and in all places on campus that are open to the general population.
- Do not touch or feed a service animal unless invited to do so.
- Do not deliberately distract or startle a service animal, and,
- Do not separate or attempt to separate a service animal from the individual using the animal's service.
- Do not inquire for details about a person's disabilities. The nature of a person's disability is a private matter.

XIV. Emergency Situations

A handler/animal team may become stressed during emergency situations involving smoke, fire, sirens, or injury, and exhibit protective behavior. Be aware that service animals may try to communicate the need for help. In emergency situations make every effort to avoid separating the handler from the animal.

XV. Policy Exceptions

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the SSSD Office in Student Services.

Approved by the Board of Trustees 6/15/2017, title updated 1/2020

Sex Offender Compliance Policy

POLICY 3.96

The Campus Sex Act Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment, as well as notice of change of enrollment or employment status, at any institution of higher education to issue a statement advising the campus community as to where information concerning registered sex offenders can be obtained.

In accordance with this act, the Michigan State Police Sex Offender Registry website may be accessed at <http://www.mipsor.state.mi.us> (<http://www.mipsor.state.mi.us/>)

Registered sex offenders who are members of the College community, upon enrollment at the College, must notify the Vice-President of Student Services that they have registered with the College. Failure to notify the College is a violation of the Student Code of Conduct and subjects those students to all available College judicial processes and sanctions.

Approved by the Board of Trustees: 11/14/2019, title updated 1/2020

Sex/Gender-Based Discrimination and Harassment Policy (Title IX)

Policy 3.95

Introduction

Glen Oaks Community College ("Glen Oaks" or "the College") believes that every student and staff member, regardless of their gender, is entitled to equal educational opportunity and a safe environment in which to learn and work. This means that all members of the college community have the right to be free from all forms of sex/gender discrimination, harassment and retaliation. The term "sexual harassment" in this Policy includes sexual violence, dating and domestic violence, stalking, and any other form of discrimination based upon sex that would violate Title IX of the Civil Rights Act.

This Policy is intended to: define what qualifies as sexual discrimination, harassment and retaliation under Title IX; establish a mechanism for responding to complaints, including supportive measures that may be available to all involved parties; and outline the remedial efforts the College may take to end any sex discrimination, harassment or retaliation that has occurred, prevent its recurrence and address any continuing effects on an affected person.

SECTION 1: Scope and Jurisdiction of Policy

The College’s Sex/Gender-Based Discrimination and Harassment Policy prohibits discrimination and harassment based on sex in all education programs and activities that Glen Oaks operates, as required by Title IX and consistent with the College’s own mission and values. For purposes of this Policy, the College’s “education programs and activities” include locations, events or circumstances over which Glen Oaks exercised substantial control over the person(s) accused of sexual harassment and the context in which the sexual harassment occurred; it also includes any building owned or controlled by Glen Oaks. This Policy also prohibits retaliation against a person who makes a good faith complaint of sex discrimination or harassment under this Policy. Alleged sexual harassment that occurred outside of the College’s education program or activity cannot be resolved through the grievance procedures described in this Policy, but may be addressed through the College’s Code of Conduct.

All reports of sexual discrimination, harassment or retaliation will be handled by one of the College’s Title IX Coordinators:

Tonya Howden Title IX Coordinator Coordinator Student Services, A53 Office, A37 62249 Shimmel Rd. Centreville, MI 49032 49032 thowden@glenoaks.edu cbohacz@glenoaks.edu 269-294-4230	Jamie Yesh Title IX Coordinator Administrative Office, A36 62249 Shimmel Rd. Centreville, MI 49032 jyesh@glenoaks.edu 269-294-4229	Candy Bohacz Title IX Administrative 62249 Shimmel Centreville, MI 269-294-4232
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Complaints under this Policy may be made to any of the Title IX Coordinators. The Title IX Coordinator in the Student Services Office will take the lead role in administering this Policy, but may involve the Title IX Coordinator(s) in the Administrative Office on complaints that involve employees or if the involvement of a different Title IX Coordinator is otherwise appropriate. In the event an incident involves alleged misconduct by a Title IX Coordinator, reports should be made to another Title IX Coordinator or the President of the College.

Individuals experiencing harassment or discrimination also have the right to file a formal complaint with government authorities:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr> (<http://www2.ed.gov/about/offices/list/ocr/>)

U.S. Department of Justice Civil Rights Division
Educational Opportunities Section, PHB
Washington, D.C. 20530
Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)

SECTION 2: Definitions

Advisor:

A person chosen by a party or appointed by the institution to accompany the party to meetings related to the grievance process, to advise the party on that process, and to conduct cross-examination for that party at the hearing as needed. This person may be, but need not be, an attorney.

Complainant:

The individual who is alleged to be the victim of conduct that could constitute sexual discrimination or harassment.

Formal Complaint:

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.

Respondent:

The individual who has been reported to be the perpetrator of conduct that would constitute sexual harassment or discrimination.

Sex Discrimination:

Unequal treatment based on sex with respect to an individual’s access to or participation in the College’s education programs or activities, as prohibited by Title IX.

Sexual Harassment:

“Sexual harassment” is conduct on the basis of sex where at least one of the following occurs:

- An employee of the College makes providing an aid, benefit or service of the College conditional upon an individual’s participation in unwelcome sexual conduct;
- There is unwelcome conduct on the basis of sex that a reasonable person would deem so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College’s education program or activity; or
- An individual is subjected to “sexual assault,” as defined by the Clery Act, which is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. That is further defined as:
 - Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - Forcible Rape:
 - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - Forcible Sodomy:
 - Oral or anal sexual intercourse with another person forcibly, and/or against that person’s will (non-consensually), or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age

or because of temporary or permanent mental or physical incapacity.

- Sexual Assault with an Object:
 - The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Forcible Fondling:
 - The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sex Offenses, Non-forcible:
 - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Michigan law. Statutory Rape is Non-forcible sexual intercourse with a person who is under the statutory age of consent of Michigan.
- An individual is subjected to "dating violence," defined in 34 U.S.C. 12291(a)(10) as:
 - Violence on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition—
 - Dating violence includes, but is not limited to emotional, psychological, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- An individual is subjected to "domestic violence," defined in 34 U.S.C. 12291(a)(8) as:
 - Violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
 - To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- An individual is subjected to "stalking," defined in 34 U.S.C. 12291(a)(30) as:

- Engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
- For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
 - Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

Consent:

Clear, knowing and voluntary agreement. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age and have the mental/physical capacity to consent. A person may be unable to consent due to consumption of drugs or alcohol.

Gender Identity:

Gender identity is the gender of which a person identifies which may not correspond with the gender assigned at birth.

Sexual orientation:

Sexual identity in relation to the gender to which a person is attracted.

*This policy is applicable regardless of the sexual orientation and/or gender identity of the individual engaging in sexual activity.

Supportive measures:

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the complainant or respondent. Supportive measures may be provided before or after a formal complaint has been filed or where no formal complaint has been filed. They are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party and include measures designed to protect the safety of the parties or campus environment or to deter sexual harassment. Examples of supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar measures. These measures will be kept confidential, to the extent maintaining that confidentiality does not impair the College's ability to provide the supportive measures.

Retaliation:

The act of intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted or participated (or refused to participate) in any manner in an investigation, proceeding or hearing related to Title IX or this Policy. Intimidation, threats, coercion or discrimination – including making charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report of complaint of sex discrimination or a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege secured by Title IX – constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Nor is it retaliation to charge an individual with a Code of Conduct violation if the College finds that the individual made a materially false statement in bad faith in the course of a grievance proceeding under this Policy, provided that a determination regarding responsibility, standing alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Retaliation will not be tolerated and may result in severe sanctions, including discipline, suspension, expulsion, termination of employment or revocation of tenure, or an additional charge.

SECTION 3: Reporting Sexual Harassment, Discrimination, or Retaliation

All college employees (faculty, staff, administrators) are expected to immediately report actual or suspected harassment, discrimination or retaliation to a Title IX Coordinator, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, licensed counselors can maintain confidentiality – meaning they are not required to report actual or suspected harassment discrimination or retaliation to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following are two reporting options:

Confidential Reporting Options

If a reporting party would like the details of an incident be kept confidential, they should speak with a licensed counselor, members of the clergy and chaplains, or off-campus rape crisis resources.

The college recommends contacting Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line). Those who are able to maintain confidentiality will do so except in extreme cases of immediate threat or danger or in the abuse of a minor.

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to inform you of their duties, and help you make decisions about who can best assist you.

Personally identifiable information will be shared in the event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

Formal reporting options

Reporting parties are encouraged to file a formal complaint of sex/gender-based harassment, discrimination or retaliation at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report submits to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation. Reporting parties may also contact a Title IX Coordinator (as described above), or another school administrator, with whom the reporting party feels comfortable to make a complaint. Students and employees have the right to have incidents of sexual harassment, discrimination or retaliation investigated and properly resolved through a grievance process. Information will be shared as necessary with the Complainant, Respondent, and appropriate college administrators who play a role in the grievance process.

If a victim wishes to remain anonymous, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request that no investigation take place, but will maintain confidentiality to the extent possible. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer supportive measures, but will not otherwise pursue formal action. A complainant/reporting party has the right, and can expect, to have reports taken seriously by the College, and when formally reported, to have those incidents investigated and properly resolved through these procedures.

**SECTION 4: College Reporting Obligations
Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, student activities staff, human resources staff, academic advisors, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident using Clery location categories and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to any member of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the above paragraph.

SECTION 5: Grievance Process for Sex Discrimination

Any student or staff member who believes that they have been subjected to (or witnessed) sex discrimination in any program or activity of the College should report that concern at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report goes to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation.

Reporting parties may also contact a Title IX Coordinator (as described above) in person, by mail, by email or by using the contact information for the Title IX Coordinator described above. If the concern involves a Title IX Coordinator and you do not feel comfortable reporting to one of the other Title IX Coordinators, a report may be made to the President of the College.

Within five (5) business days of receiving a complaint, the Title IX Coordinator will determine whether any supportive measures are necessary, work on implementing those supportive measures, and initiate an investigation. The investigation, which will be conducted by the Title IX Coordinator or his/her designee, will include interviews of witnesses deemed necessary by the investigator as well as review of relevant evidence. Absent unusual circumstances (e.g., unavailability of witnesses), the investigation will be completed within 60 business days. At the conclusion of the investigation, the investigator will prepare a report that summarizes the factual evidence gathered and makes a determination of whether there is sufficient evidence to conclude—by a preponderance of evidence (i.e. “more likely than not”) - that sex discrimination occurred in one of the College's programs or activities.

If the Title IX Coordinator did not act as the investigator, the investigator will provide a copy of the Report to the Title IX Coordinator and the parties. Within five (5) business days of receiving the report, the Title IX Coordinator (if not the investigator) will adopt, modify or reject the investigator's conclusions and provide notice to the parties of that decision. The Title IX Coordinator will also determine what remedial actions (if any) may be necessary to end any sex discrimination that occurred, prevent its recurrence and redress any continuing effects of the discrimination.

Both parties will have the right to file a written appeal of the Title IX Coordinator's decision to the President of the College. An appeal must be submitted, in writing, to the Title IX Coordinator within five (5) business days after the date of the Title IX Coordinator's report or notification. The decision of the President is final.

Retaliation against a person for making a good faith complaint of sex discrimination is strictly prohibited. Any complainant who believes that he/she has been retaliated against for making a complaint of sex discrimination under this Policy should notify the Title IX Coordinator and that complaint will be handled according to the grievance procedures provided in this Section.

SECTION 6: Grievance Process for Sexual Harassment

A formal complaint of sexual harassment may be filed with the Title IX Coordinator in person, by mail, by email or by using the contact information for the Title IX Coordinator described above, but the College strongly encourages submission of reports through the Report a Concern option at www.glenoaks.edu (<http://www.glenoaks.edu/>). The Title

IX Coordinator reserves the right to file a formal complaint should the complainant decline to file a formal complaint. The Title IX Coordinators are the school officials charged with authority to institute corrective measures for violation of this Policy, but all College employees are obligated to report incidents of sexual harassment of which they become aware, unless they have a recognized confidentiality privilege, such as serving as a licensed counselor for the College. Further, students and guests who have observed or been made aware of sexual harassment are encouraged to report such incidents.

The formal complaint should clearly and concisely describe the conduct that the complainant believes constitutes sexual harassment; the identities of the parties involved in the incident, if known; the date and location of the incident, if known; and the desired remedy sought. The formal complaint should contain the name and contact information for the complainant if available. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the complainant should submit any supporting materials as quickly as is practicable.

Part I: Actions upon Receipt of a Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will:

1. Initiate the investigation process by reviewing the allegations contained in the formal complaint. The formal complaint will be dismissed for lack of jurisdiction if the conduct alleged (1) would not constitute sexual harassment, as defined by Title IX regulations and described in this Policy, even if proved; (2) did not occur in the College's education program or activity; *or* (3) did not occur against a person in the United States. The Title IX Coordinator will, however, consider whether the alleged conduct may violate the College's Code of Conduct, and if it may, refer the complaint for handling under the Code of Conduct.
2. Review if any immediate steps need to be taken for the safety of any student or other individual arising from the report of sexual harassment. If emergency removal is necessary due to an immediate threat to physical health or safety, the Title IX Coordinator will provide respondent(s) with notice of the decision to remove respondent(s) from campus and the opportunity to challenge the decision immediately following the removal.
3. Provide a Notice of Allegation to the parties of:
 - a. The College's grievance process, including the informal resolution process;
 - b. The sexual harassment allegations, including the identities of the parties involved, if known; the conduct alleged to be sexual harassment; and the date and location of the incident, if known. If, during the course of the investigation, the College decides to investigate additional allegations that were not included in this initial notice, the College will provide notice of those additional allegations to the parties.
 - c. The fact that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - d. The parties' right to have an advisor of their choice, who may be, but is not required to be, an attorney and who will be permitted to inspect and review evidence obtained as part of the investigation that is directly related to the allegations made in the formal complaint;
 - e. The provisions in the College's Code of Conduct that prohibits making false statements or knowingly submitting false information during the grievance process.

4. Provide supportive measures, as needed, to both the complainant and respondent.
 5. Assign an investigator to the case
1. The investigator may be one or more individuals. If there is more than one investigator, they shall be present at all meetings. The assigned investigator(s) will have received all requisite training and will be free of bias and conflict of interest.
 1. Monitor the investigation's progression and completion.

Part II: Formal Investigation Process and Protections

Within five (5) business days of the College's receipt of a formal complaint, the investigator will initiate an investigation. The investigator will ensure that the burden of proof and gathering of evidence rests on the College, not the parties, understanding that the College cannot access, consider, disclose or otherwise use a party's treatment records without that party's voluntary, written consent.

Each of the parties will have an equal opportunity to present evidence and witnesses, including fact and expert witnesses. The investigator will not restrict the ability of either party to discuss the allegations under investigation or their ability to gather and present relevant evidence.

The investigator will conduct interviews (and follow-up interviews, as needed) with the parties and relevant witnesses. Prior to any investigative interview or other meeting where a party is invited or expected to attend, the investigator will provide advance, written notice of the date, time, location, participants and purpose of the meeting, with sufficient time for the party to prepare to participate.

Absent unusual circumstances (e.g. school closure, unavailability of witnesses, delay caused by criminal investigation), the investigation will be completed within 60 business days. Any time the general timeframe for resolution outlined in this Policy will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and the anticipated time needed as a result of the delay.

Part III: Investigation Meeting Details

1. Each meeting will be held privately and closed to the public. At no time during the investigation will the respondent and the complainant be in the same room.
2. These meetings are entirely administrative in nature and are not considered legal proceedings.
3. The parties will be allowed an advisor of their choice to be present during all administrative meetings and hearings.
 - a. The complainant and respondent must select an advisor of their choice, which, at their own expense, may include an attorney.
 - i. If either party does not have an advisor, the College will provide one at the request of the student at no cost to the involved party.
 - ii. All advisors provided by the college are employees who are trained to serve in this function. The college will not provide legal counsel for the student.
 - iii. If an involved party is a minor, a parent/guardian, as well as an advisor, may attend all meetings.
 - b. During investigative meetings, the advisor may only speak with their party in a way that does not disrupt the meeting. At no time will they be allowed to speak on behalf of the party unless deemed necessary or appropriate by the Investigator.

Part IV: Investigation Summary Report

At the conclusion of the formal investigation, the investigator will complete an investigation summary report. Prior to completion of the report, the investigator will send each party and his/her advisor (by electronic format or hard copy) a copy of the evidence obtained during the investigation that directly relates to the allegations in the formal complaint, regardless of the source of that evidence or whether the investigator intends to rely upon it. The parties will be given at least 10 days to submit a written response, which the investigator will consider when completing the investigation report.

The investigation summary report, which will fairly summarize the evidence, will be provided to the complainant, respondent, and advisors at least 10 days prior to the live hearing. Both parties will have the opportunity to review that report and respond in writing.

At least 10 days after the investigation summary report was distributed to the parties, the investigator will submit the report (as well as the parties' responses to the report, if any) to the Hearing Chair.

Part V: Informal Resolution

As part of the College's formal grievance procedure, at any time after a formal complaint has been filed, the parties may agree to participate in an informal resolution process. Through that informal resolution process, the College would be authorized to facilitate a mediation or other informal resolution between the parties that would not involve a full investigation and adjudication. Informal resolution is *only* permitted where the College:

1. Provides a written Notice of Informal Resolution to the parties of (1) the allegations of the formal complaint, (2) the requirements of the informal process (including that a party may withdraw from the informal process at any time, but once the parties have agreed to a resolution, the parties may be precluded from resuming the formal complaint process - i.e., the full investigation and adjudication - based on the same allegations); and (3) any consequences that would result from participation in the informal resolution process, including that records may be maintained or shared;
2. Obtains both parties' voluntary, written consent to the informal resolution process;

Informal resolution may not be used to resolve complaints alleging that an employee sexually harassed a student. In cases where informal resolution is permitted, it will be strictly voluntary, and will not be required of any party as a condition of enrollment or continued enrollment; employment or continued employment or any other right.

Part VI: Hearing

For formal complaints, unless resolved through the informal resolution process, a live hearing will be conducted by a Decision-maker (or Decision-making Panel) before a determination of responsibility is made. The hearing may be conducted by a sole Decision-Maker or by a Decision-making panel, at the Title IX Coordinator's discretion. If there is a Panel, the Title IX Coordinator will select a Hearing Officer who will serve as the Chair of the Decision-making Panel. The Hearing Officer will manage the hearing and make evidentiary rulings.

At the live hearing, each party's advisor will have the opportunity to ask the party questions relevant to the allegations of the formal complaint. Questions about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless those questions or evidence: (1) are offered to prove that someone other than the respondent committed the conduct alleged by complainant; or (2) concern specific incidents of

complainant's prior sexual behavior with respect to respondent and are offered to prove consent. Cross examination of parties and witnesses will be conducted directly, orally and in real time, but a party or witness will not be required to *answer* any such question until the Hearing Officer has considered the question and deemed it relevant. If a question is deemed irrelevant, the Hearing Officer will explain why. A party may not directly cross-examine another party or witness.

Although the hearing will be conducted in a live setting and in real time, at the request of a party, the parties will be located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously observe (through sight and sound) the witness answering questions.

The College may also, in its discretion, conduct the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. All live hearings – whether conducted with participants in the same geographic location or virtually – will be recorded audiovisually or transcribed. That recording or transcript will be available to parties for inspection and review.

At the conclusion of the hearing, the Decision Maker (or Panel) will deliberate and determine if the respondent is responsible for the alleged violation, using the preponderance of evidence ("more likely than not") standard. In making this determination, the Decision-maker (or Panel) may consider statements made by parties and witnesses during the investigation, electronic exchanges between parties leading up to the alleged sexual harassment, and relevant statements about the alleged sexual harassment, regardless of whether the parties or witnesses submit to cross examination at the live hearing. The Decision-maker (or Panel) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing. The Decision-maker (or Panel) will not, however, make an inference about responsibility based solely on a party's or witness's absence or refusal to testify at the hearing. In other words, the Decision-maker (or Panel) will not assume that a respondent sexually harassed the complainant solely because the respondent refused to testify at the hearing; nor will the Decision-maker (or Panel) assume that the respondent did not sexually harass the complainant solely because the complainant refused to be cross-examined.

After reaching a determination of responsibility, the Decision Maker (or Panel) will simultaneously issue to both parties a written determination that:

1. Identifies the allegations potentially constituting sexual harassment under this Policy;
2. Describes the procedural steps taken by the College throughout the grievance process;
3. Provides findings of fact supporting the determination;
4. Provides conclusions regarding the application of the College's policy to the facts;
5. States the determination as to each allegation as well as the rationale for that determination; and
6. Explains the College's appeal procedures and bases for appeal.

Part VII: Sanctioning

Once the determination of responsibility is made, if party has been found responsible for violating this Policy, the Title IX Coordinator will implement appropriate remedies to end the harassment, prevent its recurrence and redress the effects of the harassment experienced by the complainant.

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
- Monitoring
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling or therapy
- Required training or education
- Campus access restrictions
- No trespass order issued by security (with respect to campus locations)
- No contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
- Disciplinary suspension
- Suspension with pay
- Suspension without pay
- Exclusion
- Expulsion
- Degree revocation
- Termination of employment
- Revocation of tenure
- Termination of contract (for contractors)

The College may assign other sanctions as appropriate in each particular situation.

Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff/Faculty Handbooks, Student Handbook, collective bargaining agreements, other policies or handbooks that may be developed over time, or contracts.

In addition, the College may take steps to remediate the effects of a violation on victims and others. Following an investigation, the College may extend interim protective measures and accommodations, and/or take other measures to eliminate any hostile environment caused by the sexual harassment or misconduct, prevent the recurrence of any sexual harassment or misconduct, and remedy the effects of the sexual harassment or misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced in this policy, as well as counseling, training, and other preventative measures.

Part VIII: Appeal and Final Outcome

If either party disagrees with the determination of responsibility, the party or their advisor may file an appeal within 5 business days of the date stated on the Determination Letter.

Appeals are [only] permitted for the following reasons:

1. Procedural irregularity that affected the outcome;
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available;
3. The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias that affected the outcome.

The appeal should be titled "Appeal" and directed to the Title IX Coordinator, who will assign the appeal to an individual or Panel (not the Investigator, Title IX Coordinator or Decision-maker/Panel) who has received requisite training and is without conflict of interest or bias ("the Appellate Officer").

Once an appeal has been filed, each party will have the opportunity to submit a written statement in support of (or challenging) the outcome. That statement should be provided to the Title IX Coordinator within ten (10) days of the Determination Letter. The letter will then be forwarded to the Appellate Officer. The Appellate Officer will issue a written decision – simultaneously to both parties – describing the result of the appeal and rationale for the decision within ten (10) business days of the date the parties' written statements were due.

The determination of responsibility will be considered final when: (1) neither party files a written appeal with the Title IX Coordinator within the timeline for appeal required in this Part; or (2) the individual or Panel designated to decide the appeal has issued a written decision, whichever occurs last.

SECTION 7: Additional Policy Provisions

Attempted violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as violations of the policy.

College's Right to Sign a Formal Complaint

As necessary, the Title IX Coordinator reserves the right to sign a formal complaint without a formal complaint by the person alleging that respondent violated this Policy.

False Reports

Glen Oaks Community College will not tolerate intentional false reporting of incidents. It is a violation of this Policy, the Student Code of Conduct and employee handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Encouraging Reporting for Complainant, Respondents, and Witnesses

The college community encourages the open, honest and accurate reporting of violations of college policies, and understands that complainants, respondents or witnesses are sometimes hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking, that occurred at the time of the incident. To promote open, honest and accurate reporting, it is the College's policy *not* to impose disciplinary penalties on complainants, respondents, and witnesses for minor policy violations related to the incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses in such cases.

Right to Privacy

This Policy will be implemented consistent with students' rights under the Family Educational Rights and Privacy Act ("FERPA"), but to the extent any requirement of FERPA would conflict with a student's constitutional rights or rights under Title IX, the College will adhere to the constitution and/or Title IX.

Approved by the Board of Trustees 8/13/20, revised 8/25/21.

Social Security Number Policy

Policy 3.70

It may be necessary for the College to use an employee's or student's social security number for business purposes. The College respects its employees' and students' privacy and will keep all social security numbers confidential to the extent practical. The only employees who have access to social security numbers are employees whose job duties require exposure to social security numbers. Should any document containing a social security number be disposed of such document should be shredded prior to disposal.

Social Security Number Usage for Improving Instruction

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act. Section 113 and the Workforce Investment Act of 1998, Section 122, we will be using your Social Security Number in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their Social Security Numbers (SSN) to the College.

The College plans to use your SSN in order to gain access to your individual wage record and compile required WIA and Perkins Act reports. These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Your wage record is confidentially maintained, based on your SSN, by the State of Michigan. Neither the College nor the State of Michigan will disclose your SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analyses have been performed, or when the information is no longer needed, whichever date comes first.

Adopted 9/14/05, reviewed 9/17/14

Transgender Policy (Policy 3.75)

Policy 3.75

Glen Oaks Community College is committed to a College culture that respects and values all students and employees and fosters understanding of gender identity within the College community. All students and employees will adhere to procedures established in connection with this policy to ensure a safe working and learning environment, free of discrimination and harassment.

Jurisdiction of the Policy

All questions or concerns regarding the College's Transgender Policy will be handled by the Vice-President of Student Services (for students, community members, and visitors) and the Director of Human Resources (for College employees):

Tonya Howden
Vice President of Student Services
 thowden@glenoaks.edu
 (jyesh@glenoaks.edu)u
 269-294-4230

Jamie Yesh
Director of Human Resources
 jyesh@glenoaks.ed
 269-294-4229

Definitions

Sex:

The classification of people as male or female as assigned at birth.

Gender Identity:

One's internal, deeply held sense of one's gender that may or may not conform to that typically associated with the sex they were assigned at birth. For some people, their gender identity does not fit neatly into one of the two choices.

Gender Expression:

External manifestations of gender, expressed through one's name, pronouns, clothing, haircut, behavior, voice, or body characteristics.

Sexual Orientation:

An individual's enduring physical, romantic and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. Transgender people may be heterosexual, lesbian, gay, or bisexual. For example, a person who transitions from male to female and is attracted solely to men would identify as a heterosexual woman.

Transgender:

An umbrella term for people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms - including transgender.

Transitioning:

Transitioning refers to processes undertaken by some transgender people to align their gender expression with their gender identity. Aspects of transitioning may include social processes (e.g., telling others, changes in appearance, using a preferred name and/or different pronouns), medical processes (e.g., hormone therapies, gender confirmation surgery), and/or legal processes (e.g., obtaining a court-ordered name change and/or change in legal sex designation).

Procedures

Campus Records:

At the request of the student, the College will engage in reasonable and good faith efforts to use a preferred name and/or gender on internal College records such as class rosters and class schedules. The College is not permitted to use a preferred name and/or gender on the following records: enrollment verifications, transcripts, diplomas, financial aid documents, Visa documents, W-2 forms, and third-party reports. There may be some situations where it may be necessary to clarify that a preferred name is different from a legal name. Examples of this include

official interactions with police/law enforcement, security, and verification of medical records.

Restrooms:

All students, faculty, staff, and visitors have the right to use the restroom that coincides with their gender identity.

Privacy:

College personnel shall not disclose information that may reveal a student's transgender status.

Under the Family Education Right to Privacy Act (FERPA), only those College employees with a legitimate educational need may have access to a student's records or the information contained within those records.

Names/Pronouns:

When requested by the student or employee, College staff should engage in reasonable and good faith efforts to address students and employees by their preferred names and pronouns that correspond to their gender identity, regardless of whether there has been a legal name change. Consistent with these guidelines, College personnel should make every effort to maintain the confidentiality of the student's transgender status. Students who need to change their names or pronouns under this policy should submit a Change of Status form to the Records and Registration Office. College employees who need to change their names/pronouns under this policy should submit their requests to Human Resources.

Student ID Cards and E-mail Addresses:

Students and employees may request an ID card be issued in the name that reflects an individual's gender identity that is consistently asserted at College. Once a student has submitted the Change of Status Form to the Records and Registration Office and the name change is approved, the student may obtain a new student ID card. Should students need to change a College-issued e-mail address to include the name that reflects the individual's gender identity consistently asserted at College, they should contact the Records and Registration Office, who will complete an IT work order to change the information appropriately. Records and Registration staff will notify the student of the new login information after IT has completed the request. College employees who wish to request a change of their College-issued email under this policy should submit their requests to Human Resources.

Athletics and Physical Education:

Transgender students shall have the same opportunities to participate in physical education as all other students. Students may participate in physical education and athletics in accordance with the student's gender identity that is consistently asserted at College. Participation in competitive athletic activities will be resolved on a case-by-case basis by the Title IX Coordinator and the Director of Athletics.

Locker Room Accessibility:

GOCC aims to support transgender students and employees while ensuring the safety of all. The use of restrooms and locker rooms by transgender students, employees and members of the community requires colleges to consider numerous factors, including, but not limited to the transgender individual's preference; protecting privacy; maximizing social integration; minimizing stigmatization; ensuring equal opportunity to participate; the student's age; and protecting the safety of all persons. A transgender student or employee who expresses a need or desire for increased privacy will be provided with reasonable alternative arrangements, which may include the use of a private area, a separate

changing schedule, or a single stall restroom. A transgender person may not be required to use a locker room or restroom that conflicts with the individual's gender identity consistently asserted at the College.

Gender Segregation in Other Areas:

In any other circumstance where students are separated by gender in College activities (i.e., overnight field trips), students will be permitted to participate in accordance with their gender identity consistently asserted at College. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

Bullying, Harassment, and Discrimination

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression is prohibited. It is the responsibility of the College and all staff to ensure that all students, including transgender and gender nonconforming students, have safe school environments. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking appropriate action, and providing students and staff with appropriate resources and supports. Enforcement of anti-bullying policies should focus on education and prevention rather than exclusionary discipline.

Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints.

Approved by Board of Trustees: 2/9/2017, revised 1/2019, titles updated 1/2020

Student Policies

- Access to Student Academic Records, Files, and Data (p. 88)
- Due Process Procedure (p. 90)
- Missing Student Policy (p. 91)
- Retention and Disposal of Records (Student Services) (p. 92)
- Sex/Gender-Based Discrimination and Harassment Policy (Title IX) (p. 92)
- Student Code of Conduct (p. 99)
- Student Concern Procedure (p. 105)
- Student Housing Policy (p. 106)
- Student Policies - General (p. 107)
- Student Travel Policy (p. 107)

Access to Student Academic Records, Files, and Data

Policy 3.48

Access to Student Academic Records, Files and Data

Glen Oaks Community College recognizes the importance of maintaining records for each individual student which present authentic evidence of the events and actions which both contribute to and confirm the student's educational progress and to facilitate the intelligent and

purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

The release and disclosure of student records maintained by Glen Oaks are in a large measure governed by state and federal laws. It is the purpose of these guidelines to provide reasonable interpretations of privacy. These guidelines are effective as of January 1, 1975, but are subject to change as federal guidelines are subsequently developed. The Family Educational Rights and Privacy Act of 1974 basically provides for the following:

1. To protect a student's rights to the privacy of information which Glen Oaks has in its possession concerning the student
2. To provide a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student (this "directory" information can be located in the academic files): name of student, the student's local phone, e-mail, the student's local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the most recent previous educational agency or institution attended by the student, class (freshman, sophomore), academic majors, information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

All personally identifiable information not covered by the aforementioned is confidential and shall only be disclosed by Glen Oaks Community College as provided herein. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past, or present, or any parent/guardian of a student under 18 years of age or the parents of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student's record without the student's consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications.)

The procedure for access to Student Record Files will be handled through the Registrar and the Registration/Records Office with verification of identity by the student.

Records can be shown to school officials for legitimate educational purposes. For the purposes of this policy, legitimate educational purposes are those which would facilitate the official in delivering service to the student.

The college will annually notify the student of certain of their rights with the College Catalog (available free of charge and on the College's website). If the student objects to the release of such information, he/she must notify the Registrar of his/her objection to directory information release within two weeks of the annual notification.

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent must be presented with a copy of the records if requested.

Records may be disclosed to certain federal and state officials acting within their functions in connection with financial aid requests, to testing agencies to administer and validate their tests and to accrediting institutions, in compliance with a court order, and in health and safety emergencies.

All confidential information shall be disclosed only on a need-to-know basis. That is, an official requesting information must have a legitimate need to have the requested information for the effective function of the position or office. Determinations as to whether the need-to-know requirement has been satisfied shall be made by the head administrator of the area retaining the information. Existing policies and procedure adequately cover these circumstances.

A request for copies of the record will be denied when the student/parent can effectively review the records without copies.

No student/parent will be required by the college to waive any rights but may be requested to do so.

Exemptions to the access of student record files and data are the following. Students may be denied access to notes and observations kept by counselors, staff, and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists' and psychiatrists' records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics.) Students may be denied access to disciplinary records which relate to the student as an individual or citizen. (A file on any incident may contain several names including both students and non-students. In Michigan such records are not accessible to the individual until a complaint has been signed and a warrant issued.) In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of the confidentiality or personally signed letters of recommendation to which students have waived their right to access.

A student may be allowed, but not required, to waive his or her right of access to letters of recommendation received after that date. Further, students do not have access to the Parent's Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the student.

A student shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student. The student/parent may request a change. If denied the change, the student/parent shall be notified of the right to a hearing to challenge the content of such records to ensure that the record is not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student. (The substantive judgment of a faculty member about a student's work, expressed in grades assigned in a course and other evaluations of a student's work, is not within the scope of such hearings.) Hearings shall be limited to the factual accuracy of the record. The hearing official will be designated by the College President and shall have no direct interest in the outcome. Should the student/parent challenge any of the contents of the student's records on the grounds indicated.

Notice of Right to Access and Privacy of Records

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Glen Oaks Community College. Parents of dependent students over age 18 may also exercise these rights.

These rights include:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration agrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent or students, or when being used by school personnel for school business. Certain official agencies may also request records.
4. The following information will be made available for publication in directories, sport programs, and so forth:

Name of student

Student's local address

Student's local phone, e-mail address

Student's permanent address

Date of birth, place of birth

Whether or not a student is currently enrolled

Class (freshman or sophomore)

Academic major

Information pertaining to honors achievements

Degree(s) and/or certificates earned from Glen Oaks and dates

Participation in officially recognized college activities and sports

Weight and height of athletic team members

If a parent or student does not wish this information to be available for publication, notice must be given to the Registrar.

5. The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Vice-President of Academics or Vice-President of Student Services.

6. The right to protest to

**The Family Educational Rights and Privacy Act Office
Department of Health, Education and Welfare
300 Independence Avenue, SW
Washington, DC 20201**

If the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules.

*Revised 1/12/77, 1/79, 9/14/05, reviewed 9/17/14
(Position titles updated July 2002, 1/2020)*

^[1] For the purposes of this section, student/parent refers to the independent student or the parent of a student under age 18 or over 18 who is still a dependent.

Due Process Procedure

POLICY 3.43

Introduction

1. The fundamentals of Due Process shall be provided for students charged with violations of College codes, rules, regulations, policies, or procedures. Responsibility for the disciplinary procedure shall rest with the Vice-President of the area where the violation occurred.
2. Students shall have the right to be accorded Due Process in all disciplinary actions resulting in a change of their social or academic status at Glen Oaks Community College. It is with this spirit that the following procedure has been established.

Definitions

ACADEMIC PROBATION

A decision to limit the number of credit hours which a student takes in any one semester until he/she improves their point average to a stated level.

APPEAL FORM

A form to be used by the student to appeal a decision by the trier of the fact.

DISCIPLINARY PROBATION

A decision to suspend a student's privileges.

DISCIPLINARY RECORD

A summary of the action taken during a particular case, including the disposition thereof

DISMISSAL

A decision which permanently suspends a student from College.

EVIDENCE

Any species of proof, or probative matter, presented at the hearing of an issue by one of the parties, through the medium of witnesses, records, documents, concrete objects, etc., for the purposed of inducing belief in the minds of the trier of fact.

GUILTY

A verdict of the trier of fact which indicates that there has been a violation of the college code, rule, regulation, policy, or procedure.

HEARING DISPOSITON SHEET

A record of the disposition which was made after a hearing of the case.

INCIDENT REPORT

A report of the incident in which a student allegedly violated College code, rule, regulation, policy, or procedure.

NOTICE OF VIOLATION OF COLLEGE REGULATIONS

Written notification to a student which states specifically the alleged violation of a College code, rule, regulation, policy, or procedure.

PROBATION

A decision to permit a student who has been deemed guilty by the trier of fact to remain in the College as long as the stated conditions are achieved by the student.

REPRIMAND

An official written censure.

RESTITUTION

The restoration of anything to its rightful owner; the act of making good or giving equivalent for any loss, damage, or injury; indemnification.

SUSPENSION

A decision which dismisses a student from the College community for a specified period of time, or until a stated condition is attained.

TRIER OF FACT

Persons who are appointed to hear and decide the student's case, i.e., the Vice-President, who issues the notice, the Due Process Hearing Committee, the Appeal Board, or the College President.

WAIVER OF HEARING

A form which is utilized by a student who desires to waive his right to a hearing before a trier of fact.

WARNING

An official written reprimand which stipulates that further violations of College code, rules, regulations, policies, or procedures within a specified period of time may result in more severe disciplinary actions.

Accusation

A. **Notice:** Any student accused of violating any of the College codes, rules, regulations, policies, or procedures shall be notified in writing by the Vice-President of Academics, the Vice-President of Student Services or the Vice-President of Finance (official based on nature of offense) in the following manner:

1. The notice shall be in writing and hand delivered to the student or sent by certified mail to the student's last known address, which the student has left with the Registrar's office.
2. The notice shall specifically set forth the alleged violation(s) of the College code, rule, regulation, policy, or procedure.
3. The notice shall set forth a forewarning of the possible consequences (recommended action) if the student is found to have committed the violation(s).
4. The notice shall offer the opportunity for a scheduled meeting between the student and the Vice-President, who issued the notice. This meeting should take place within five days after the student's request for the meeting.
5. Neither the student nor the Vice-President, who issues the notice, shall have the right to be represented by an attorney at this initial conference.

B. **Failure to Appear:** If a student fails to appear at the assigned time and date for his/her meeting with the Vice-President and fails to advise the Vice-President prior to that scheduled meeting that he/she cannot

be present at the assigned time and date, disciplinary action, which may include suspension or termination of the student's registration at Glen Oaks Community College, may be imposed by the Vice-President.

C. **Student Conference:** At the conference with the Vice-President, the student shall be informed of (1) the alleged violation of a College code, rule, regulation, policy or procedure, (2) his/her rights under the Due Process Procedure, (3) his/her right to a hearing, (4) his/her right to be represented at that hearing by an attorney, and (5) his/her right to an appeal to a decision made at that hearing, and (6) his/her waiver of the right to a hearing. The Vice-President shall inquire of a student as to how he/she pleads to the alleged violations. The student may admit the alleged violation of the codes, rules, regulations, policies, procedures; deny the alleged violation; or stand mute. If a student denies the alleged violation or stands mute, the matter shall go to a hearing. If the student admits the allegation, the Vice-President may impose such discipline as shall be appropriate under the circumstances.

Hearing

A. Forum: If the student desires a hearing, that hearing shall be before either 1) the Vice-President handling the situation or before 2) the Due Process Hearing Committee for Violations of Code of Conduct.

The student must request the hearing in writing before either 1 or 2 aforementioned. This request must be written and submitted to the Vice-President, who issued the original notice, in writing no longer than five (5) days after the student-Vice-President conference.

1. **Plea:** At the hearing the student may either (1) admit the alleged violation of the codes, rules, regulations, policies, or procedures or (2) deny the alleged violation(s).
2. **Burden of Proof:** If the student denies the alleged violation(s), the administration shall have the burden to present such evidence as they may have of the alleged violation(s). Thereafter, the student may present any evidence that he/she desires to disprove the alleged violation(s).
3. **Not Guilty:** If the student is found not guilty, no action shall be taken by the administration. The case will be filed in the Student Services Office and no record thereof will be filed in the student's records.
4. **Guilty:** If the student is found guilty, the student shall be notified in writing of the penalty (hearing opinion). Thereafter, the student must comply with the penalty which is imposed.
5. **Per Policy 3.24,** there is no grade appeal beyond the Vice-President of Academics.

*July 1992, (Position titles updates 7/2002), revised 9/14/05, 9/17/14, updated to match catalog 7/2018
(Title updated 11/1/2019, 1/2020)*

Missing Student Policy

Policy 3.90

It is the policy of Glen Oaks Community College to investigate any report of a missing student who is attending classes at GOCC and who resides in on-campus housing.

A student will be deemed missing when reported absent from the College and/or the student housing building without any known cause and/or for a reasonable period of time. A reasonable period of time may vary based upon student's routine and habits, punctuality, reliability, reports of suicidal thoughts, drug and alcohol use, or if the student might be in the company of individuals who could endanger the student's welfare or place the student in a life threatening situation.

All reports of missing students must be directed to the Campus Security Officer at 269-294-4312; in these instances, the Campus Security Officer will take the lead in investigating each report and make a determination whether the student is missing in accordance with this policy. At that time, the Campus Security Officer will contact local law enforcement within 24 hours after the College receives a report that a student is missing.

All students have the option to identify an emergency contact person or persons who will be notified within 24 hours in the event a determination is made by local law enforcement that the student is missing. This contact information may be added through the Student Housing Office. It is the student's responsibility to regularly update any changes to existing contact information through the Student Housing Office. This information will be registered confidentially. Only authorized campus officials and law enforcement officers may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the College will notify a custodial parent or guardian of the missing student no later than 24 hours after the determination by law enforcement that the student is missing.

The Devier Student Suites are configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student suites. Student welfare and safety is paramount to the College; however, the College recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

Procedures

Any report of a missing student who reside in on-campus housing, from whatever source, must immediately be directed to the Campus Security Officer. When a student is reported missing, the Campus Security Officer will:

- Initiate an investigation to determine the validity of the missing person report, including gathering information such as a description, clothing, vehicle, physical and mental state, who the student may be with, and obtaining an up-to-date photograph.
- Inform the Vice President of Student Services.
- Make a determination as to the status of the missing student
- Notify local police or other appropriate law enforcement agencies within 24 hours after the College receives a report that the student is missing.

Upon determining the student is missing and upon notification by law enforcement, the Vice President of Student Services will:

- Notify the person(s) identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing. If the missing student is under the age of 18, and is not an emancipated individual, the Dean will notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.
- Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

In cases of a missing student, the law enforcement agency conducting the investigation will typically provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person.

Glen Oaks Community College is available to provide consultation on communication with the investigating law enforcement agencies. Any media requests should be directed to Glen Oaks Community College and the Executive Director of Communications and Marketing.

In the case a commuter student is believed to be missing, reports should be directed to the appropriate law enforcement agency. Glen Oaks Community College will work in conjunction with law enforcement as needed.

If any provisions(s) of this policy or set of bylaws conflicts with laws applicable to Glen Oaks Community College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provisions(s) to the extent required by law.

Presented to Board of Trustees and adopted– September 14, 2017.

Retention and Disposal of Records

Policy 3.49

Document retention will be based on American Association of Collegiate Registrars and Admissions Officers, and best practice recommended for retention and disposal of records. Glen Oaks Community College will utilize document imaging to retain documents where appropriate.

FERPA specifically requires institutions to maintain records of requests and disclosure of personally identifiable information except for defined “Directory Information” and requests from students for their own records. The records of disclosure and requests for disclosure are considered a part of the student’s educational record; therefore, they must be retained as long as the educational records to which they refer are retained by the College.

July 1992, revised 9/14/05, reviewed 9/17/14.

Sex/Gender-Based Discrimination and Harassment Policy (Title IX)

Policy 3.95 Introduction

Glen Oaks Community College (“Glen Oaks” or “the College”) believes that every student and staff member, regardless of their gender, is entitled to equal educational opportunity and a safe environment in which to learn and work. This means that all members of the college community have the right to be free from all forms of sex/gender discrimination, harassment and retaliation. The term “sexual harassment” in this Policy includes sexual violence, dating and domestic violence, stalking, and any other form of discrimination based upon sex that would violate Title IX of the Civil Rights Act.

This Policy is intended to: define what qualifies as sexual discrimination, harassment and retaliation under Title IX; establish a mechanism for responding to complaints, including supportive measures that may be available to all involved parties; and outline the remedial efforts the College may take to end any sex discrimination, harassment or retaliation that has occurred, prevent its recurrence and address any continuing effects on an affected person.

SECTION 1: Scope and Jurisdiction of Policy

The College’s Sex/Gender-Based Discrimination and Harassment Policy prohibits discrimination and harassment based on sex in all education programs and activities that Glen Oaks operates, as required by Title IX and consistent with the College’s own mission and values. For purposes of this Policy, the College’s “education programs and activities” include locations, events or circumstances over which Glen Oaks exercised substantial control over the person(s) accused of sexual harassment and the context in which the sexual harassment occurred; it also includes any building owned or controlled by Glen Oaks. This Policy also prohibits retaliation against a person who makes a good faith complaint of sex discrimination or harassment under this Policy. Alleged sexual harassment that occurred outside of the College’s education program or activity cannot be resolved through the grievance procedures described in this Policy, but may be addressed through the College’s Code of Conduct.

All reports of sexual discrimination, harassment or retaliation will be handled by one of the College’s Title IX Coordinators:

Tonya Howden Title IX Coordinator Coordinator	Jamie Yesh Title IX Coordinator	Candy Bohacz Title IX
Student Services, A53 Office, A37	Administrative Office, A36	Administrative
62249 Shimmel Rd.	62249 Shimmel Rd.	62249 Shimmel
Centreville, MI 49032 49032	Centreville, MI 49032	Centreville, MI
tshowden@glenoaks.edu cbohacz@glenoaks.edu	jyesh@glenoaks.edu	
269-294-4230	269-294-4229	269-294-4232

Complaints under this Policy may be made to any of the Title IX Coordinators. The Title IX Coordinator in the Student Services Office will take the lead role in administering this Policy, but may involve the Title IX Coordinator(s) in the Administrative Office on complaints that involve employees or if the involvement of a different Title IX Coordinator is otherwise appropriate. In the event an incident involves alleged misconduct by a Title IX Coordinator, reports should be made to another Title IX Coordinator or the President of the College.

Individuals experiencing harassment or discrimination also have the right to file a formal complaint with government authorities:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr> (<http://www2.ed.gov/about/offices/list/ocr/>)

U.S. Department of Justice Civil Rights Division
Educational Opportunities Section, PHB
Washington, D.C. 20530
Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)

SECTION 2: Definitions

Advisor:

A person chosen by a party or appointed by the institution to accompany the party to meetings related to the grievance process, to advise the party on that process, and to conduct cross-examination for that party at the hearing as needed. This person may be, but need not be, an attorney.

Complainant:

The individual who is alleged to be the victim of conduct that could constitute sexual discrimination or harassment.

Formal Complaint:

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.

Respondent:

The individual who has been reported to be the perpetrator of conduct that would constitute sexual harassment or discrimination.

Sex Discrimination:

Unequal treatment based on sex with respect to an individual's access to or participation in the College's education programs or activities, as prohibited by Title IX.

Sexual Harassment:

"Sexual harassment" is conduct on the basis of sex where at least one of the following occurs:

- An employee of the College makes providing an aid, benefit or service of the College conditional upon an individual's participation in unwelcome sexual conduct;
- There is unwelcome conduct on the basis of sex that a reasonable person would deem so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- An individual is subjected to "sexual assault," as defined by the Clery Act, which is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. That is further defined as:
- Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - Forcible Rape:
 - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - Forcible Sodomy:
 - Oral or anal sexual intercourse with another person forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object:
 - The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually) or not forcibly or against the person's will

in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- Forcible Fondling:
 - The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sex Offenses, Non-forcible:
 - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Michigan law. Statutory Rape is Non-forcible sexual intercourse with a person who is under the statutory age of consent of Michigan.
- An individual is subjected to "dating violence," defined in 34 U.S.C. 12291(a)(10) as:
 - Violence on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition—
 - Dating violence includes, but is not limited to emotional, psychological, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- An individual is subjected to "domestic violence," defined in 34 U.S.C. 12291(a)(8) as:
 - Violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
 - To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- An individual is subjected to "stalking," defined in 34 U.S.C. 12291(a)(30) as:
 - Engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
 - For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or

means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

Consent:

Clear, knowing and voluntary agreement. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age and have the mental/physical capacity to consent. A person may be unable to consent due to consumption of drugs or alcohol.

Gender Identity:

Gender identity is the gender of which a person identifies which may not correspond with the gender assigned at birth.

Sexual orientation:

Sexual identity in relation to the gender to which a person is attracted.

*This policy is applicable regardless of the sexual orientation and/or gender identity of the individual engaging in sexual activity.

Supportive measures:

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the complainant or respondent. Supportive measures may be provided before or after a formal complaint has been filed or where no formal complaint has been filed. They are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party and include measures designed to protect the safety of the parties or campus environment or to deter sexual harassment. Examples of supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar measures. These measures will be kept confidential, to the extent maintaining that confidentiality does not impair the College's ability to provide the supportive measures.

Retaliation:

The act of intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted or participated (or refused to participate) in any manner in an investigation, proceeding or hearing related to Title IX or this Policy. Intimidation, threats, coercion or discrimination – including making charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise

out of the same facts or circumstances as a report of complaint of sex discrimination or a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege secured by Title IX – constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Nor is it retaliation to charge an individual with a Code of Conduct violation if the College finds that the individual made a materially false statement in bad faith in the course of a grievance proceeding under this Policy, provided that a determination regarding responsibility, standing alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Retaliation will not be tolerated and may result in severe sanctions, including discipline, suspension, expulsion, termination of employment or revocation of tenure, or an additional charge.

SECTION 3: Reporting Sexual Harassment, Discrimination, or Retaliation

All college employees (faculty, staff, administrators) are expected to immediately report actual or suspected harassment, discrimination or retaliation to a Title IX Coordinator, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, licensed counselors can maintain confidentiality – meaning they are not required to report actual or suspected harassment discrimination or retaliation to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following are two reporting options:

Confidential Reporting Options

If a reporting party would like the details of an incident be kept confidential, they should speak with a licensed counselor, members of the clergy and chaplains, or off-campus rape crisis resources. The college recommends contacting Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line). Those who are able to maintain confidentiality will do so except in extreme cases of immediate threat or danger or in the abuse of a minor.

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to inform you of their duties, and help you make decisions about who can best assist you.

Personally identifiable information will be shared in the event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

Formal reporting options

Reporting parties are encouraged to file a formal complaint of sex/gender-based harassment, discrimination or retaliation at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report submits to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation. Reporting parties may also contact a Title IX Coordinator (as described above), or another school

administrator, with whom the reporting party feels comfortable to make a complaint. Students and employees have the right to have incidents of sexual harassment, discrimination or retaliation investigated and properly resolved through a grievance process. Information will be shared as necessary with the Complainant, Respondent, and appropriate college administrators who play a role in the grievance process.

If a victim wishes to remain anonymous, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request that no investigation take place, but will maintain confidentiality to the extent possible. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer supportive measures, but will not otherwise pursue formal action. A complainant/reporting party has the right, and can expect, to have reports taken seriously by the College, and when formally reported, to have those incidents investigated and properly resolved through these procedures.

SECTION 4: College Reporting Obligations

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, student activities staff, human resources staff, academic advisors, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident using Clery location categories and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to any member of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the above paragraph.

SECTION 5: Grievance Process for Sex Discrimination

Any student or staff member who believes that they have been subjected to (or witnessed) sex discrimination in any program or activity of the College should report that concern at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report goes to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation.

Reporting parties may also contact a Title IX Coordinator (as described above) in person, by mail, by email or by using the contact information for the Title IX Coordinator described above. If the concern involves a Title IX Coordinator and you do not feel comfortable reporting to one of the other Title IX Coordinators, a report may be made to the President of the College.

Within five (5) business days of receiving a complaint, the Title IX Coordinator will determine whether any supportive measures are necessary, work on implementing those supportive measures, and initiate an investigation. The investigation, which will be conducted by the Title IX Coordinator or his/her designee, will include interviews of witnesses deemed necessary by the investigator as well as review of relevant evidence. Absent unusual circumstances (e.g., unavailability of witnesses), the investigation will be completed within 60 business days. At the conclusion of the investigation, the investigator will prepare a report that summarizes the factual evidence gathered and makes a determination of whether there is sufficient evidence to conclude—by a preponderance of evidence (i.e. “more likely than not”) - that sex discrimination occurred in one of the College's programs or activities.

If the Title IX Coordinator did not act as the investigator, the investigator will provide a copy of the Report to the Title IX Coordinator and the parties. Within five (5) business days of receiving the report, the Title IX Coordinator (if not the investigator) will adopt, modify or reject the investigator's conclusions and provide notice to the parties of that decision. The Title IX Coordinator will also determine what remedial actions (if any) may be necessary to end any sex discrimination that occurred, prevent its recurrence and redress any continuing effects of the discrimination.

Both parties will have the right to file a written appeal of the Title IX Coordinator's decision to the President of the College. An appeal must be submitted, in writing, to the Title IX Coordinator within five (5) business days after the date of the Title IX Coordinator's report or notification. The decision of the President is final.

Retaliation against a person for making a good faith complaint of sex discrimination is strictly prohibited. Any complainant who believes that he/she has been retaliated against for making a complaint of sex discrimination under this Policy should notify the Title IX Coordinator and that complaint will be handled according to the grievance procedures provided in this Section.

SECTION 6: Grievance Process for Sexual Harassment

A formal complaint of sexual harassment may be filed with the Title IX Coordinator in person, by mail, by email or by using the contact information for the Title IX Coordinator described above, but the College strongly encourages submission of reports through the Report a Concern option at www.glenoaks.edu (<http://www.glenoaks.edu/>). The Title IX Coordinator reserves the right to file a formal complaint should the complainant decline to file a formal complaint. The Title IX Coordinators are the school officials charged with authority to institute corrective measures for violation of this Policy, but all College employees are obligated to report incidents of sexual harassment of which they become aware, unless they have a recognized confidentiality privilege, such as serving as a licensed counselor for the College. Further, students and guests who have observed or been made aware of sexual harassment are encouraged to report such incidents.

The formal complaint should clearly and concisely describe the conduct that the complainant believes constitutes sexual harassment; the identities of the parties involved in the incident, if known; the date and location of the incident, if known; and the desired remedy sought. The formal complaint should contain the name and contact information for the complainant if available. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the complainant should submit any supporting materials as quickly as is practicable.

Part I: Actions upon Receipt of a Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will:

1. Initiate the investigation process by reviewing the allegations contained in the formal complaint. The formal complaint will be dismissed for lack of jurisdiction if the conduct alleged (1) would not constitute sexual harassment, as defined by Title IX regulations and described in this Policy, even if proved; (2) did not occur in the College's education program or activity; or (3) did not occur against a person in the United States. The Title IX Coordinator will, however, consider whether the alleged conduct may violate the College's Code of Conduct, and if it may, refer the complaint for handling under the Code of Conduct.
2. Review if any immediate steps need to be taken for the safety of any student or other individual arising from the report of sexual harassment. If emergency removal is necessary due to an immediate threat to physical health or safety, the Title IX Coordinator will provide respondent(s) with notice of the decision to remove respondent(s) from campus and the opportunity to challenge the decision immediately following the removal.
3. Provide a Notice of Allegation to the parties of:
 - a. The College's grievance process, including the informal resolution process;
 - b. The sexual harassment allegations, including the identities of the parties involved, if known; the conduct alleged to be sexual harassment; and the date and location of the incident, if known. If, during the course of the investigation, the College decides to investigate additional allegations that were not included in this initial notice, the College will provide notice of those additional allegations to the parties.
 - c. The fact that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - d. The parties' right to have an advisor of their choice, who may be, but is not required to be, an attorney and who will be permitted to inspect and review evidence obtained as part of the investigation that is directly related to the allegations made in the formal complaint;
 - e. The provisions in the College's Code of Conduct that prohibits making false statements or knowingly submitting false information during the grievance process.
4. Provide supportive measures, as needed, to both the complainant and respondent.
5. Assign an investigator to the case
6. The investigator may be one or more individuals. If there is more than one investigator, they shall be present at all meetings. The assigned investigator(s) will have received all requisite training and will be free of bias and conflict of interest.
7. Monitor the investigation's progression and completion.

Part II: Formal Investigation Process and Protections

Within five (5) business days of the College's receipt of a formal complaint, the investigator will initiate an investigation. The investigator will ensure that the burden of proof and gathering of evidence rests on the College, not the parties, understanding that the College cannot access, consider, disclose or otherwise use a party's treatment records without that party's voluntary, written consent.

Each of the parties will have an equal opportunity to present evidence and witnesses, including fact and expert witnesses. The investigator will not restrict the ability of either party to discuss the allegations under investigation or their ability to gather and present relevant evidence.

The investigator will conduct interviews (and follow-up interviews, as needed) with the parties and relevant witnesses. Prior to any investigative interview or other meeting where a party is invited or expected to attend, the investigator will provide advance, written notice of the date, time, location, participants and purpose of the meeting, with sufficient time for the party to prepare to participate.

Absent unusual circumstances (e.g. school closure, unavailability of witnesses, delay caused by criminal investigation), the investigation will be completed within 60 business days. Any time the general timeframe for resolution outlined in this Policy will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and the anticipated time needed as a result of the delay.

Part III: Investigation Meeting Details

1. Each meeting will be held privately and closed to the public. At no time during the investigation will the respondent and the complainant be in the same room.
2. These meetings are entirely administrative in nature and are not considered legal proceedings.
3. The parties will be allowed an advisor of their choice to be present during all administrative meetings and hearings.
 - a. The complainant and respondent must select an advisor of their choice, which, at their own expense, may include an attorney.
 - i. If either party does not have an advisor, the College will provide one at the request of the student at no cost to the involved party.
 - ii. All advisors provided by the college are employees who are trained to serve in this function. The college will not provide legal counsel for the student.
 - iii. If an involved party is a minor, a parent/guardian, as well as an advisor, may attend all meetings.
 - b. During investigative meetings, the advisor may only speak with their party in a way that does not disrupt the meeting. At no time will they be allowed to speak on behalf of the party unless deemed necessary or appropriate by the Investigator.

Part IV: Investigation Summary Report

At the conclusion of the formal investigation, the investigator will complete an investigation summary report. Prior to completion of the report, the investigator will send each party and his/her advisor (by electronic format or hard copy) a copy of the evidence obtained during the investigation that directly relates to the allegations in the formal complaint, regardless of the source of that evidence or whether the investigator intends to rely upon it. The parties will be given at least 10 days to submit a written response, which the investigator will consider when completing the investigation report.

The investigation summary report, which will fairly summarize the evidence, will be provided to the complainant, respondent, and advisors at least 10 days prior to the live hearing. Both parties will have the opportunity to review that report and respond in writing.

At least 10 days after the investigation summary report was distributed to the parties, the investigator will submit the report (as well as the parties' responses to the report, if any) to the Hearing Chair.

Part V: Informal Resolution

As part of the College's formal grievance procedure, at any time after a formal complaint has been filed, the parties may agree to participate in an informal resolution process. Through that informal resolution process, the College would be authorized to facilitate a mediation or other informal resolution between the parties that would not involve a full investigation and adjudication. Informal resolution is *only* permitted where the College:

1. Provides a written Notice of Informal Resolution to the parties of (1) the allegations of the formal complaint, (2) the requirements of the informal process (including that a party may withdraw from the informal process at any time, but once the parties have agreed to a resolution, the parties may be precluded from resuming the formal complaint process - i.e., the full investigation and adjudication - based on the same allegations); and (3) any consequences that would result from participation in the informal resolution process, including that records may be maintained or shared;
2. Obtains both parties' voluntary, written consent to the informal resolution process;

Informal resolution may not be used to resolve complaints alleging that an employee sexually harassed a student. In cases where informal resolution is permitted, it will be strictly voluntary, and will not be required of any party as a condition of enrollment or continued enrollment; employment or continued employment or any other right.

Part VI: Hearing

For formal complaints, unless resolved through the informal resolution process, a live hearing will be conducted by a Decision-maker (or Decision-making Panel) before a determination of responsibility is made. The hearing may be conducted by a sole Decision-Maker or by a Decision-making panel, at the Title IX Coordinator's discretion. If there is a Panel, the Title IX Coordinator will select a Hearing Officer who will serve as the Chair of the Decision-making Panel. The Hearing Officer will manage the hearing and make evidentiary rulings.

At the live hearing, each party's advisor will have the opportunity to ask the party questions relevant to the allegations of the formal complaint. Questions about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless those questions or evidence: (1) are offered to prove that someone other than the respondent committed the conduct alleged by complainant; or (2) concern specific incidents of complainant's prior sexual behavior with respect to respondent and are offered to prove consent. Cross examination of parties and witnesses will be conducted directly, orally and in real time, but a party or witness will not be required to *answer* any such question until the Hearing Officer has considered the question and deemed it relevant. If a question is deemed irrelevant, the Hearing Officer will explain why. A party may not directly cross-examine another party or witness.

Although the hearing will be conducted in a live setting and in real time, at the request of a party, the parties will be located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously observe (through sight and sound) the witness answering questions.

The College may also, in its discretion, conduct the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. All live hearings – whether conducted with participants in the same geographic location or virtually – will be recorded audiovisually or transcribed. That recording or transcript will be available to parties for inspection and review.

At the conclusion of the hearing, the Decision Maker (or Panel) will deliberate and determine if the respondent is responsible for the alleged violation, using the preponderance of evidence ("more likely than not") standard. In making this determination, the Decision-maker (or Panel) may consider statements made by parties and witnesses during the investigation, electronic exchanges between parties leading up to the alleged sexual harassment, and relevant statements about the alleged sexual harassment, regardless of whether the parties or witnesses submit to cross examination at the live hearing. The Decision-maker (or Panel) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing. The Decision-maker (or Panel) will not, however, make an inference about responsibility based solely on a party's or witness's absence or refusal to testify at the hearing. In other words, the Decision-maker (or Panel) will not assume that a respondent sexually harassed the complainant solely because the respondent refused to testify at the hearing; nor will the Decision-maker (or Panel) assume that the respondent did not sexually harass the complainant solely because the complainant refused to be cross-examined.

After reaching a determination of responsibility, the Decision Maker (or Panel) will simultaneously issue to both parties a written determination that:

1. Identifies the allegations potentially constituting sexual harassment under this Policy;
2. Describes the procedural steps taken by the College throughout the grievance process;
3. Provides findings of fact supporting the determination;
4. Provides conclusions regarding the application of the College's policy to the facts;
5. States the determination as to each allegation as well as the rationale for that determination; and
6. Explains the College's appeal procedures and bases for appeal.

Part VII: Sanctioning

Once the determination of responsibility is made, if party has been found responsible for violating this Policy, the Title IX Coordinator will implement appropriate remedies to end the harassment, prevent its recurrence and redress the effects of the harassment experienced by the complainant.

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
- Monitoring
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling or therapy
- Required training or education

- Campus access restrictions
- No trespass order issued by security (with respect to campus locations)
- No contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
- Disciplinary suspension
- Suspension with pay
- Suspension without pay
- Exclusion
- Expulsion
- Degree revocation
- Termination of employment
- Revocation of tenure
- Termination of contract (for contractors)

The College may assign other sanctions as appropriate in each particular situation.

Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff/Faculty Handbooks, Student Handbook, collective bargaining agreements, other policies or handbooks that may be developed over time, or contracts.

In addition, the College may take steps to remediate the effects of a violation on victims and others. Following an investigation, the College may extend interim protective measures and accommodations, and/or take other measures to eliminate any hostile environment caused by the sexual harassment or misconduct, prevent the recurrence of any sexual harassment or misconduct, and remedy the effects of the sexual harassment or misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced in this policy, as well as counseling, training, and other preventative measures.

Part VIII: Appeal and Final Outcome

If either party disagrees with the determination of responsibility, the party or their advisor may file an appeal within 5 business days of the date stated on the Determination Letter.

Appeals are [only] permitted for the following reasons:

1. Procedural irregularity that affected the outcome;
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available;
3. The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias that affected the outcome.

The appeal should be titled "Appeal" and directed to the Title IX Coordinator, who will assign the appeal to an individual or Panel (not the Investigator, Title IX Coordinator or Decision-maker/Panel) who has

received requisite training and is without conflict of interest or bias ("the Appellate Officer").

Once an appeal has been filed, each party will have the opportunity to submit a written statement in support of (or challenging) the outcome. That statement should be provided to the Title IX Coordinator within ten (10) days of the Determination Letter. The letter will then be forwarded to the Appellate Officer. The Appellate Officer will issue a written decision – simultaneously to both parties – describing the result of the appeal and rationale for the decision within ten (10) business days of the date the parties' written statements were due.

The determination of responsibility will be considered final when: (1) neither party files a written appeal with the Title IX Coordinator within the timeline for appeal required in this Part; or (2) the individual or Panel designated to decide the appeal has issued a written decision, whichever occurs last.

SECTION 7: Additional Policy Provisions

Attempted violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as violations of the policy.

College's Right to Sign a Formal Complaint

As necessary, the Title IX Coordinator reserves the right to sign a formal complaint without a formal complaint by the person alleging that respondent violated this Policy.

False Reports

Glen Oaks Community College will not tolerate intentional false reporting of incidents. It is a violation of this Policy, the Student Code of Conduct and employee handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Encouraging Reporting for Complainant, Respondents, and Witnesses

The college community encourages the open, honest and accurate reporting of violations of college policies, and understands that complainants, respondents or witnesses are sometimes hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking, that occurred at the time of the incident. To promote open, honest and accurate reporting, it is the College's policy *not* to impose disciplinary penalties on complainants, respondents, and witnesses for minor policy violations related to the incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses in such cases.

Right to Privacy

This Policy will be implemented consistent with students' rights under the Family Educational Rights and Privacy Act ("FERPA"), but to the extent any requirement of FERPA would conflict with a student's constitutional rights or rights under Title IX, the College will adhere to the constitution and/or Title IX.

Approved by the Board of Trustees 8/13/20, revised 8/25/21.

Student Code of Conduct

Policy 3.42

Preamble

Glen Oaks Community College exists so that the people it serves have learning and enrichment opportunities to improve their quality of life and their standard of living. GOCC supports a positive educational environment that will benefit student success. In order to ensure this vision, the College has established guidelines for the redress of grievances by individuals accused in such proceedings. In addition, the College has established a Student Code of Conduct and Student General Rules and Guidelines to ensure the protection of student rights and the health and safety of the College community, as well as to support the efficient operation of College programs.

In cases of noncompliance with the Student Code of Conduct Student and the General Rules and Guidelines, the College will impose sanctions that are consistent with the impact of the offense on the College community (See Article IV (C) below). The college reserves the right to pursue criminal and/or civil action where warranted. The Student General Rules and Guidelines and Student Code of Conduct shall apply from the time of admission to the college and continue as long as the student remains enrolled at the college. They shall also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

If an individual has violated the Student Code of Conduct or the General Rules and Guidelines on college property while not enrolled as a student at the college, but then later seeks to enroll, he or she must first contact the Vice President of Student Services (or a designee). The same Due Process procedures listed in Article IV below will be followed to determine an admission decision.

ARTICLE I: Definitions

1. The term "College" means Glen Oaks Community College.
2. The term "Student Code" refers to the College's Student Code of Conduct.
3. The term "General Rules" refers to the Student General Rules and Guidelines.
4. The term "student" includes all persons currently enrolled at the College, either full-time or part-time. This code applies to all current students of GOCC regardless of their geographical location.
5. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty union.
6. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
7. The term "member of the College community" includes any person who is a student, faculty member, College official or staff member employed by the College, or any authorized non-employed personnel (such as interns). A person's status in a particular situation shall be determined by the Vice President of Student Services (or a designee).
8. The term "College premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).
9. The term "harassment" means repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating, humiliating,

insulting, isolates people, or undermines their reputation through verbal or nonverbal communication.

10. The term "Judicial Board" means a group of persons authorized by the Vice President of Student Services (or a designee) to consider whether a student has violated the Student Code or to review the sanction(s) imposed by Vice President of Student Services (or a designee) if requested by the accused.
11. The term "policy" means the written regulations of the College as found in, but not limited to, the College Catalog, Course Schedule, Student Handbook, the College web site and/or other written regulations and procedures available within a department or division.
12. The term "cheating" includes, but is not limited to attempted or actual:
 - a. use of any unauthorized assistance in taking quizzes, tests, or examinations
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 - c. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
 - d. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purposes of academic credit
 - e. allowing or participating in cheating by other students
 - f. other acts of dishonesty within the College but outside of the classroom.
13. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
14. The term "academic negligence" means unknowingly or unintentionally claiming credit for the work or effort of another person.
15. The term Complainant means any person who submits a report alleging that a student violated this Student Code or the General Rules. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the College community submitted the charge itself. Requests to receive information regarding the Respondent must be in writing and submitted to the Student Services Divisional office.
16. The term Respondent means any student accused of violating this Student Code or General Rules, or any other rule or policy of the College.

The code of conduct as set forth below applies specifically to student and visitor behavior while at any College facility or while attending any College function. Rights are basic to the freedom to learn and must be based upon both mutual respect and responsibility.

When a student enrolls at Glen Oaks Community College, he/she agrees to abide by all College regulations. Therefore, violations of any rule of the following code of conduct will result in appropriate disciplinary action. Infractions of the code include, but are not limited to, the following:

1. Disrupting the rights or freedom of others in any manner or by physical or verbal abuse.
2. Failure to comply with directions of College officials who are acting in the performance of their duties.
3. Failure to show proper identification to requesting College officials who are acting in the performance of their duties.
4. Cheating, plagiarism or any other form of academic dishonesty.
5. Falsifying information, e.g., forgery, alteration, or intentional misuse of College documents, records or identification or failure to provide required records.
6. Theft of or damage to College property.
7. Violation of College policies or regulations.
8. Disorderly, lewd, indecent, or obscene conduct or expressions.
9. Attendance in class or at any College functions while under the influence of alcoholic beverages or narcotics or drugs.
10. Illegal possession, use, sale or exchange of narcotics or drugs.
11. Unauthorized possession, use, sale, or exchange of alcoholic beverages.
12. Unwelcomed sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile, or offensive environment.
13. Failure to adhere to rules and regulations governing the use of vehicles on campus.
14. Conduct in the classroom which precludes professors/instructors from performing their functions.
15. Unauthorized use of the name of the College or a College-related agency.
16. Use of tobacco products in College facilities.
17. Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers, emergency exits.
18. Unauthorized possession of firearms or other weapons on campus.
19. Unauthorized presence on campus during non-instructional hours or failure to properly supervise guests.
20. Violation of the College's Internet policy as set forth in the Internet Student Use Policy (Policy 3.60).
21. Any act of whatsoever nature that interferes with normal operation of the College or which adversely affects the student's suitability as a member of the College community.
22. Possession or attempted use of any weapon of terror or mass destruction.
23. Gambling by a student on college campus or while attending a college sponsored event or activity.
24. Failure to pay fines, fees, or other debt to the college.
25. Failure to return college property loaned to the student.

Students and visitors are subject to immediate removal from College property when, in the sole discretion of the President, or a representative, removal is necessary to protect the rights and safety of College students or employees.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that procedures have been established.

Students may be suspended from College classes and/or activities pending due process procedures by the President or representative when, in the President's or representative's sole discretion, such action is necessary to protect the rights and safety of College students or employees.

Visitors are subject to criminal charges or civil liability for improper conduct on College property. Readers of this policy are also referred to a related Policy, 3.51, Student Policies General.

ARTICLE II: Student Code of Authority

1. The Vice President of Student Services (or a designee) shall determine whether or not the Judicial Board shall be authorized to hear each matter.
2. The Vice President of Student Services (or a designee) shall develop policies for the administration of the Code of Conduct process and procedural rules for the conduct of Judicial Board hearings that are consistent with provisions of the Student Code and the General Rules.
3. Decisions made by the Judicial Board and/or the Vice President of Student Services (or a designee) shall be final, pending the normal appeal process.

ARTICLE III: Proscribed Conduct

Jurisdiction of the College Student Code of Conduct

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Student Services (or a designee) shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

1. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- a. Acts of dishonesty, including but not limited to the following:
 - i. Cheating (as defined in Article I (L)), plagiarism (as defined in Article I(M)), academic negligence (as defined in Article I(N)) and any other forms of academic dishonesty.
 - ii. Misrepresentation of facts or furnishing false information to any College official, faculty member, staff, or office.

- iii. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- iv. Perceived, attempted or actual Financial Aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.
- b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
- c. Physical abuse or assaults, verbal abuse, threats or threatening behavior, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any person (including, but not limited to, messages sent via text messages, emails, social media, or any electronic format). This provision also includes but is not limited to unlawful discrimination or related harassment on the basis of race, color, sex, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, or veteran's status.
- d. Sexual harassment which includes, but is not limited to:
 - i. Conduct of a sexual nature (including, but not limited to intentional touching of a sexual nature, repeated/unwelcomed advances, comments of a sexual nature) that creates an intimidating, hostile, or offensive campus, educational or working environment for another person.
 - ii. Obscene or indecent behavior which includes but is not limited to indecent exposure and the display of sexual behavior that would reasonably be offensive to others.
 - iii. Retaliation against anyone who files a complaint or participates in an investigation relating to this provision.
- d. Unauthorized possession, duplication, or the use of keys to any College premises or unauthorized entry to or use of College premises.
- e. Violation of any published College policy, rule, or regulation, including those in a course syllabus. Violation of any federal, state, or local law.
- f. Use, possession, manufacturing, distribution, or being under the influence of marijuana, illegal drugs, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus.
- g. Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication.
- h. Possession of firearms (even if legally possessed), tasers, stun guns, explosives, weapons, or dangerous chemicals on College premises, or use of any such item in a manner that harms, threatens or causes fear to others. The definition of a weapon includes but is not limited to a pistol or other firearm, dagger, razor, knife, or any other dangerous or deadly weapon or instrument.

College Property covered by this policy includes, without limitation, all College owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots under the College's ownership or control. College vehicles are covered by this policy at all times regardless of whether they are on College property.

*Sexual harassment that falls under the jurisdiction of Title IX will be handled by the Title IX Coordinator per the College's Sex/Gender-Based Discrimination and Harassment Policy. Under Title IX, at least one of the following has occurred:

- Providing an aid, benefit, or service of the College conditional upon an individual's participation in unwelcome sexual conduct.
- Unwelcome conduct on the basis of sex that a reasonable person would deem so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- Sexual assault as defined by the Clery Act (forcible and non-forcible sex offenses, dating violence, domestic violence, and stalking)
 - a. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
 - b. Hazing which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are still violations of this rule.
 - c. Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- i. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- j. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- k. Conduct that is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: the use of any device to capture audio, video or digital record or photograph of any person while on College premises or College events where there is a reasonable expectation of privacy (i.e. restrooms, locker rooms, etc.).
- l. Theft or other abuse of computer facilities and resources, including but not limited to:
 - i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - ii. Unauthorized transfer of a file.
 - iii. Use of another individual's identification and/or password.
 - iv. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - v. Use of computing facilities and resources to send obscene or abusive messages.
 - vi. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - vii. Use of computing facilities and resources in violation of copyright laws.
 - viii. Any violation of the GOCC Acceptable Use Policy.

- m. Abuse of the Student Code process, including but not limited to:
 - i. Falsification, distortion, or misrepresentation of information before the Judicial Board.
 - ii. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
 - iii. Attempting to discourage an individual's proper participation in, or use of, the Student Code process.
 - iv. Attempting to influence the impartiality of a member of a Judicial Board member prior to, and/or during the course of, the Judicial Board Hearing.
 - v. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Judicial Board Hearing.
 - vi. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - vii. Influencing or attempting to influence another person to commit an abuse of the Student Code process.
- n. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

1. Violation of Law and College Discipline

- a. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student Services (or a designee). Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College's Code were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- b. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of the status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: Student Conduct Process (Due Process)

1. Charges

- a. Any member of the College community may file a report against a student for alleged violations of the Student Code or General Rules. An allegation of a Student Code or General Rules violation must be directed to the Vice President of Student Services (or a

designee). Reports may be made in person, in writing, or through the college's online reporting tool at glenoaks.edu/public-safety/report-a-concern. Any report of a violation of the Student Code or General Rules should be submitted as soon as possible after the event takes place, preferably within a week.

- b. The Vice President of Student Services (or a designee) will conduct an impartial and reliable preliminary investigation of all allegations to determine if the allegations have merit and/or if they can be disposed of administratively. Such disposition shall be final and there shall be no subsequent proceedings.
- c. If it is determined that the allegation has merit, the Respondent will receive written notification via the student's college-generated email that an alleged violation has occurred. In the notification, the student will be assigned an appointment date and time with the Vice President of Student Services (or a designee) to review the facts concerning the alleged violation in order to determine if formal charges should be prepared. Students needing to reschedule the appointment date or time or needing to request accommodations for the proceedings must contact the Vice President of Student Services (or a designee) within five business days of the date listed on the notification letter.
- d. During this meeting, the Respondent meets one on one with the Vice President of Student Services (or a designee). A parent or advisor will only be allowed in this meeting at the discretion of the Vice President of Student Services (or a designee) when appropriate. In addition, a FERPA (Family Educational Rights and Privacy Act) Authorization to Release Information form must be signed.
- e. If the Respondent is unable to or does not wish to meet with the Vice President of Student Services (or a designee) in person, the student may submit a notarized statement in writing responding to the allegation, within the notification period. Other arrangements may be made to facilitate the meeting such as video or teleconference when a face-to-face meeting may be difficult for the student and at the sole discretion of the Vice President of Student Services (or a designee). In situations where a meeting other than a face-to-face meeting will be held; the student must provide a copy of their identification to the divisional office before the meeting occurs. However, a face-to-face meeting is the preferred option.
- f. After reviewing the facts with the Respondent, or after reviewing the Respondent's statement, a decision will be made whether to prepare formal charges, and the accused student will be promptly informed.
 - i. In cases in which the Respondent is accused of misconduct (non-Title IX) and potential sanctions include suspension or expulsion, the Respondent may request a judicial board hearing. The hearing may include an opportunity for cross examination. The Judicial Board then recommend formal charges and sanctions to the Vice President of Student Services (or a designee).
- g. In the event that the student fails to appear at the student's scheduled appointment time or fails to contact the Vice President of Student Services (or a designee) within five (5) business days of the date listed on the written notification a hold may be placed on the student's record which may result in the student's enrollment being delayed. The Vice President of Student Services (or a designee) will then review the facts available without the benefit of the student's participation and make a decision whether to prepare formal charges.

- h. If a decision is made to prepare formal charges, the Vice President of Student Services (or a designee) shall notify the Respondent of the formal charges and imposed sanctions associated with those charges.
- i. If the Responding Student is found Responsible for a violation of the Student Code of Conduct, the assigned sanctions must be completed within the timeframe listed on the student's formal charges letter.
- j. A Student may appeal the findings and/or sanctions of the Vice President of Student Services (or a designee). All appeals must be in writing and submitted to the Vice President of Student Services within five business days of the date listed on the formal charges letter. The case will then be referred to a Judicial Board for a hearing. The determination of the Judicial Board is final.
 - i. In cases in which a Respondent requested a hearing by a Judicial Board for alleged sexual harassment (non-Title IX) and was found responsible for the conduct by the Judicial Board, an appeal of the findings or sanctions will be reviewed by an Appellate Officer. The decision of the Appellate Officer is final.
- k. If the Complainant requests an alternate form of resolution, and the Respondent agrees, the parties will engage in informal mediation. If the informal mediation results in mutual satisfaction of both parties, then the case will be considered adjudicated. If the case is not adjudicated, then it may be forwarded to the Judicial Board for a hearing.

2. Judicial Board Hearing

- a. Prior to a Judicial Board hearing, the Respondent shall be entitled to the following:
 - i. A written statement of a decision rendered and/or charges so that the Respondent may prepare a defense;
 - ii. Written notification of how the alleged violation came to the College's attention.
 - iii. The student shall be entitled to an expeditious hearing of the case.
- b. Members of the Judicial Board shall be appointed by the Vice President of Student Services (or a designee) and shall be comprised of the following:
 - i. The Vice President of Student Services (or a designee) will serve as the Chairperson. When the Judicial Board is hearing an appeal based on a disciplinary decision of the Vice President of Student Services (or a designee), the Vice President of Student Services (or a designee) will relinquish the Chair, and a temporary Chairperson will be appointed.
 - ii. Two GOCC employees (a combination of faculty and/or staff) who are trained hearing officers selected by the Vice President of Student Services.
- c. Judicial Board hearings shall be conducted by the Judicial Board according to the following guidelines except as provided by article IV(A)(7) below:
 - i. The Judicial Board hearing will be scheduled at the convenience of the sitting Board members; however, all efforts will be made to schedule the hearing within 3 weeks.
 - ii. All Judicial Board hearings shall be conducted in private.
 - iii. The Complainant and Respondent have the right to be assisted by one advisor or advocate they choose at their own expense (if applicable). The Complainant and/or the Respondent is responsible for presenting the information, and therefore, advisors are not permitted to speak or to

participate directly in any Judicial Board hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Judicial Board hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The Complainant, Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the Hearing Phase (excluding deliberations). Admission of any other person to the Judicial Board hearing shall be at the sole discretion the Chair (or a designee.)

- iv. In Judicial Board hearings involving more than one Respondent, the Chair (or a designee), in the Chair's sole discretion, may permit the Judicial Board hearings concerning each student to be conducted either separately or jointly.
 - v. The Complainant, the Respondent and the Judicial Board may arrange for witnesses to present pertinent information to the Judicial Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Reporting and/or Responding parties at least two weekdays prior to the Judicial Board hearing. Witnesses will provide information to, and answer questions from, the Judicial Board. The tone of the hearing should be educational and not adversarial. Questions of whether potential information will be received shall be resolved in the sole discretion of the Chairperson of the Judicial Board.
 - vi. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Judicial Board at the sole discretion of the Chairperson.
 - vii. All procedural questions are subject to the final decision of the Chairperson of the Judicial Board.
 - viii. Requests for a continuance shall be at the discretion of the Chairperson of the Judicial Board.
 - ix. After the portion of the Judicial Board hearing concludes in which all pertinent information has been received, the Judicial Board shall determine (by majority vote) whether the Respondent has violated each section of the Student Code in which the student is being charged. However, the Board may also suggest a different charge to the Chairperson if they believe the facts support charge(s) different than the charge(s) for which the student was originally charged. The Judicial Board will also recommend an appropriate sanction to the Chairperson.
 - x. The Judicial Board's determination shall be made on preponderance of evidence, the basis of whether it was "more likely than not" the Respondent violated the Student Code or General Rules.
 - xi. Formal rules of process, procedure, and/or technical rules of evidence, such as those that are applied in criminal or civil court, are not used, and do not apply in Student Code of Conduct proceedings/hearings.
 - xii. If a disruption occurs during the hearing, the Chairperson, in the Chair's role discretion, may have the disruptive party removed from the hearing.
- d. There shall be a single verbatim record, such as a digital recording, of all Judicial Board hearings. Deliberations shall not be recorded. The record shall be the property of the College. This recording will be maintained only until the appeal process has concluded (if applicable) or until the time of appeal has

lapsed. For the purposes of FERPA the recording is considered an educational record and cannot be released unless a release is signed by all students with identifiable information contained in the recording. The recording may be requested under FOIA (Freedom of Information Act) if the hearing only involved one student without any witnesses, and the student is the individual requesting the recording.

- e. If the Respondent, with notice, elects not to appear before a Judicial Board hearing, the student shall be considered to have waived the right to appeal, and the decision at the prior level stands. If the Judicial Board is the initial decision maker, the information in support of the charges shall be presented and considered by the Judicial Board even if the Respondent or the Complainant is not present.
- f. The Chairperson may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video, audio written statement, or other means, where and as determined in the sole judgment of the Vice President of Student Services or a designee to be appropriate.
- g. Once the Judicial Board has made a decision as to whether more likely than not the Respondent violated the Student Code of Conduct, the Judicial Board will make recommendations to the Chairperson regarding an appropriate sanction.
- h. After receiving the recommendations of the Board, the Chairperson will decide the most appropriate sanction proportionate to the violation.
- i. Due Process procedures apply to complaints of unlawful discrimination or related harassment on the basis of race, color, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, veteran's status, or sexual discrimination including sexual misconduct and sexual harassment raised by employees, students, or third parties against any currently enrolled GOCC students in accordance with Title IX.
In addition, GOCC will take steps to prevent the recurrence of any discrimination by the Respondent through appropriate sanctions listed under Article IV(C)(1)(a-k) as well as remedy the discriminatory effects on the Complainant or victims through appropriate administrative action.
- j. The Complainant will receive information regarding the notification of alleged violations to the Respondent, as well as the outcome and final decision of the case.

3. Sanctions

- a. In cases of noncompliance with the Student General Rules or a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community. Progressive discipline principles will be followed in that the student's prior discipline history at the College will be taken into account. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:
 - i. *Verbal Warning*— Student is given a verbal warning and a notation is made in the student's disciplinary file.
 - ii. *Written Warning*— A notice in writing to the student that the student is violating or has violated institutional regulations

and a copy of the warning letter is placed in the student's disciplinary file.

- iii. *Probation*— A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - iv. *Loss of Privileges*— Denial of specified privileges for a designated period of time.
 - v. *Restitution*— Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - vi. *Discretionary Sanctions*— Work assignments, essays, service to the College, Community Service, or other related discretionary assignments.
 - vii. *College no contact orders*— between the Respondent and the Complainant (when appropriate).
 - viii. *College Suspension*— Separation of the student from the College for a definite period of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified.
 - ix. *College Dismissal*— separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified.
 - x. *College Expulsion*— separation of the student from the College permanently.
 - xi. *Revocation of Admission and/or Degree*— Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- b. *Withholding Degree or Certificate* — The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
 - c. More than one of the sanctions listed above may be imposed for any single violation.
 - d. The following sanctions may be imposed upon groups or organizations:
 - i. Those sanctions listed above in article IV (C)(1) (a-k).
 - ii. Loss of selected rights and privileges for a specified period of time.
 - iii. Deactivation. (Loss of all privileges may be issued, including College recognition, for a specified period of time.)
 - e. Once the Judicial Board has determined that a student and/or group or organization has violated the Student Code or General Rules, the sanction(s) shall be recommended by the Judicial Board to the Chair. The Chairperson shall make a final determination of the sanction to be imposed, taking into consideration the Judicial Board's recommendations.
 - f. Following the Judicial Board hearing, the Judicial Board and the Chairperson shall advise the Respondent, group and/or organization in writing of the decision/finding and of the sanction(s) imposed, if any.
- ### 4. Interim Suspension
- In certain circumstances, the Vice President of Student Services (or a designee), may impose a College suspension prior to a Judicial Board hearing.

- a. Interim suspension may be imposed only in the following circumstances:
 - i. to ensure the safety and well-being of members of the College community or preservation of College property; or
 - ii. to ensure the student's own physical or emotional safety and well-being; or
 - iii. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
- b. Interim suspension will take effect immediately upon the direction of the Vice President of Student Services (or a designee) and may last through the completion of the conduct process.
- c. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services (or a designee) may determine to be appropriate.
- d. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and including the completion of the Judicial Board hearing, if required.

5. Appeals

- a. A decision reached by the Vice President of Student Services (or a designee) may be appealed by either the Complainant or the Respondent to the Judicial Board within five (5) business days of the decision. Such appeals shall be in writing via letter or college-generated email to the Vice President of Student Services Office.
- b. A decision reached by the Judicial Board may be appealed either by the Complainant or the Respondent within five (5) business days of the decision. Such appeals shall be in writing via letter or college-generated email to the Vice President of Student Services. The appeal will be reviewed by an Appellate Officer of the College.
- c. An appeal shall be limited to a review of the verbatim record of the Judicial Board hearing and supporting documents for one (or more) of the following reasons only:
 - i. A material deviation from written procedures that jeopardized the fairness of the process
 - ii. New information, that was unavailable at the time of the hearing, would have resulted in a different outcome
 - iii. A demonstrable bias by a member(s) of the hearing board
 - iv. A sanction that is (substantially) disproportionate to the severity of the violation
- d. If an appeal is approved by the Appellate Officer, the matter shall be returned to a new Judicial Board and Chairperson for a rehearing, which will take into consideration the suggestions made by the Appellate Officer in addition to the facts that were originally presented.
The decision of the new Judicial Board, after it has rendered its decision, shall be final and binding upon all involved.
- e. If an appeal is not approved by the Appellate Officer, the matter shall be considered final and binding upon all involved.

6. Retaliation

The College seeks to foster an environment in which all employees and students feel free to report incidents of misconduct without fear of retaliation or reprisal. Therefore, the College strictly prohibits retaliation against any individual for filing a complaint or for participating in an

investigation or hearing. Retaliatory conduct is constitutes a violation of this code.

Any student who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents to the Vice President of Student Services.

All allegations of retaliation will be thoroughly investigated. If it is determined that retaliation has occurred, the College will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including expulsion.

ARTICLE V: Interpretation and Revision

1. Any question of interpretation or application of the Student Code or General Rules shall be referred to the Vice President of Student Services (or a designee) for final determination.
2. The Student Code shall be reviewed every year under the direction of the Vice President of Student Services (or a designee).

Adopted by Board of Trustees March 10, 1993, revised 6/9/99, 10/9/02, 9/14/05, reviewed 9/17/14, revised 10/12/2017, revised 10/15/19, revised 9/10/20

Student Concern Procedure

Policy 3.65

To provide an avenue for addressing and resolving student concerns, to ensure continued improvement of College processes, and to meet regional accreditation and federal compliance requirements, Glen Oaks Community College shall establish formal procedure(s) for receiving concerns, complaints, and grievances from students; shall provide clear information regarding such procedures; shall respond to concerns in a timely manner; and shall analyze them to improve processes. The College shall utilize a systematic tracking process for various types (subject matters) of concern that effectively allows formal student complaints to be received, tracked, and handled in a timely manner. The College shall review its concern policies and procedures from time to time to ensure compliance with the requirements of Higher Learning Commission Criteria for Accreditation and federal compliance.

Glen Oaks Community College shall provide students who have a College concern or issue that they are unable to resolve an opportunity to report such a concern formally to the appropriate College official. Examples of concerns include, but are not limited to, issues with customer service, complaints regarding an instructor or staff member, or challenges with a college policy or procedure. Information provided by students through this process gives the College the opportunity to improve services or processes when warranted. When a student has a conflict with a GOCC faculty or staff member, the College encourages students to first speak to the person with whom they have a conflict, as many concerns can be resolved informally. However, when a conflict cannot be resolved, or the student is reluctant to speak to the faculty or staff member, they are encouraged to utilize the formal Student Concern Procedure.

In addition, students are encouraged to report individuals displaying behaviors they perceive as concerning, worrisome, or threatening (no matter how minor the behavior may seem). Such reporting allows the college to intervene and find solutions, connect concerns to previous reports, and provide students with the levels of support that are needed. Examples of concerning behaviors include, but are not limited to, classroom misconduct, physical violence, excessive absences, direct

statements indicating stress, deterioration of physical appearance or hygiene, angry or hostile outbursts, disorganized speech or confusion, substance abuse, or noticeable cuts, bruises, or burns.

The College also strongly encourages students to report any incidents of sexual misconduct, including dating or domestic violence, sexual harassment, sexual misconduct, or stalking. As “responsible employees,” GOCC faculty, administrators, and staff are required to report incidents of potential sexual misconduct. Students who wish to speak to someone confidentially (without filing a report) may meet with a licensed counselor in Student Services, a private counselor, or clergy person.

Incidents involving sexual misconduct that meet appropriate criteria shall be handled under the College’s Title IX policy (Policy 3.95). Student concerns about a final grade in a course shall be handled under the College’s Grade Appeal Procedure (Policy 3.24).

Student Concern Procedure

1. A student expressing any concern related to the College will be directed to report it via the Report a Concern webpage on the College’s website.
2. The student will complete and submit the information, including, at a minimum, the date and location of the incident, the nature of the report, the urgency of the situation, and the student’s desired resolution to the complaint or concern. The student may submit any other relevant information, including supporting documentation.²
3. Based on the student’s selected report type and parties involved, the report will be routed to the office of the appropriate Vice-President (Student Services, Academics, or Finance and Administration). Incidents involving sexual misconduct that meet appropriate criteria shall be handled under the College’s Title IX policy (Policy 3.95) instead of this procedure. Student concerns about a final grade in a course shall be handled under the College’s Grade Appeal Procedure (Policy 3.24).
4. The appropriate office will contact the complainant with an initial acknowledgement and/or request any additional information, unless the report was made anonymously, or no additional information is needed.
5. The appropriate office will conduct a preliminary investigation of the matter and determine whether additional information or appearance by parties may be needed. The results of the preliminary investigation will be shared with the complainant, unless the report was made anonymously.
6. Within two (2) weeks from initial receipt of the report, the appropriate office will conclude the investigation, unless a longer timeline is necessitated by the scheduling availability of involved parties. The complainant will receive periodic updates until the concern is resolved.
7. Student complainants may withdraw or amend their concern report at any time during the investigation.
8. Complainant confidentiality will be maintained to the extent possible, subject to applicable laws. Students will be informed when personally identifying information must be disclosed to another party named in the concern report and will be informed of the consequences of declining to be identified. Investigations where a complainant declines to identify themselves to other parties, when required for complete resolution of the concern, as well as where a complainant stops participating in the resolution process, may be closed due to lack of complainant participation.

9. Once the concern is addressed, the complainant will receive a notice to that effect (unless the report was made anonymously), including the resolution reached. Concern resolutions may include a referral to outside agencies.
10. If a student complainant is not satisfied with the resolution, the complainant must file a written appeal within five (5) business days of the date of the notification of resolution to the office of the appropriate Vice President (Academics, Student Services, Finance and Administrative Services). An Appeal Committee will be formed to review the appeal and render a judgement. The committee will include at least three members. Possible members of this Appeal Committee include, but are not limited to, the President of the Faculty Senate, the Vice-President of Academics, the Vice-President of Student Services, and/or the President of Glen Oaks.

Adopted by Board of Trustees January 12, 2000, revised February 9, 2000, titles updated 2012, 9/17/14, 1/2020, total revision 8/12/2021.

Student Housing Policy

Policy 3.39

The David H. and Patty A. Devier Student Suites offers two-bedroom and four-bedroom suite options with private bedrooms, furnished living spaces, and a full kitchen. The suites accommodate 108 students, including one professional live-in staff member and four resident assistants.

Students are required to apply for student housing, submit the non-refundable administrative fee, and complete the application process, concluding in the signing of a housing agreement. Students who are not emancipated minors at the time of signing the agreement are also required to have a parent or guardian sign the agreement prior to it being accepted and countersigned by Glen Oaks Community College. Only students who will be 18 years of age or older before the end of the first semester are eligible to live in the Devier Student Suites.

Costs associated with on-campus housing are listed on the GOCC website and in the Student Housing Handbook. Students living on campus will receive in-district tuition rates.

Residential students must also meet ongoing academic requirements including full-time enrollment and satisfactory academic progress. Each semester, residential students must maintain full-time enrollment; twelve (12) credits are required for Fall/Winter semesters, and six (6) credits are required for the Summer semester. Please see the Student Housing Handbook and Student Housing Agreement for further information.

All residents must respect and comply with lifestyle expectations and all college policies and procedures. Each resident is responsible for reading and adhering to the procedures and regulations outlined in the Student Housing Handbook, the Glen Oaks Community College Housing Agreement, and the Glen Oaks Community College Student Code of Conduct. Residents are also held accountable to local, community, state, and federal authorities. Violations of the Student Housing policies may result in disciplinary actions (such as probation or suspension from the College) by the Judicial Board.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status,

family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Students desiring assistance in housing or with questions regarding housing are encouraged to contact the Student Housing Office.

Presented to the Board of Trustees 8/10/2017.

Student Policies - General

Policy 3.51

1. A student who is indebted to the college and who fails to make satisfactory settlement of this indebtedness may be dismissed. A student who has prior unsettled indebtedness to the college may not register in any new semester. During the period in which the indebtedness remains unsettled, no evidence of attendance or other official credentials may be obtained from the college. It is important that there be strict enforcement of this policy by the Vice President of Finance and Administrative Services and Vice President of Student Services.
2. All students are expected to meet the normal health standards that are necessary for a successful pursuit of college work. Faculty members should notify the Vice President of Academics if it is noted that a student needs medical services.
3. It is against the school policy for a sales representative to call upon students on college property.
4. Social, professional and other student organizations are permitted where approved by the administration. Securing a Faculty sponsor is the responsibility of all approved organizations. Without a sponsor, the organization may not convene.
5. All student publications eligible for distribution on campus are to be authorized by the President and will be assigned an official faculty advisor. Violation of this policy will subject a student to suspension from school.
6. Smoking is permitted only in the parking lot(s) within private vehicles located on the campus. (Please refer to Policy 2.51)

*July 1992, revised July 2002, revised 9/14/05, 9/17/14
(Position titles updated 1/2020.)*

Student Travel Policy

Policy 3.72

Purpose

Glen Oaks Community College seeks to promote safe travel to events and activities occurring beyond the boundaries of College property by students, student/athletes, and recognized student organizations. As such, this policy applies to travel both in cases where the travel is sponsored by the College, and in cases where the travel is independent of college sponsorship but where a student travels on behalf of, or with the financial support of, the College. Examples of activities and events that fall under this policy include but are not limited to: field trips, athletic trips, activities of recognized student organizations, travel abroad programs, and in situations where a student or recognized student organization officially represents the College (e.g. conferences). This policy does not apply to travel undertaken by individual students engaging in internships, clinicals, or observations, etc...

General Requirements

All student travel within this policy must meet the following requirements:

1. Recognized student organization travel must be consistent with the organization's purpose statement and by-laws on file with Student Government. Travel must be planned and forms must be submitted per procedures listed in the Student Club and Organization Handbook.
2. Student Athletes must have appropriate documents on file with the Athletic Office prior to travel for athletic events.
3. All College sponsored travel must be chaperoned by a College faculty or staff member.
4. Employees and students are required to adhere to College codes of conduct, the student handbook, the employee handbook, or any rules associated with the club, organization, or association in which travel is warranted.

5. College Sponsored Student Travel

To assure that events or activities involving student travel are consistent with the College's mission and that student safety issues have been addressed, College sponsored student travel must be approved in advance by an appropriate administrator. All College-sponsored trips must be chaperoned by a staff or faculty member. If students are traveling on their own for the purpose of a recognized student organization or activity, and College funds are being utilized to support the activity, the sponsor of the student organization or activity must meet with an administrator in the appropriate office (Vice President of Student Services, Athletic Director, etc.) prior to the trip to review specific trip details and expectations.

A Field Trip Waiver of Liability/Hold Harmless Agreement and Student Activity Contract must be completed prior to the travel activity, and the college faculty or staff sponsor must have copies of all waivers on the day of the trip. Any trip taken without submission of required forms and documentation or other violations of this policy may result in individual and/or organizational discipline as outlined in the Student Code of Conduct and Student Club or Organization Handbook.

6. Travel Guidelines

Glen Oaks Community College, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the College community. Participation in such activities shall be limited only to members of the College community unless approved by the appropriate administrator. Students participating in the Travel Abroad program, whether for college credit or no credit, should consult with the Travel Abroad sponsor to ensure appropriate documentation is submitted. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law. Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Student Code of Conduct and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus. Violations may subject participants and sponsoring organizations to disciplinary action pursuant to College

policies and procedures. It is the responsibility of the faculty or staff sponsor to assure compliance with these guidelines including but not limited to policies such as the College's vehicle policy and reservation procedures. The following additional guidelines also apply to all travel activities subject to travel guidelines:

- a. Pre-trip Meeting: The faculty member, administrator, and/or recognized student organization in charge of the trip should hold a pre-trip planning meeting with all participants to discuss the itinerary, behavioral expectations, and transportation details.
- b. Transportation: The sponsoring College department should be prepared to arrange for transportation by official College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles:
 - i. College Vehicles – Only College employees may operate college vehicles.
 - ii. Rental Vehicles – If rented with College funds, only College employees can drive; the employee must comply with all terms of the rental contract.
 - iii. Contract Bus Service – Adequate insurance coverage for personal injury and property damage must be provided by the bus company. Contact the Vice President for Finance and Administrative Services to determine if coverage is adequate for student travel.
 - iv. Regularly Scheduled Carriers – Regularly scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
 - v. Personal Vehicles – Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance. The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.
- c. Accident and Medical Insurance The faculty member or administrators responsible for the trip shall communicate to the participants that the College does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.
- d. Guests of students are not eligible to participate in travel opportunities with the exception of the Travel Abroad program.
- e. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
- f. Students with disabilities are entitled to participate in the most integrated settings possible. If a trip or special program is conducted, appropriate accommodations must be offered. If the trip includes transportation, accessible transportation for students with disabilities must be offered.

COURSE DESCRIPTIONS

Using this catalog successfully means understanding how it's supposed to serve you.

Course Descriptions are written as follows:

- All courses within a particular **discipline** are grouped (i.e.: Accounting courses).
- The **title line** includes a 3 or 4 letter prefix (i.e.: ACCT), plus a 3-4 digit number indicating the level of the course (i.e.: 100 or 200 level), plus the course name, then the credit hours and contact hours¹.
- After the title line is the body or **course description**, the narrative describing course content.
- Finally, after the course description is italicized type giving the **prerequisite(s)** for the course. If there is a prerequisite, it is listed; if one is not listed, there is none.

¹

A credit hour equals one hour/week in class for 15 weeks; a contact hour equals the time instructors spend in the classroom (used to calculate tuition/fees).

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Accounting (ACCT)

ACCT-100 FUNDAMENTAL ACCOUNTING

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course is a basic bookkeeping-accounting course designed for the student who has no previous bookkeeping-accounting experience or has not performed well in previous courses of this type. Basic double-entry bookkeeping procedures, accounting terminology and concepts, and basic financial statement preparation are emphasized. Major emphasis will be placed on the sole proprietorship form of business organization.

ACCT-109 PAYROLL ACCOUNTING

2 credit hours, 2 contact hours (2 Lecture Hours Per Week)

This course has been developed to provide the student with a basic understanding of the calculations in payroll, the payroll records that are kept, and the laws pertaining to tax filing for payroll. This is a beginning course that involves computation and recording of payroll entries.

ACCT-111 PRINCIPLES OF ACCOUNTING I**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

The first introductory accounting course for the student who wishes to pursue a career in the field of business. The student will become familiar with the role of the accountant and manager in service and merchandising businesses. The course will include the recording and reporting of business transactions and the measuring, planning, and controlling of business income, assets, and equities. Major emphasis will be placed on the sole proprietorship form of business organization.

ACCT-112 PRINCIPLES OF ACCOUNTING II**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

A second semester course in accounting principles and concepts for the accounting or managerial student. The student will investigate the role of the accountant in partnerships and corporations, with emphasis on financial and cost-accounting concepts as well as branches and departments, and owner's equity.

Requisite(s): Must complete ACCT-111**ACCT-113 QUICKBOOKS FOR ACCOUNTING****2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This accounting course will provide the student with an understanding of QuickBooks accounting. The student will receive instruction and experience with QuickBooks software through a simulated business scenario. Accounting principles and logical problem solving will be utilized. Instruction will include how to set up a business, maintain and use the software and generate financial reports.

Requisite(s): Must complete ACCT-111 or take concurrently
Fee: \$25.00**ACCT-202 PERSONAL INCOME TAX ACCOUNTING****2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

An introductory tax course with emphasis placed on tax return preparation for individuals. Multiple forms will be used. Tax laws involved in tax return preparation and tax theory will be emphasized.

ACCT-204 SM BUS TAX ACCOUNTING**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

An introductory tax course with emphasis placed on tax return preparation for small businesses. Accounting for taxable revenues and tax deductible expenses will be emphasized.

ACCT-207 ANALYZING FINANCIAL STATEMENTS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

A course which presents the basic skills of financial statement analysis for the prospective bank lender/credit analyst. This includes how financial data is generated; techniques for analyzing the flow of a business' funds; methods for selecting and interpreting financial ratios; and the analytical tools for predicting and testing assumptions about a firm's future performance.

Requisite(s): Must complete ACCT-111**ACCT-210 INCOME TAX ACCOUNTING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is an introductory tax course with emphasis placed on tax return preparation for businesses and individuals. Students will investigate laws involved in tax accounting with secondary emphasis on tax theory.

ACCT-211 INTERMEDIATE ACCOUNTING**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

A financial accounting course for both the accounting and management major. Balance sheet accounts are scrutinized in this class with emphasis placed on generally accepted accounting principles.

Requisite(s): Must complete ACCT-112**ACCT-213 COST ACCOUNTING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

A basic course in the theories and practices underlying the development of cost information for financial control and decision making. As manufacturing, service, and distribution establishments strive to enhance their profits and reduce consumer prices, the study and control of costs become increasingly important. The student will gain an understanding of techniques used to control cost for profit by management. This is an excellent course for the aspiring business administration and accounting major because it will give insight into the areas of profit and loss control.

Requisite(s): Must complete ACCT-112

Agricultural Technician (AGT)

AGT-101 HYDRAULIC THEORY & OPERATION**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

A study of hydraulic theory and the maintenance, repair and methods of troubleshooting mobile hydraulic systems during lab experience. Also covered in this class are cylinders, controls, pumps and accessories of hydraulic equipment. *2 credit hours/4 billed contact hours*

Fee: \$50.00**AGT-102 Production Agriculture****2 credit hours, 3 contact hours (1 Lecture/2 Lab Hours Per Week)**

Production agriculture studies how to identify and resolve environmental issues. Class covers crop production and farming by means of soil science, plant growth, pest control, agricultural leadership, equipment safety/operation and daily farm maintenance. *1 credit hour/2 billed contact hours*

Fee: \$50.00**AGT-103 FUNDAMENTALS OF ENGINES****3 credit hours, 7 contact hours (1 Lecture/6 Lab Hours Per Week)**

Examines internal combustion engine fundamentals and diesel engine construction and maintenance. Studies the basics of gas and diesel engines including disassembly, measurement and assembly procedures. Troubleshooting is also covered. *3 credit hours/7 billed contact hours*

Fee: \$50.00**AGT-104 VEHICLE/EQUIPMENT ELEC FUNDAMENTALS****3 credit hours, 5 contact hours (2 Lecture/3 Lab Hours Per Week)**

This course introduces electrical and electronic systems used on agricultural equipment, with an emphasis toward the theory, operation, and application. Also included will be the introduction to diagnostic principles and procedures as they apply to basic circuit types and predominate components utilized. Students will be expected to gain utilization skills as they apply to common testing tools and instruments. Students also will be expected to test for and measure voltages, current flow, and resistance; as well as identify and measure analog and digital signals. *3 credit hours/5 billed contact hours*

Fee: \$50.00**AGT-107 PREVENTIVE MAINTENANCE AND SERVICE****2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Provides preventive maintenance procedures and record keeping experience and familiarizes the student with diesel-powered equipment. Additional instruction includes safety, lubrication, service operation, minor adjustments, and fundamental tool usage. *2 credit hours/4 billed contact hours*

Fee: \$50.00

AGT-109 HEATING, VENTING & AC SYSTEMS**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Theory, service and repair of HVAC systems used on agricultural equipment are studied. Proper charging and recovery procedures are covered on both manual and automatic climate controlled systems. Safe handling of HVAC fluids and gases, as per EPA guidelines, as well as obtaining safe handling certification from either the Mobile Air Conditioning Society (MACS) or Automotive Service Excellence (ASE) is included. *2 credit hours/4 billed contact hours*

Fee: \$50.00

AGT-110 SERVICE INFORMATION SYSTEMS**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

The scope and purpose of this course is to familiarize the student with available electronic based proprietary information systems. Each student will become familiar with navigating and the application of equipment service information systems, parts systems, cellular and satellite systems. For purposes of diagnostics, repair, and service, each student using a PC will interface with various types of equipment. *2 credit hours/4 billed contact hours*

Fee: \$50.00

AGT-112 SEEDING & TILLAGE EQUIPMENT**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Service and adjustment of seeding equipment including drills and planters along with tillage equipment are covered in this course. Students will learn to set up the equipment in the diesel labs according to manufacturer guidelines and then make field adjustments, depending on soil conditions. *2 credit hours/4 billed contact hours*

Requisite(s): Must take AGT 107

Fee: \$50.00

AGT-113 HYDRAULIC SYSTEMS**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

The second hydraulic course that introduces the student to variations of basic systems, schematics and more advanced testing and adjusting of mobile hydraulic systems. Students will gain hands on experience in components and equipment in the diesel laboratories. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-101

Fee: \$50.00

AGT-116 COMBINE MAINTENANCE & REPAIR**3 credit hours, 7 contact hours (1 Lecture/6 Lab Hours Per Week)**

The setup, service, repair and adjustment of modern combines including both corn and grain heads are covered in this course. Students will apply theories learned in the classroom to current production combines in the diesel labs and in the field. *3 credit hours/7 billed contact hours*

Fee: \$50.00

AGT-119 VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS**3 credit hours, 7 contact hours (1 Lecture/6 Lab Hours Per Week)**

This course covers the electrical and electronic systems found on agricultural equipment. Systems covered include: power, starting, charging, cab/operator station controls, engine, power train, hydraulic, braking, steering, data network and related electronic control units. System operation, service, diagnosis and repair are included. *3 credit hours/7 billed contact hours*

Requisite(s): Must complete AGT-104

Fee: \$50.00

AGT-122 PRECISION FARMING SYSTEMS**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

This course presents the essentials of modern precision farming techniques. Function and application of precision farming components, equipment, satellite and cellular communications, OEM and/or aftermarket software systems and requirements, will be the focus of this course. System troubleshooting and diagnosis is stressed throughout this course. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-104

Fee: \$50.00

AGT-125 TRACTION DRIVELINES**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Studies the maintenance and repair of various drivelines used on today's highly technical agricultural equipment. Actual hands-on experience in adjustment, maintenance, set-up, servicing and operation of this equipment is offered. The importance of manufacturers' shop manuals is stressed for repair, set up and problem diagnosis. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-107

Fee: \$50.00

AGT-207 ADVANCED HYDRAULICS**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Advanced hydraulic systems such as electro/hydraulic circuit operation and testing and complex valving are the focus of this classroom/lab course. Students will gain practical knowledge in the agricultural labs using modern equipment utilizing schematics and advanced troubleshooting techniques. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-101 AGT-104 AGT-113 AGT-119 and may register with approval from the instructor.

Fee: \$50.00

AGT-213 DIESEL ENG PERF ANALYSIS/TUNE UP**3 credit hours, 5 contact hours (2 Lecture/3 Lab Hours Per Week)**

Students learn to adjust and tune diesel engines to meet factory specifications. Using both engine and chassis dynamometers and the required instrumentation, students diagnose performance complaints, troubleshoot and plot performance curves. *3 credit hours/5 billed contact hours*

Requisite(s): Completion of AGT 103 and must obtain approval of instructor.

Fee: \$50.00

AGT-216 Equipment Shop Project**4 credit hours, 10 contact hours (1 Lecture/9 Lab Hours Per Week)**

Students are placed into a simulated real world repair facility environment. The instructor acts as the service department supervisor assigning a variety of related tasks. Students are given various pieces of equipment to rebuild repair or reconditioned to like new condition. Each student will be evaluated on their ability to apply knowledge gained from all previous instruction. *4 credit hours/10 billed contact hours*

Requisite(s): Must complete AGT-101, AGT-103, AGT-104, AGT-107, AGT-109, AGT-110, AGT-112 AGT-113 AGT-116 AGT-119 AGT-125 AGT-213 and obtain approval of instructor. Must take AGT-122 and AGT-207 concurrently.

Fee: \$50.00

AGT-219 DIESEL TECH FIELD EXPERIENCE I**1 credit hour, 10 contact hours (10 Field Experience Hours Per Week)**

Provides the student with the opportunity to put to practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience Instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and visits the student at the work site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. The course entails the completion of 180 total clock hours of work experience to receive the 1 credit hour. *Billing will be made by credit hours NOT contact hours*

AGT-220 DIESEL TECH FIELD EXPERIENCE II**2 credit hours, 20 contact hours (20 Field Experience Hours Per Week)**

Provides the student with the opportunity to put to practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience Instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and visits the student at the work site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. The course entails the completion of 360 total clock hours or work experience to receive the 2 credit hours. Course may be repeated for credit. *Billing will be made by credit hours NOT contact hours*

AGT-221 DIESEL TECH FIELD EXPERIENCE III**3 credit hours, 30 contact hours (30 Field Experience Hours Per Week)**

Provides the student with the opportunity to put to practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience Instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and visits the student at the work site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. The course entails the completion of 540 total clock hours of work experience to receive the 3 credit hours. *Billing will be made by credit hours NOT contact hours*

AGT-250 MECHANIZED IRRIGATION SYSTEMS**4 credit hours**

Allied Health (ALH)

ALH-103 NUTRITION**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Designed to assist the student in developing a foundation for good nutrition. Fundamental principles of nutrition essential to maintain health, prevent illness and provide support during illness are presented. Nutritional concerns relating to each age group will be addressed as well as specific disease conditions and relevant therapeutic diets. Newly emerging nutritional information will be discussed which will assist the student in becoming a discriminating consumer.

Fee: \$30.00

ALH-104 NURSE AIDE**6 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

This course is designed to guide you in learning the skills required for certification as a nurse aide. The course will give you the skills needed to do your duties as a (NA) nurse aide and prepare you for the state certification exam. The lessons will help you better understand your residents and in turn help you to understand your role in relation to these residents.

Fee: \$60.00

ALH-111 DIAGNOSTIC CODING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to provide students with the necessary principles for properly coding diseases, conditions, and injuries. Students will learn and be expected to demonstrate the ability to translate written diagnoses into the appropriate ICD-9-CM numeric designations. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist - Physician Office) certification exam. This course is 7.5 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252.

ALH-112 EMERGENCY RESPONSE**3 credit hours, 3 contact hours (2 Lecture/1 Lab Hours Per Week)**

Course focus is on a variety of medical emergencies, cardiovascular disease, legal aspects of emergency care, and a variety of sudden illnesses. Additional topics will include: bloodborne pathogens, fire safety, safe work environments, response to and effects on individuals involved in emergency situations, and proper body mechanics when lifting and moving victims. American Heart Association: BLS & Heart Saver First Aid awarded upon successful completion of specific components of the course. CPR will be taught during this course. This course is 7.5 weeks in length.

Fee: \$65.00

ALH-120 ADMIN I COM & BUS PRACTICES IN MED OFF**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course focuses on fundamental skills needed to effectively communicate with patients, families, clients, providers, and supervisory personnel. Topics include verbal and non-verbal communication, barriers to communication, coping mechanisms, behavioral theories, diversity, and coaching patients based on their health care needs. This course also focuses on administrative skills needed to create, store, and maintain medical records, including electronic medical records. Patient scheduling is covered as well. This course is 7.5 weeks in length.

ALH-130 ADMIN II FINANCIAL BUS PRAC IN MEDICAL**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course focuses on financial skills related to bookkeeping, accounts receivable, third party reimbursement, and procedural and diagnostic coding. This course is 7.5 weeks in length

Requisite(s): Students must complete ALH-218, ALH-120 and ALH-225 with a minimum grade of 2.5 or better.

ALH-140 TOPICS IN PHARMACOLOGY & APPLIED MATH**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to provide the allied health worker with a working knowledge of pharmacology and mathematical skills necessary to calculate, prepare and administer drugs safely in an ambulatory setting. Drugs effects on the body's anatomical structure and systems is presented. Topics include drug names, laws, development, categories, sources, classification of drugs, immunizations, and abuse and misuse of substances. This course is 7.5 weeks in length.

Fee: \$30.00

ALH-210 PROCEDURAL CODING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to provide students with the necessary principles for applying the CPT procedural code that most accurately identifies the service performed. Students will learn and be expected to demonstrate the ability to translate documentation into the appropriate procedural code. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist - Physician Office) certification exam. This course is 7.5 weeks in length.

Requisite(s): Must complete ALH-111

ALH-218 MEDICAL TERMINOLOGY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course addresses basic terminology required of the Allied Health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis is on forming a foundation for a medical vocabulary including meaning, spelling and pronunciation. Medical abbreviations, signs and symbols are included. This course is 7.5 weeks in length.

Requisite(s): Must have placement testing scores into ENG-063 ENG-073 (OR ENG-121)

Fee: \$30.00

ALH-225 SURVEY OF BODY SYSTEMS & DISEASE COND**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will introduce students to basic anatomy and physiology, common pathology, diagnostic measures and treatment modalities including risk factors, appropriate methods of patient education as applied to the healthcare field. Topics include cells, tissues, organs, and the various body systems, integumentary skeletal, muscular, endocrine, nervous system, cardiology, circulatory lymphatic, respiratory digestive, urinary, and reproductive systems. Nutrients, supplements, and dietary needs for specific conditions is also discussed. This course is 7.5 weeks in length.

Requisite(s): Must successfully complete ALH-218 with a 2.5 or better

ALH-238 MEDICAL ASSISTANT PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Medical Assistant practicum focuses first on the business/administration aspect within the clinical setting. It is intended to provide the student with experience in the work environment in the front office area. The second half of the practicum focuses on clinical aspects in the patient care area of the medical clinic. The practicum is 7.5 weeks and requires 160 hours including two 4-hour on site meetings. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. After successful completion of this course, the student may apply to the American Association of Medical Assisting (AAMA) to write the certifying exam for Medical Assisting (CMA-AAMA).

Requisite(s): Student must have completed all the curriculum courses of the Medical Assistant Certificate program with a minimum of 2.0 GPA in each class and an overall GPA of 2.5.

Fee: \$280.00

ALH-240 INSURANCE CLAIMS PROCESSING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to provide students information necessary to accurately complete insurance claims for facilities and physicians. Students will demonstrate their ability to apply diagnostic and procedural codes to various forms of insurance. Emphasis will be placed on the ethical responsibilities of the Insurance Claims Specialist. Students will apply their learning to both paper claims and electronic billing. Current issues related to medical insurance will be discussed. This course will prepare students to successfully pass the AHIMA CSS-P (Certified Coding Specialist - Physician Office) certification exam. This course is 7.5 weeks in length.

Requisite(s): Must complete ALH-210

ALH-241 LABORATORY PROCEDURES & PHLEBOTOMY**4 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course provides students with the knowledge and practical application of routine laboratory procedures performed in an outpatient health care setting. Topics include: hematology, chemistry, urinalysis, immunology, and microbiology testing, as well as laboratory safety procedures, quality assurance, and quality control procedures. This course introduces students to the basic skills of phlebotomy. Topics include point of care testing, venipuncture, blood collection, equipment, order of draw, specimen handling, and legal issues. This course is 7.5 weeks.

Requisite(s): Students must successfully complete ALH-218, ALH-225, ALH-120, ALH-252, ALH-130, ALH-245 with a minimum grade of 2.5 or better.

Fee: \$65.00

ALH-245 FUNDAMENTAL CLINICAL OFFICE SKILLS**4 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course focuses on fundamental skills needed to provide safe care for patients. It emphasizes skills related to obtaining vital signs, performing patient screening, and assisting a provider with an exam. This course is 7.5 weeks in length.

Requisite(s): Students must complete ALH-218, ALH-225, ALH-120, ALH-252, ALH-130 with a minimum grade of 2.5 or better.

Fee: \$65.00

ALH-252 ETHICAL & LEGAL PRAC IN ALLIED HEALTH**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course focuses on scope of practice, the Health Information Portability and Accountability Act (HIPAA), patient rights, criminal and civil law, interviewing, compliance reporting, public health statutes, legal terms, ethics and morals. This course is 7.5 weeks in length.

Requisite(s): Students must complete ALH-218, ALH-225, ALH-120 with a minimum grade of 2.5 or better.

Fee: \$25.00

ALH-280 CODING SPECIALIST PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Coding Specialist - Physician-based (CCS-P) serves a key role in the medical office, clinic or hospital setting. CCS-Ps are coding practitioners who specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the current International Coding of Diseases and Healthcare Common Procedural Coding Systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider's business operations for data submitted to insurance companies or the government for expense reimbursement. The practicum is 7.5 weeks and requires 160 hours including two 4-hour on site meetings. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed.

Requisite(s): Student must have completed all of the curriculum in the Coding Specialist - Physician-based (CCS-P) program with a minimum of 2.5 in each ALH class and an overall GPA of 2.5. This course should be taken the semester following the completion of all program coursework or the student may be required to retake some of the classes.

Fee: \$140.00

ALH-281 MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Medical Administrative Specialist serves a key role in the medical office, clinic or hospital setting. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. The practitioner maintains familiarity with clinical and technical concepts of coordinate administrative office functions in the health care setting. This program is approved by American Medical Technologists (AMT) is accredited by the National Commission for Certifying Agencies (NCCA) as a program of study for those who wish to sit for the Certified Medical Administrative Specialist - CMAS (AMT). The practicum is 7.5 weeks and requires 160 hours including two 4-hour on site meetings. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed.

Requisite(s): Student must have completed all of the curriculum in the Medical Administrative Specialist Certificate program with a minimum of 2.5 GPA in each ALH class and an overall GPA of 2.5.

Fee: \$140.00

ALH-285 PHLEBOTOMY TECHNICIAN PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Phlebotomy Technician Practicum focuses first on laboratory skills within the clinical setting. It is intended to provide the student with experience in the work environment in the laboratory of a CLIA Waived medical office or a hospital based laboratory. The practicum is 7.5 weeks and requires 100 hours including two 4-hour on site meetings. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. After completion of the practicum the student may apply to the American Society of Clinical Pathology (ASCP) to write the Phlebotomy Technician (PBT) exam.

Requisite(s): Student must have completed all of the curriculum in the Phlebotomy Certificate program with a minimum of 2.5 GPA in each ALH class and an overall GPA of 2.5. This course should be taken the semester following the completion of all program coursework or the student may be required to retake some courses.

Fee: \$140.00

Anthropology (ANTH)

ANTH-201 INTRO TO CULTURAL ANTHROPOLOGY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is intended to introduce students to the field of anthropology and to provide them with an understanding of the theoretical perspectives and methodological strategies used in the study of traditional and contemporary socio-cultural systems found throughout the world. Special attention will be given to the basic concept of "culture" and to the nature and inter-relationship of particular cultures with their environments. This course is designed to assist students in developing the skills needed to critically analyze anthropological data and to prepare them to pursue further study in the discipline.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Art (ART)

ART-100 ART APPRECIATION**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

A course designed to acquaint the student with the terminology, materials and goals of the artist. This class will survey Western Art from Ancient to Modern and introduce the student to artistic practices in World Art.

Requisite(s): Placement testing score beyond or satisfactory completion of ENG-063 and ENG-073

Fee: \$25.00

ART-104 OBJECT DRAWING**3 credit hours, 5 contact hours (5 Lecture Hours Per Week)**

This course focuses on freehand drawing from direct observation. Students learn drawing techniques, methods, linear perspective, and compositional skills. The properties of line, value, texture, shape and space are dealt with as elemental to the drawing process. Drawing will be explored as a vehicle for thinking, seeing and communicating. An ability to render and draw expressively in a variety of materials is stressed. *3 credit hours/5 billed contact hours*

ART-105 DRAWING STUDIO**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This course focuses on the drawing experience as a process for art-making and as a means to convey ideas. Different types of image-making processes are studied along with their potentials for meaning. Students learn to invent from observation and imagination. There is also an introduction to historical and contemporary drawing practices from many traditions. *3 credit hours/5 billed contact hours*

Fee: \$20.00

ART-107 TWO-DIMENSIONAL DESIGN**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This course focuses on the elements of design in visual expression. Emphasis is placed on two-dimensional problem solving, organization of visual elements, and color theory. These elements will be explored using a variety of materials and methods. The student will be prepared to explore fine art or commercial design. *3 credit hours/5 billed contact hours*

Fee: \$20.00

ART-108 THREE-DIMENSIONAL DESIGN**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This course focuses on the elements of design in sculpture and spatial arrangement. Emphasis is placed on three-dimensional problem solving and organization of form in space. These elements will be explored using a variety of materials and methods. The student will be prepared to explore fine art or commercial design. *3 credit hours/5 billed contact hours*

Fee: \$30.00

ART-115 INTRODUCTION TO GRAPHIC DESIGN**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will introduce the various aspects of the graphic design field. Topics include visual communication theory and practice, an overview of typography, spatial relationships and the potential areas of specialization and employment. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-116 COLOR THEORY FOR GRAPHIC DESIGN**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This class will cover the theory of color with special emphasis on the unique color theories used in print and web application. The class will introduce the importance and use of color in all dimensions of commercial art and graphic design. The focus will be on practical assignments related to commercial projects. *3 credit hours/4 billed contact hours*

Requisite(s): Must take ART 115 concurrently

Fee: \$30.00

ART-160 BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This is an introductory course in the processing and camera techniques of 35mm photography and will explore both digital and analogue techniques. Emphasis is placed on basic photo composition, lighting, camera usage, darkroom techniques and procedures. The course accommodates both those who want to explore photography as a profession and those who want to improve their photographic skills. Students will be responsible to provide their own digital camera for coursework. Students must have Digital Single Lens Reflex (DSLR) camera, camera phone is not acceptable. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-170 IMAGE MANIPULATION: PHOTOSHOP**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will explore the spectrum of image input into the digital format, manipulation of the image and the desired output using Adobe Photoshop. This class will be accessible to the beginning student and those pursuing graphic design or fine art application. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-172 DIGITAL ILLUSTRATION**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course explores the basics of illustration using Adobe Illustrator and relevant computer hardware. Digital illustration will be used as a tool to create brochures, labels and packaging as well as fine art applications. Emphasis will be placed on creating audience appropriate illustrations. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete ART 104 Must take ART 115 concurrently

Fee: \$30.00

ART-210 LIFE DRAWING**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This course focuses on drawing the human form from live models and the study of anatomy. The student will explore skeletal, muscular, and surface anatomy, as well as the essential aspects of life drawing (such as gesture, contour, proportion, structure and articulation). *3 credit hours/5 billed contact hours*

Requisite(s): Must complete ART 104 ART 107

Fee: \$75.00

ART-220 HISTORY OF ART I**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is a historical survey of art from prehistory to the Renaissance. Art will be explored in the context of the culture in which it was created and the perspective of the artists. An exploration of the principles and practices of the artistic disciplines will enhance understanding of the art that will be covered.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073**ART-221 HISTORY OF ART II****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is a historical survey of art from the Renaissance to present day. Art will be explored in the context of the culture in which it was created and the perspective of the artists. An exploration of the principles and practices of the artistic disciplines will enhance understanding of the art that will be covered.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073**ART-231 SCULPTURE****3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This is an introductory course in sculpture which will explore the theories and concepts of three-dimensional art forms in space. Mechanical, structural and compositional principles will be studied. A variety of sculptural techniques and materials will be used. *3 credit hours/5 billed contact hours*

Fee: \$40.00

ART-240 PAINTING**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This is an introductory course in painting, which will prepare the student to realize visual observations and find personal expression through painting media. The class will explore oil, acrylic, watercolor and tempera painting techniques. Emphasis will be placed on learning to see and mix color, as well as the use of color in composition. A survey of historical painting styles and techniques will be included. *3 credit hours/5 billed contact hours*

Fee: \$30.00

ART-242 WATERCOLOR I**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This course is a survey of the application, techniques, and limitations of watercolor as a representational painting medium. Students will experiment with a variety of traditional and contemporary watercolor processes. Included will be a survey of historical use of watercolor in fine art. *3 credit hours/5 billed contact hours*

ART-243 WATERCOLOR II**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This is an advanced course in the application, techniques, and limitations of watercolor as a representational painting medium. Students will further experiment with a variety of traditional and contemporary watercolor processes. Included will be a survey of historical use of watercolor in fine art. *3 credit hours/5 billed contact hours*

Requisite(s): Must complete ART-242

ART-244 OIL PAINTING I**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This is an introductory course in oil painting which will examine the traditional oil painting techniques of imprimatura, under-painting, over-painting and glazing. Oil painting materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of oil paint in fine art. *3 credit hours/5 billed contact hours*

ART-245 OIL PAINTING II**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This is an advanced course in oil painting which will further examine the traditional oil painting techniques of imprimatura, under-painting, over-painting and glazing. Oil painting materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of oil paint in fine art. *3 credit hours/5 billed contact hours*

Requisite(s): Must complete ART-244

ART-260 ADV PHOTOGRAPHY: COMMERCIAL & FINE ART**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This class will expand on the material covered in Introduction to Digital Photography and will give the student practical experience in Portrait, Product, and Location Photography with emphasis on professional photographic processes that are applicable to both the fine art and commercial photographer. Both the photographic studio and off site locations will be utilized for student work. Student will be responsible to provide their own digital camera for coursework. *3 credit hours/4 billed contact hours*

Requisite(s): ART-160 and ART-170

Fee: \$40.00

ART-271 GRAPHIC DESIGN INTERNSHIP**3 credit hours, 9 contact hours (2 Lab/7 Field Experience Hours Per Week)**

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It's intended to provide the student with practical experience in a professional work environment. Internships vary in length but normally for one semester after 75% of the coursework is completed. Required are 135 to 240 hours of on-the-job experience, plus attendance in a scheduled seminar. The internship is cooperation the Sturgis Journal located in Sturgis, MI. and with its parent company, GateHouse Media. This is a paid internship and the Sturgis Journal determines the wages. A completed GOCC internship application is required for consideration.

Requisite(s): Must complete ART-115, ART-116, ART-170 and ART-172 Must take ART-274, ART-276 and ART-290 concurrently

ART-274 TYPOGRAPHY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to introduce students to the basics of typography and the use of type in graphic design and visual communication. The class covers type and the letterforms as fundamental and aesthetic elements of visual design. This course uses traditional and digital media

Requisite(s): Must complete ART-115

Fee: \$30.00

ART-276 ADVERTISING DESIGN**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to give practical insight into the discipline of marketing and how it applies to the creative process within advertising agencies to create effective, integrated advertising campaigns for diverse markets and media. Advertising strategy based on media and marketing realities will be investigated and applied. Students will learn about the basic role and responsibilities of the art director/designer and how they influence and guide how products and services are brought to market.

Requisite(s): Must complete ART-115 BUS-153

Fee: \$30.00

ART-290 ART PORTFOLIO**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This is the capstone course for the Associate of Arts in Visual Art degree. In this course the student will create a portfolio of their work in preparation for submission to potential employers, galleries, or schools. The student will work individually with the instructor to select representative pieces of their work, design the presentation and produce the final portfolio in both digital and traditional media. The successful completion of this course if necessary to receive the Associate of Arts in Visual Arts degree.

Requisite(s): Completion of all but the final semester of the appropriate emphasis with the Associate of Arts in Visual Arts degree

Automotive (AUTO)

AUTO-100 INTRO TO AUTO TECHNICIAN**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course provides knowledge about safety and an introduction to other areas of automotive repair. This course will focus primarily on safety issues in the auto shop and tool usage. Vehicle maintenance and inspection and minor repairs will be performed.

Fee: \$70.00

AUTO-141 ENGINE DIAGNOSIS & IGNITION SYSTEMS**3 credit hours, 5 contact hours (2 Lecture/3 Lab Hours Per Week)**

This course provides students the skills to test engine condition and ignition systems. Students will use vacuum, compression, cylinder leakage, and electronic engine analyzers. Students will learn how to diagnose an on-board computer system and its components for proper operation. The operation, inspection, testing and repair of ignition system components will be practiced. *3 credit hours/6 billed contact hours*

Requisite(s): Must complete AUTO-100

Fee: \$70.00

AUTO-146 AUTO BRAKE SYSTEMS**3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)**

This introductory course teaches theory, service and repair of automotive braking systems and their components. Emphasis is given to hydraulic theory, repair, and service of system components, including anti-lock and traction control systems. *3 credit hours/6 billed contact hours*

Requisite(s): Must complete AUTO-100

Fee: \$70.00

AUTO-221 AUTOMOTIVE STEERING & SUSPENSION**3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)**

This course provides an in depth study of the various mechanical and electronic steering and suspension systems used on today's vehicles. Focus will be placed on the theory and operation as well as the diagnosis and repair of steering and suspension system components including wheel alignment. This course will also cover tire diagnosis and repair and includes dynamic wheel balancing. The course will emphasize professional methods of diagnosis and repair for related components. *3 credit hours/6 billed contact hours*

Requisite(s): Must complete AUTO-100

Fee: \$70.00

AUTO-225 AUTO ELECTRICAL SYSTEMS I**3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)**

This first of two electrical classes introduces the fundamentals of electricity and automotive electronics. Digital multi-meters and circuit troubleshooting is covered. Emphasis is placed on understanding and utilizing electrical diagrams. Batteries, starting and charging systems are covered. *3 credit hours/6 billed contact hours*

Requisite(s): Must complete AUTO-100

Fee: \$70.00

AUTO-226 AUTOMOTIVE HEATING & AIR COND**3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)**

This course is designed as an introduction to the basics of air conditioning. Description, theory, operation, servicing, repair and diagnosis are all covered. The design and operation of the cooling system and its repair and service will also be studied.

Fee: \$70.00

AUTO-245 AUTO VALVE TRAIN & HEAD REBUILDING**3 credit hours, 4 contact hours (4 Lecture/ Lab Hours Per Week)**

This course examines the way the internal combustion works and how the parts interact. The testing of engine condition will be demonstrated. Engine removal installation proper disassembly, cleaning and inspection of parts will be emphasized. The machining of valves and seats will be demonstrated. This is the first of two classes intended to prepare a student for engine repair certification tests. Prerequisite: VTA 100 Introduction to Automotive Technology

Requisite(s): Must take AUTO-100

Fee: \$70.00

AUTO-246 AUTO CYLINDER BLOCK REBUILDING**3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)**

This course examines engine block diagnosis, repair and reassembly. The measurement and service of cylinders, crankshafts, piston and connecting rods will be demonstrated. Engine lubrication systems, cooling systems and proper installation of the completed engine assembly will be emphasized. This is the second of two classes intended to prepare a student for engine repair certification tests.

Requisite(s): Must complete AUTO-100 Recommended to complete AUTO-245 before taking AUTO-246

Fee: \$70.00

AUTO-250 INTRO TO AUTOMOTIVE TRANSMISSIONS**3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)**

A study of driveline, manual and automatic transmission theory of operation, diagnosis, testing, and repair procedures. Theory and diagnosis of computer-controlled transmissions will also be covered.

Requisite(s): Must complete AUTO-100

Fee: \$70.00

AUTO-255 AUTO ELECTRICAL SYSTEMS II**4 credit hours**

This course provides students the skills to diagnosis and repair electrical systems, circuits and components. The diagnosing and testing of automotive lighting systems will be covered. Students will learn to perform tests and repairs on gauges, warning devices, horns, wiper washer/ washer systems and most other accessories. This is the second of two electrical classes intended to prepare a student for electrical/electronic systems certification tests. *4 credit hours/7 billed contact hours*

Requisite(s): Must complete AUTO-100 AUTO-225

Fee: \$70.00

Biology (BIO)

BIO-101 HUMAN BIOLOGY**3 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

This course involves the study of the structure and function of the normal human body and the practices necessary to maintain normal health. Medical terminology, disease process and treatments are studied. *3 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073.

Fee: \$50.00

BIO-110 BIOLOGICAL FORM AND FUNCTION**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course covers basic concepts of anatomy and physiology of plants and animals. By the end of this non-lab course students will be able to understand the language of anatomy and physiology used to describe the functions of plants and animals. It also introduces students to the role of organ systems in maintaining homeostasis in plants and animals. By the end of this course the student will also understand the common set of functional features that all living systems contain.

Requisite(s): Must complete one year of high school biology or BIO-120

BIO-120 INTRODUCTION TO BIOLOGY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

An introductory survey course covering the major principles and unifying theories of biology. This course will provide the beginning student with a basic understanding of biological principles encompassing basic biochemistry, cell biology, cell division, genetics, diversity and evolution and ecology. This is a lecture/laboratory combination course and is designed to meet the needs of students with limited science background. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Fee: \$50.00

BIO-121 MOLECULAR AND CELLULAR BIOLOGY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

A general study of the principles and processes of biology and the nature of biological investigation, with emphasis on cellular biology, respiration, photosynthesis, and genetics. This course, together with NSB 122 provides a basic background for further work in the biological sciences. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073 and MATH 084

Fee: \$50.00

BIO-122 ORGANISMAL BIOLOGY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

A general study of the principles and processes of biology and the nature of biological investigation, with emphasis on evolution, speciation, ecology and the diversity of life (includes taxonomy and classifications of organisms). Laboratory investigations coordinated with lecture topics. *4 credit hours/5 billed contact hours*

Requisite(s): MATH 100 or higher, BIO 120 or 1 year of high school biology recommended

Fee: \$50.00

BIO-125 ENVIRONMENT AND SOCIETY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Designed for students who plan on pursuing a higher degree. This course is an introduction to environmental studies through a survey of environmental topics in which the student will explore human relationships with the environment and the resulting changes. Students will also examine the different approaches used to understand and solve environmental problems facing us today. The course is reading and writing intensive, requiring a written research paper using credible scientific journals as source information.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

BIO-210 HUMAN ANATOMY & PHYSIOLOGY I**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is the first in a sequence of two intensive anatomy and physiology courses intending to cover the human body as an integrated whole by examining the structures and functions of each body system as well as some of the common diseases associated with each system. Integration of the body's systems is emphasized by examining how each of these systems interacts with the body's other systems in order to maintain homeostasis. Laboratory activities will include dissections, computer labs, anatomical models, and brief scientific experimentation. Study within this course includes general chemistry principles, biochemistry, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, special senses, and endocrine. It is recommended, but not required, that students take Medical Terminology before or along with this class as this can help students absorb the large amount of new terminology associated with Anatomy & Physiology. *4 credit hours/6 billed contact hours*

Requisite(s): 1. Placement beyond or satisfactory completion of ENG-063 and ENG-073 3. Successful completion (grade of 2.0 or better) of BIO-121 or BIO-101 (pre-nursing students should take BIO-101)

Fee: \$50.00

BIO-211 HUMAN ANATOMY & PHYSIOLOGY II**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is the second in a sequence of two intensive anatomy and physiology courses intending to cover the human body as an integrated whole by examining the structures and functions of each body system as well as some of the common diseases associated with each system. Integration of the body's systems is emphasized by examining how each of these systems interacts with the body's other systems in order to maintain homeostasis. Laboratory activities will include dissections, computer labs, anatomical models, and brief scientific experimentation. Study within this course includes the following body systems: cardiovascular (including blood), lymphatic and immune, respiratory, digestive, urinary, and reproductive. *4 credit hours/6 billed contact hours*

Requisite(s): Successful completion (grade 2.0 or better) of BIO-210

Fee: \$50.00

BIO-230 MICROBIOLOGY**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is an introduction to general microbiology. Topics include general properties of bacteria and fungi, disinfection, sterilization, sources and means of infection, infectious diseases and immunity. This is a lecture/laboratory combination course. In the laboratory, students will prepare culture media, isolate and propagate and study morphological and physiological characteristics of both pathogens and non-pathogens. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete BIO-121 and CHEM-130 with a grade of 2.0 or better

Fee: \$50.00

BIO-275 BIOLOGY RESEARCH PROJECT**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

The Biology Research Project is a capstone experience in Biology for the student seeking an Associate of Science Degree. In this course the student will work with an instructor to design and conduct an experiment or investigation. The course will allow the student to bring together their college course experiences in science, mathematics and communications while pursuing advanced work in an area of their own interest. The evaluation of the student will be determined by the instructor, the Science Department and the Dean of Teaching & Learning.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073 and permission of instructor

BIO-990 BIOLOGICAL FIELD STUDIES**2 credit hours**

The course will offer students the opportunity to research a question or problem in the field of biology. Emphasis will be on the student will propose research ideas, design experiments and conduct research, and report results in the same way as any scientist would. Scientific ethics and the related social issues of science will be considered prior to any experiments. Topics will vary and students may repeat this course for credit. Prerequisite: None

Requisite(s): Permission of the instructor

Fee: \$135.00

Business (BUS)

BUS-104 INTRO TO BUSINESS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is designed as a survey of American Business and Industry. Emphasis will be placed on the understanding of business terminology and internal/external structures and their relationship to individuals, business and society. Past, present and future business trends will be studied providing students the foundational knowledge required to progress to upper level business courses.

Requisite(s): Placement beyond or satisfactory completion of ENG 063 and ENG 073

BUS-105 BUSINESS MATHEMATICAL APPLICATIONS**3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This course is designed to provide the student with a practical knowledge of typical mathematical concepts and calculations performed in the business environment. Emphasis is placed upon the introduction and understanding of mathematical concepts as applied in various business situations, formation and execution of applicable calculations, problem solving, and interpretation of results in reaching appropriate business decisions. This basic application of business concepts is extended to more complex decision-making with multiple variables and complex algebraic functions as they apply to business decisions. Utilization of graphing and modeling will help students improve their decision making ability in the ever-changing and complex business environment. Problem solving will involve the integration and the use of a calculator. *3 credit hours/4 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073 and MATH-104 or take MATH-084 as co-requisite.

BUS-110 FOUND ENTREPRENEURSHIP**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course is designed to provide an overview of small business, what is necessary to start a small business, including small business in free enterprise, the entrepreneur, opportunities and trends, business plan, legal aspects, location, financing, organizational planning and marketing.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

BUS-111 CONTEMPORARY BUSINESS & TECHNICAL COMM**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is designed for business and technical students, and for people already in the work force who need a more practical, hands-on approach in business communications. It will connect topics, examples, and exercises of communication to the modern workplace. Students will develop their oral and written skills, and innovations in modern communication technologies.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

BUS-151 FUND OF SELLING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

An introduction to the principles of selling. Includes study of selling in our present economy, analysis of the steps in a sales demonstration, and classroom sales presentations by students.

Requisite(s): Must complete BUS-104

BUS-152 PRIN OF RETAILING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Designed to give the students an overall view of the field of retailing. History of retailing, types of retail institutions, store location, layout, fixtures and equipment, store record keeping, customer services and management will be covered in this course.

Requisite(s): Must complete BUS-104

BUS-153 ADVERTISING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is intended to give the business major a comprehensive view of American advertising. A brief study is made of advertising in the economy, in society and in business. An analysis is made of the principles and practices used in various types of advertising, such as newspapers, television, radio and direct mail.

Requisite(s): Must complete BUS-104

BUS-205 BUSINESS STATISTICS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

An introductory course emphasizing the statistical analysis of business and economic data and how this analysis aids in planning and controlling operations and in making sound business decisions.

Requisite(s): Must complete MATH-117 or MATH-151 or MATH-201

BUS-250 PRIN OF MARKETING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

A study of the dynamic forces operating in the business activity known as marketing includes all business activities dealing with the distribution of goods from the time they leave the factory or field until they reach the consumer. Marketing presents the actual processes market in an analytical and descriptive style. Analyze the ramifications of economics, politics, society, competition and technology on both the consumer and the business.

Requisite(s): Must complete BUS-104

BUS-251 ORGANIZATIONAL BEHAVIOR**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course examines individual, interpersonal, group and organizational processes. Students will discuss current theory, research and practice with regards to human behavior in the work place. Areas of concentration are goal setting, communication, team processes, motivational theory and techniques, culture, ethics, managing organizational change and conflict resolution.

Requisite(s): Must complete BUS-104

BUS-252 INTRO TO MANAGEMENT**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course is intended to give the business major an understanding of management concepts and activities. A study will be made of the following basic fundamentals: planning, organizing, leading and controlling. Selected management areas, such as team work, ethics and decision making, will be introduced. The course is designed to furnish a strong foundation in management for management trainees or business transfer students.

Requisite(s): Must complete BUS-104

BUS-253 SUPERVISION**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is an overview of basic leadership skills needed to effectively supervise people with emphasis on productive communications, human relations issues, and the supervisor's role in employee recruitment, selection, training, motivation, planning, and evaluations as well as contemporary concerns of the supervisor.

Requisite(s): Must complete BUS-104

BUS-255 BUSINESS LAW**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

An introduction to the fundamental principles of law which the prospective businessperson will encounter in his/her business activities. A presentation of laws pertaining to contracts, agencies and effects of the uniform commercial code, as well as pre-code law. Basic principles applicable to business including legal rights and remedies, contracts and agency employer and employee relations is an intrinsic part of the course.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 ENG-073

BUS-260 SMALL BUSINESS MANAGEMENT**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Designed for small business managers, this course utilizes an analytical approach that embodies sound business principles. The course deals with sales, production, purchasing, personnel and finance. Also covered are the managerial functions of planning, organizing, leading and controlling. Case problems and business plan writing as related to small business will be discussed.

Requisite(s): Must complete BUS-105

BUS-271 INTERNSHIP I-BUSINESS**3 credit hours, 3 contact hours (3 Field Experience Hours Per Week)**

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It is intended to provide the student with a practical, experiential learning situation in a supervised professional work environment. Internships vary in length but are normally for one semester after 75% of coursework is completed.

Required are 135 hours of on-the-job experience plus participation in a supplementary blackboard seminar. Some programs of study require an internship placement and others recommend it as an elective. Student usually arrange for their own internships. Contact the counseling office for more information. Prerequisite: 75% of coursework completed in the students major and a GPA of 2.5 or better. Students wishing to start an internship need to apply.

Chemistry (CHEM)

CHEM-130 CHEMISTRY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

This is an introductory course for those students who have little or no background in chemistry as well as for those students whose program requires a minimum of hours in a laboratory science. This is a general survey course dealing primarily with fundamental principles of chemistry including measurements, atomic structure, nomenclature, balancing equations, stoichiometry, bonding, gases, thermodynamics, acids and bases. *4 credit hours/5 billed contact hours*

Requisite(s): Must Complete MATH 100 with a grade of 2.0 or higher, or placement into MATH 104 or MATH 151 or equivalent college course
Fee: \$75.00

CHEM-133 GENERAL CHEMISTRY I**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is an introductory laboratory college chemistry course emphasizing mathematical relationships in chemistry. Contents include measurements, atomic theory, nomenclature, stoichiometry, chemical reactions, gases, thermodynamics and bonding. *4 credit hours/6 billed contact hours*

Requisite(s): CHEM 130 or one year of high school chemistry and either MATH 100 or placement into MATH 104 or equivalent college course
Fee: \$75.00

CHEM-134 GENERAL CHEMISTRY II**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is a continuation of CHEM-133. Topics covered include theories of covalent bonding, phase changes and intermolecular forces, properties of mixtures, organic compounds, kinetics, equilibrium, acid/base equilibria, equilibrium in aqueous systems and thermodynamics. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete CHEM-133
Fee: \$75.00

CHEM-210 ORGANIC CHEMISTRY I**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is a general organic chemistry course covering nomenclature, physical properties, and reactions involving alkanes, alkenes, alkynes, cyclics, alkyl halides and dienes. Analysis will include an introduction to IR, NMR, and chromatography. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete CHEM-134
Fee: \$75.00

CHEM-211 ORGANIC CHEMISTRY II**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is the second semester organic chemistry course covering the physical properties, analysis, preparation, reactions, and associated mechanisms involving alcohols, ethers, epoxides, aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, and amines. *4 credit hours/6 billed contact hours*

Requisite(s): Must take CHEM-210*Fee:* \$75.00

Communications (COM)

COM-110 INTERPERSONAL COMMUNICATIONS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual assignments, presentations, demonstrations/role-playing, and other projects.

COM-140 GEN COMMUNICATIONS: SPEECH**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course provides a series of experiences that will aid in improving the ability to communicate orally in real-life situations. Emphasis will be on class discussions and various methods of presentations.

COM-150 PUBLIC SPEAKING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course presents the traditional rhetorical concepts of material, organization, delivery, creativity and persuasion. The student is expected to put into practice each one of the concepts by giving a variety of speeches.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Computers (CIS)

CIS-100 USING THE INTERNET**1 credit hour, 1 contact hour (1 Lecture Hour Per Week)**

A course which will enable students do develop those skills and confidences you will need to successfully work with the Internet. Students will learn to recognize and use key vocabulary terms commonly associated with the Internet, the physical and logical makeup of the Internet and how it runs worldwide web. Students will learn ways to connect to the Internet, create and use email accounts, and efficiently use current web browsers. Students will also learn how to effectively use search strategies utilizing popular search engines such as Yahoo, Google, and others.

Fee: \$50.00**CIS-101 INTRO TO COMPUTERS & SOFTWARE****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

A survey course on computer concepts and applications associated with the current generation of computer technology. Students will study terminology as it applies to computers, networks, operating systems, and internet usage. This course includes a hand-on component where students will work with current productivity software such as Microsoft's Word, Excel and Access within the Windows Operating system.

Fee: \$50.00**CIS-112 CISCO I****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course introduces the architecture, structure, functions, components and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches and implement IP addressing schemes following security best practices. This is the first course to prepare students for the CCNA certification exam.

Requisite(s): Students must successfully complete CIS-101 or be granted permission by instructor*Fee:* \$50.00**CIS-113 CISCO II****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course describes the architecture, components and operations of routers and switches in a small network. Students learn how to securely configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and configure and resolve common issues with Static and Dynamic routes, DHCP, virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks following security best practices. Students will also configure network redundancy and WLANs following security best practices. This is the second course that will prepare students for a CCNA certification.

Requisite(s): Students must successfully complete CIS 102*Fee:* \$50.00**CIS-114 CISCO III****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course provides a comprehensive, theoretical and practical approach to learning the technologies and protocols needed to design and implement an enterprise network. Students will work with routers and switches using OSPF in point-to-point and multiaccess networks. Mitigate threats and enhance network security using access control lists and security best practices. Understand virtualization, SDN and APIs and configuration management tools enable network automation. This is the third course that will prepare students for a CCNA certification.

Requisite(s): Students must successfully complete CIS-103*Fee:* \$50.00**CIS-117 VISUAL BASIC PROGRAMMING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will introduce the student to the fundamental concepts and structure objectorientated, event driven programming using Visual Basic computer language as used on microcomputers. Topics such as algorithm writing, program logic, program development and program execution will be covered. This course will improve a student's critical thinking and logical sequencing skills.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-121 COMPUTER SCIENCE I****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

Introduction to programming and computer science through lab and lecture. Simple and structured data types and program control structures. Problem analysis, algorithm design, and program documentation using a high-level language.

Requisite(s): TAKE MATH-151;*Fee:* \$50.00

CIS-122 COMPUTER SCIENCE II**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

Intermediate object-oriented programming: inheritance, abstract classes, interfaces and exception handling. Introduction to algorithms and data structures: recursion, searching, sorting, linked lists, stacks, queues, basics of trees and tree traversal algorithms, natural language processing and machine learning.

Requisite(s): TAKE CIS-121;*Fee:* \$50.00**CIS-132 PROGRAMMING IN JAVA****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This is an introductory programming course using the Java programming language. Students will learn programming logic and design using an object-oriented language and the core syntax of the Java language. Concentrating on good programming practices writing small computer programs, students will gain a solid foundation to apply to further Java studies.

Requisite(s): Must successfully complete CIS-101**CIS-151 ETHICAL HACKING I****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is the first of two that cover the Certified Ethical Hacker (CEH) exam objectives. This course will focus on basic networking concepts, ethical hacking concepts and methodologies, and attack vectors and countermeasures. Students will be well grounded in the principles of protecting computer systems and networks.

Requisite(s): TAKE CIS-101;*Fee:* \$50.00**CIS-152 ETHICAL HACKING II****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This is the second course in a sequence that prepares students for the Certified Ethical Hacker (CEH) exam. It continues to focus on the tools and techniques used by ethical hackers. This course also examines the legal framework surrounding "computer hacking," intrusion detection, and penetration testing. Malware threats, packet sniffing, and social networking will also be discussed.

Requisite(s): TAKE CIS-151;*Fee:* \$50.00**CIS-161 CYBERSECURITY OPERATIONS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Cybersecurity Operations (CyberOps) prepares candidates to begin a career working with associate-level cybersecurity analysts within a Security Operations Center SOC. The course focuses on how to monitor, detect and respond to cybersecurity threats. Plus, covers cryptography, host-based security analysis, security monitoring, computer forensics, attack methods and incident reporting and handling.

Requisite(s): TAKE CIS-101;*Fee:* \$50.00**CIS-162 INTRODUCTION TO COMPUTER FORENSICS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Computer forensics is to identify, preserve, recover, analyze from computers and detail media is a safe and secure matter to identify a computer attack or cybercrime. This course will introduce students to the forensics investigation process, gather and backup computer information for forensic analysis and avoid anti-forensics techniques.

Requisite(s): Student will successfully complete CIS-152.*Fee:* \$50.00**CIS-172 LINUX OPERATING SYSTEMS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course provides the skills and knowledge necessary to install, configure, and administer Linux desktop operating systems. This course introduces students to the basic skills used by all Linux distributions. Specifically, the course covers the objectives outlined by CompTIA for its Linux+ exam and certification.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-200 CONFIGURING WINDOWS DESKTOPS****3 credit hours, 2 contact hours (2 Lecture/ Lab Hours Per Week)**

This course covers installing and upgrading to Windows 8, configuring hardware and applications, configuring network connectivity, configuring access to resources, configuring remote access, monitoring and maintaining windows clients, configuring backup and recovery options. This course covers the MCSA 70-687 exam objectives. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-243*Fee:* \$50.00**CIS-214 PRESENT GRAPHICS/PUBLISHING (PWPT/PUBL)****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will introduce students to basic concepts of design as they apply to presentations and documents. Major areas of study include layout of text and graphics for various applications, color usage, and audience appropriateness of materials. During this course students will produce both presentations and documents using MS PowerPoint/MS Publisher, and use computerized testing software to prepare to pass the nationally recognized Microsoft Office Specialist (PowerPoint) exam. The MOS is incorporated into the course.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-219 ADV BASIC PROGRAMMING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is a continuation of EDP 117 Visual BASIC and will concentrate on the following areas of programming: Sequential Access files, menus, Dialog boxes, error trapping, Random Access files, Variable arrays, Database Access, DDE and OLE

Requisite(s): Must complete CIS-117*Fee:* \$50.00**CIS-220 COMPUTER TECHNICIAN ESSENTIALS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course will give students foundational knowledge of PC hardware, its maintenance, and repair. Students will learn to use, install, and configure current PC Operating systems and learn the fundamental principles of computer networks. In addition, this course will assist the student in preparing for the A+ Certification tests.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-221 DATA STRUCTURES****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Advanced data structures, including lists, trees, sets and graphs. Analysis of algorithms. Emphasis on abstract data types, their representations and role as models in the development of computer algorithms.

Requisite(s): TAKE CIS-122;*Fee:* \$50.00

CIS-224 COMPUTER REPAIR ESSENTIALS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is a continuation of EDP 220 computer Technician Essentials. Students will learn more advanced skills for installing, configuring, supporting and troubleshooting computer hardware and software. Computer networks and security will be discussed as well as customer service skills. In addition, this course will assist the student in preparing for the A+ Certification tests.

Requisite(s): Must complete CIS 101

Fee: \$50.00

CIS-227 CONCEPTS OF SPREADSHEETS LEVEL I**2 credit hours, 2 contact hours (2 Lecture/ Lab Hours Per Week)**

This course is designed to teach students the basic concepts of spreadsheets using Microsoft Excel. Students will learn through demonstration, hands-on activities and computerized testing simulations, the skills necessary to pass the Excel MOS exam. *2 credit hours/3 billed contact hours*

Requisite(s): Must complete CIS-101

Fee: \$50.00

CIS-233 CONCEPTS OF WORD PROCESSING LEVEL I**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Teaches students to create, edit and print documents using WORD, a word-processing program. Learn formatting techniques, using tables, creating multi-column documents, using graphics, and more. This course covers the techniques needed to take the MOS Certification.

Requisite(s): Must complete CIS-101

Fee: \$50.00

CIS-236 CONCEPTS OF WORD PROC (WORD) LEVEL II**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course is a continuation of EDP 233 designed to teach students the advanced concepts of word processing using MS WORD software. Students will learn through demonstration, hands-on activities and computerized testing simulations, all the skills necessary to pass the expert level of a nationally recognized, certification test in WORD. The certification test is incorporated into the course, so students passing the Expert test will receive Expert Certification in WORD.

Requisite(s): Must complete CIS-233

Fee: \$50.00

CIS-240 INTRO TO NETWORKING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course introduces the student to Local Area Networks (LAN's) and Wide Area Networks (WAN's) concepts and topologies, as well as networking hardware, software, and protocols along with the skills necessary to succeed in the dynamic field of networking. The emphasis in this course will be on the NET+ certification objectives.

Requisite(s): Must complete CIS-101

Fee: \$50.00

CIS-241 INSTALL & CONFIGURE A WINDOWS NETWORK**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will provide students with fundamentals skills to install and configure a Windows based server. Students will learn (through hands-on instruction) various ways to deploy a window server and configure server components including: storage, server roles, hyper-v, core services, and group policies. The course will also help prepare the student for the latest Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-101 Must take with: CIS-240

Fee: \$50.00

CIS-242 MNG/MAINT NETWORK SERVER WINDOWS2003/X**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course introduces students to graphical tools and command-line utilities for installing, managing and maintaining a Windows base server. Students will learn Windows Server 2012 R2, Active Directory, and related services, such as Domain Name System, Certificate Services, Active Directory Lightweight Directory Services, Active Directory Rights Management Services, and Active Directory Federation Services. Windows Server feature such as Hyper-V, read only domain controllers, Server Manager, and Server Core are also covered.

Requisite(s): Must complete CIS-240

Fee: \$50.00

CIS-243 ADMINISTRATING A WINDOWS SERVER**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will provide hands-on instruction to demonstrate the ability to implement, administer, and troubleshoot information systems using Microsoft Windows Server infrastructure in an enterprise environment. This course will primarily cover the administration tasks necessary to maintain a Windows Server 2012 infrastructure, such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. The course will also help prepare the student for the latest Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-241

Fee: \$50.00

CIS-244 ADVANCED MANAGEMENT OF A WINDOWS, NETWORK**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will provide advanced instructions that will provide knowledge and ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows servers and clients. This course will also provide skills necessary to pass current Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-243

Fee: \$50.00

CIS-245 NETWORK SECURITY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will give students fundamental knowledge and skills in system and computer network security. Students will learn about security threats and risks, and how to defend against them. Other topics covered will include access control, assessments and audits, cryptography, and organizational security. The course will prepare the student to pass the CompTIA Security + Certification exam.

Requisite(s): Must complete CIS-240

Fee: \$50.00

CIS-247 IMPLEMENTING AN ADVANCED SERVER,INFRASTRUCTURE**3 credit hours, 1 contact hour (1 Lecture/ Lab Hours Per Week)**

This course will provide hands-on instruction to demonstrate the ability to implement, administer, and troubleshoot information systems using Microsoft Windows Server infrastructure in an enterprise environment. This course will primarily cover the administration tasks necessary to maintain a Windows Server 2012 infrastructure, such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access Solutions such as DirectAccess, VPNs And Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. The course will also help prepare the student for the latest Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-244*Fee:* \$50.00**CIS-248 COMPUTER NETWORKING CAPSTONE****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course serves as the capstone course for all computer networking students and will integrate all of the networking skills acquired throughout the computer networking degree program. In this course, students will design, develop and implement a network design in either server infrastructure or router and switch infrastructure. Students will also prepare of an industry certification exam.

Requisite(s): Must complete CIS-104 and CIS-241 Co-requisites: CIS-105 and CIS-244*Fee:* \$65.00**CIS-252 WEB PAGE DESIGN LEVEL I****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to teach students the concepts of Web Page creation using HTML5 markup language. Students will learn how to mark up content with current HTML5 elements, and use CSS to format HTML elements and control page layout that will display on multiple devices. Student will also learn how to create and maintain websites.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-253 WEB PAGE DESIGN LEVEL II****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is a continuation of CIS 252. Students will learn to create more advanced web pages utilizing JavaScript and DHTML. Areas of concentration will be, dynamic layout content, special effects, controlling mouse and keyboard events and creating windows and frames.

Requisite(s): Must complete CIS 252*Fee:* \$50.00**CIS-270 PC OPERATING SYSTEMS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will survey the current operating systems (OS) being used. The course will cover topics such as: operating system theory, OS interfaces, installation and configuration, file structures, troubleshooting, and networking. The CompTIA certification exam objectives will be emphasized in the course.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-272 LINUX OPERATING SYSTEM ADMINISTRATION****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This is a continuation of CIS 172 in which students will further master Linux installation, configuring and maintenance. Students will perform advance system administration, storage and file management and advance configuration networking and security. The course will follow LPIC-2 and CompTIA Linux+ Certifications Objectives.

Requisite(s): TAKE CIS-172;*Fee:* \$35.00**CIS-290 Computer Support Technician Capstone****2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course serves as the capstone course for all computer support technician students and will integrate all of the support skills acquired throughout the computer support technician degree program. In this course, students will design, develop and implement a computer hardware and software support policy for a small business or organization. Students will also prepare of an industry certification exam.

Requisite(s): Must complete CIS-224 and CIS-241 Co-requisites: CIS-245 and CIS-243*Fee:* \$65.00

Criminal Justice (CRJU)

CRJU-110 INTRO TO LAW ENFORCEMENT**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The problems of law enforcement in a democratic society are studied. The agencies involved in the administration of law enforcement - the legislature, the police, the prosecutor, the courts, and the correctional institutions are also studied.

Requisite(s): Placement into ENG 063 and ENG 073**CRJU-111 POLICE ADMINISTRATION****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course covers the basic functions of a police organization; management, communications, recruiting, training, public relations, and coordination.

Requisite(s): Placement into ENG-121**CRJU-113 CRIMINAL INVESTIGATION****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence including interviewing witnesses and interrogating suspects.

CRJU-114 INTRO TO CORRECTIONS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Overview of the criminal justice system's history, development, and evolution including subsystems of police, courts, and corrections.

CRJU-120 CRIMINOLOGY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course is designed to study the nature and development of criminal behavior. Emphasis is placed on an examination of the leading theories concerning the causes of crime, nature of the criminal offender, and treatment of convicted offenders. A review of the public's reaction toward crime is included.

Requisite(s): Must complete CRJU-110 Completion of ENG-121 or taken concurrently

CRJU-145 PHYSICAL EDUCATION FOR LAW ENFORCEMENT**2 credit hours, 3 contact hours (1 Lecture/2 Lab Hours Per Week)**

This course is intended to prepare students for the physical rigors of the Police Academy and physical challenges of a career in criminal justice. It includes an introduction to and practice of the techniques of physical fitness necessary in law enforcement. Students will participate in stretching to increase flexibility, running to improve cardiovascular fitness, various calisthenics and weight training to increase upper and lower body strength as well as a variety of mental emotional health concepts in which to strengthen the mind body spirit connection. Overall health to include mental emotional health, diet, exercise and life span fitness are examined. The class is designed primarily to prepare students for the mandatory Michigan Commission on Law Enforcement (MCOLES) Fitness Agility Test in order to successfully be accepted into the police academy. However, all students are eligible for this course. This class will be offered winter semester. *2 credit hours/3 billed contact hours*

CRJU-211 PREVENTION CRIME & JUV DELINQ**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Analysis of cause and control of crime as well as the problems of juvenile delinquency are studied - causation, control, juvenile courts, institutions, community resources, and federal and state programs.

Requisite(s): Must complete CRJU-110**CRJU-212 COMMUNITY RELATIONS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Principles of community policing including youth-focused activities, community-based crime prevention, reorientation of patrol, police/public accountability, and decentralizing police decision making.

Requisite(s): Must complete CRJU-110**CRJU-214 PUBLIC SERVICE ADMINISTRATION****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to assist the learner in enhancing their perspective of the role, functions and purpose of the police organization and management structure. The intent of the course is to integrate the learners' experiences into the larger picture of the police organization and their role in that structure as a supervisor, manager or executive. The format for this class will include readings, online & library research, and other individualized learning experiences.

Requisite(s): Must complete CRJU-110**CRJU-216 PROBATION & PAROLE****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

History and philosophy of probation, aftercare, and other community programs for juvenile and adult offenders; function and philosophy of parole, current laws, and case studies.

Requisite(s): Must complete CRJU-110**CRJU-218 SOCIAL JUSTICE****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Exploration of job stresses and the social value and ethics of the criminal justice process.

Requisite(s): Must complete CRJU-110

Drafting & Design (CADD)

CADD-215 BASIC AUTOCAD**3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is an entry level course for students to learn basic drafting standards. AutoCAD software will be used throughout the course. Topics include: terminology, techniques, and applications of computer generated design as it relates to engineering, product design, and architecture. *3 credit hours/4 billed contact hours*

Fee: \$65.00**CADD-216 ADVANCED AUTOCAD****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This course is intended to introduce the aspects of Advance Computer Aided Drafting techniques using AutoCAD. AutoCAD software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD 215*Fee:* \$65.00**CADD-217 COMPUTER AIDED MODELING-INVENTOR****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This course is intended to introduce the aspects of Advanced Computer Aided Drafting. Techniques using Inventor and SolidWorks. Inventor and SolidWorks software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-215 and CADD-216*Fee:* \$65.00**CADD-218 COMPUTER AIDED MODELING-SOLIDWORKS****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This course is intended to introduce the advanced aspects of 3D Modeling using SolidWorks. SolidWorks software will be used throughout the course. Topics include: advance terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-217*Fee:* \$65.00**CADD-219 ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is an advanced level course for students to learn 3D modeling using Inventor. Inventor software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-217*Fee:* \$65.00**CADD-220 ARCHITECTURAL DRAWING****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is a beginning level course for students to learn AutoCAD software to construct a set of architectural drawings used in construction. A full set of architectural construction documents will be completed. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to architectural design. *3 credit hours/4 billed contact hours*

Fee: \$65.00**CADD-221 CADD 3D INDEPENDENT PROJECT****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is an advanced level course for students to learn more about architectural and engineering softwares. The 3D software will be used to construct a set of architectural drawings used in construction. A full set of architectural construction documents will be completed. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to architectural design. *3 contact hours/4 billed credit hours*

Requisite(s): Must complete CADD-215

CADD-222 DESCRIPTIVE GEOMETRY**3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is a beginning level course for students to learn descriptive geometry. AutoCAD software will be used to construct a list of required drawings. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to descriptive geometry. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-215

Fee: \$65.00

CADD-230 CADD CAPSTONE PROJECT**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This is an advanced level course for students to create a final CAD project that will exemplify their knowledge of CAD. Students will select Inventor, Solidworks, or an architectural project to construct a list of required drawings. Students will learn advanced CAD terminology, techniques, and applications of computer generated design as it relates to one final CAD project.

Requisite(s): Must complete CADD-215, CADD-216, CADD-217, CADD-218 or CADD-219, CADD-220

Economics (ECON)

ECON-203 PRIN OF ECONOMICS-MICRO**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

Introductory course in economics. This course builds upon the qualitative aspects of terminology, formulas and models to the quantitative application of these concepts. The four types of competition: perfect competition, monopolistic competition, oligopoly, and monopoly, will be covered in depth. Influential components of the U.S. market, such as labor, unions, wages and income distribution, will give the student a sound foundation toward understanding our complex economy.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073 and test into MATH-117**ECON-204 PRIN OF ECONOMICS-MACRO****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is a continuation of Microeconomic. A shift from single businesses to the inter-relationship between businesses, consumers and investors will be covered. The aggregate economy will also see the effects of government spending, taxation, inflation, fiscal and monetary policy. This inter-relationship will be expanded to the global economy and the United States' role in this economy through international trade and financing.

Requisite(s): Must complete ECON-203

Education (EDU)

EDU-100 ESSENTIALS OF EDUCATION**4 credit hours, 5 contact hours (3 Lecture/2 Field Experience Hours Per Week)**

This course will introduce students to social and behavioral sciences with a focus on their relationship to how schools function. In approaching educational issues from this perspective students should develop an understanding of our American schools and the complex relationship between schools and society. Students will also be introduced to the latest research and theories impacting educational practice. They will be given the opportunity to observe and identify these practices through 30 hours of a clinical experience in various classroom settings. The clinical experience will provide students the opportunity to gain firsthand experience in a school setting. Critical thinking and communication skills will be developed throughout the course.

Electronics (ELEC)

ELEC-110 BASIC ELECTRICITY**4 credit hours, 6 contact hours (6 Lab Hours Per Week)**

Students are enrolling in an open entry open exit program and have one calendar year to complete coursework from the date of registration. All modules must be completed with a 2.0 GPA minimum competency level. Students completing ELEC 110 will study basic electrical circuits, applied electrical math, electrical safety and fundamentals of electricity necessary to be safe and competent when working with electricity. *4 credit hours/6 billed contact hours*

ELEC-111 INTRO TO AC/DC CIRCUITS**4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

This is an open entry open exit program student may register at anytime. Modules must be completed with minimum of 2.0 GPA for credit to be awarded. Students have one calendar year from registration date to complete the module. This class will provide the student with an introduction to AC and DC circuitry. Students will design, draw, build, test, and troubleshoot these circuits. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-110**ELEC-116 RESIDENTIAL TECHNOLOGY****4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

Students are enrolling in an open entry open exit program and have two semesters to complete coursework from the date of registration. All modules must be completed with a 75% minimum competency level. Students completing ELEC 116 will study basic electrical residential circuits, installation procedures, and codes. The student will be safe and competent when working with electricity in a residential setting. Students will wire various switching circuits, GFCI's, AFCI's, panels, fuse boxes, luminaries, and low voltage wiring. Upon completion of this course, the student should have the knowledge and ability to wire a residence according to the National Electrical Code. *4 credit hours/6 billed contact hours*

ELEC-117 INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING**4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

This is an open entry/open exit class. Students may enroll at any time. Students have one calendar year from enrollment to complete the class. All modules must be completed with a minimum of 2.0 GPA unless otherwise stated for credit to be awarded. The course will prepare the students to have a basic knowledge of the components of a wiring distribution system. This will include topics of study including Raceways, Busways, Panelboards, Overcurrent protection, Low-voltage systems and Cable installation.

ELEC-119 INTRO TO THE NATIONAL ELECTRICAL CODE**4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

This is an open entry open exit class students may enroll at anytime. Students have one calendar year from enrollment to complete the class. All modules must be completed with a minimum of 2.0 GPA unless otherwise stated for credit to be awarded. Students will work with e National Electrical Code a text that is updated every three years with several hundred changes. Students will learn to reference the NEC for answers to specific electrical questions and to back up why a special electrical job must be done using this information. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-111

ELEC-120 ELECTRICAL MOTOR CONTROLS I**4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

This is an open entry open exit class students may enroll at any time. Students have one calendar year from enrollment to complete the class. All modules must be completed with a minimum of 2.0 GPA unless otherwise stated for credit to be awarded. Students will gain a basic understanding of motor controls. Students shall draw, build, and troubleshoot motor control circuits. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-119;

ELEC-122 INTRODUCTION TO MOTORS AND TRANSFORMERS**4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

This is an open entry/open exit class. Students may enroll at any time. Students have one calendar year from enrollment to complete the class. All modules must be completed with a minimum of 2.0 GPA unless otherwise stated for credit to be awarded. This course will prepare the students to have a basic knowledge of the components of a wiring distribution system. This will include topics of study in transformers, generators, AC and DC motors.

English (ENG)

ENG-063 READING FOR COLLEGE**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course presents techniques for improving reading analysis, comprehension and rate by means of reading exercises and essays. Also, it emphasizes vocabulary development and understanding of main ideas and levels of meaning.

Requisite(s): Accuplacer Reading Comprehension score of 43-73 and standardized reading test

ENG-073 ESSENTIALS OF COLLEGE WRITING I**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is designed to help the student achieve competency in standard writing skills through the study of grammar, sentence structure and paragraph development.

Requisite(s): Placement into ENG-073

ENG-074 ESSENTIALS OF COLLEGE WRITING II**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is designed to address student-specific problems with the writing process. The goal of the class is sufficient, consistent writing improvement to allow students to qualify for enrollment in ENG 121 English Composition I.

Requisite(s): Enrollment is limited to students who have received an IP grade in ENG-073

ENG-121 ENGLISH COMPOSITION I**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

A research based writing course in which students will work to develop their command of language as a means of shaping and ordering their experience and ideas, to develop their critical thinking skills, and to develop thought, organization, and clarity in their written work.

Requisite(s): Appropriate placement based on assessment (ACT, SAT or placement) or successful completion of ENG-073 or ENG-074

ENG-122 ENGLISH COMPOSITION II**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course extends the COM 121 English Composition I emphasis on expository writing and critical thinking to research writing. American Psychological Association (APA) format is introduced and applied to a primary research project.

Requisite(s): Must complete ENG-121 with a minimum grade of 2.0

ENG-126 CREATIVE WRITING I**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will be devoted to writing both poetry and short stories. Class will include both workshops of student works and analysis of published authors.

Requisite(s): Must complete ENG-121

ENG-201 WOMEN & LITERATURE**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course will study feminine sensibility as revealed in literary themes and characterizations through a study of works written by women.

Requisite(s): Must complete ENG-121

ENG-226 CREATIVE WRITING II**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

A survey course in which students work to develop their command of language as a means of shaping and ordering their experience and ideas through creative writing focused on poetry and prose; to develop critical, yet creative, thinking skills and to develop thought, organization and clarity in written work.

Requisite(s): Must complete ENG-126 with a 2.0 or higher

ENG-233 CHILDRENS LITERATURE**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is an introduction to narrative, biographical, and nonfictional reading materials for children from pre-school age to age twelve. The course is structured so that students will have an adequate bibliography of materials for nursery school teaching, the elementary school classroom, or for lay introduction of reading to children. Guest speakers and useful projects focus on understanding the needed ingredients for stimulating a reading interest in children. In addition to an exploration of current reading materials, the course presents a brief, historical survey of children's literature and discussion of possible adaptation to present classroom use.

Requisite(s): Must complete ENG-121

ENG-234 WORLD MYTHOLOGIES**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is intended to acquaint students with the myths, legends, and folklore of a variety of world cultures, both ancient and modern. Special attention will be focused on the historical and cultural context in which specific myths have developed. The course is designed to increase students' critical thinking through the analysis of myths leading to a better understanding of some of the universal concerns of humankind that have been creatively expressed in myth throughout the world.

Requisite(s): Must complete ENG-121

General (GEN)

GEN-102 COLLEGE AND LIFE STRATEGIES FOR GENERAL Education Majors**1 credit hour, 1 contact hour (1 Lecture Hour Per Week)**

This course is designed to give students the skills required to be successful in both academic and career endeavors. Areas of concentration are interviewing skills, career exploration, resume and cover letter writing, self-awareness, skills in listening, not taking, improving test scores, time management, and goal setting.

Geography (GEOG)

GEOG-142 PHYSICAL GEOGRAPHY

4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)

An integrated study of the nature of man's physical environment with emphasis on understanding the forces that create and shape our landforms. Lectures and laboratory experiences also include the study of earth materials, analysis of characteristic landforms, and interpretation of maps. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Fee: \$40.00

Geology (GEOL)

GEOL-145 PHYSICAL GEOLOGY

4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)

This course is a study of the rocks and minerals that make up the Earth along with the processes that form the Earth's features and structure. Additionally, it will cover the glacial processes that have shaped much of Michigan. The course will include two field trips to sites of geologic interest in southern Michigan. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Fee: \$40.00

History (HIST)

HIST-101 WEST CIV I: ANCIENT WORLD-1715

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

Defines the basic political, economic and social trends influencing western cultural development including Mesopotamia, Egypt, Greece, Roman Republic and Empire, the Christian Era (c. 1000 - 1500), the Reformation, and the Wars of Religion. Instruction employs critical analysis of significant historical eras and societies effecting western civilization.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

HIST-102 WESTERN CIV II

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

Continues the development of Western Civilization from c. 1700 to the 20th Century. Major political, economic, and social developments reviewed include the Scientific, French, and American revolutions, the Industrial Revolution, the European Balance of Power (c. 1815 - 1870), the origins of World War I and II, the Cold War era (c. 1945-1990). Instruction develops critical thinking skills relevant to understanding complex historical trends of this era.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

HIST-201 US HISTORY I

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

Instructional focus involves identifying significant political, economic and social trends in American development c. 1490's through U.S. Reconstruction, 1877. Primary concentrations include review of European colonization, the British colonial rebellion, U.S. nation building, 1780's - 1830's and delineating the course of prominent events leading to the American Civil War and Reconstruction, 1865-1877. The course develops critical thinking skills through inquiry into broad overarching themes of historical activity.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

HIST-202 US HIST II: RECONSTRUC-PRESENT

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

Course instruction investigates dominant political, economic, foreign policy, and social trends in U.S. development from Reconstruction through the 20th century. The main focus identifies the movement of America from rapid, post-Civil War industrialization, to emergence as a competitive world power; culminating in its becoming a preeminent global force after 1945. This inquiry involves refining critical thinking skills through analyzing overlapping and interconnected themes or modern U.S. development.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

HIST-204 HISTORY OF MICHIGAN

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course presents significant phases of the history of Michigan from a primitive wilderness to a complex, industrialized society. Political, economic, social and cultural aspects are discussed with emphasis on the relation to the history of the state to that of the nation. Special emphasis is given to the modern period.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

HIST-230 WOMEN IN THE WESTERN PAST

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course examines the condition of women in western civilization from Pre-history to 1815 with particular attention to women's changing status and experiences in the family and work. Study of various institutions, associations, and activities in which women expressed themselves becomes the basis for conclusion of women in society: their arts, sciences, and literature; and their political activities. This course allows students an opportunity to broaden their knowledge of the geography and culture of different countries while fulfilling the basic course learning objectives. This course is intended for students of all majors.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Humanities (HUM)

HUM-101 MODERN CULTURE & THE ARTS

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

An introduction to art, music, photography, film, dance and architecture. Major emphasis is on the inter-relationship between art and culture. Designed to help students describe and analyze works of art and to understand that art does not "just happen," but evolves in a cultural-historical context.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

HUM-234 WORLD MYTHOLOGIES

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course is intended to acquaint students with the myths, legends, and folklore of a variety of world cultures, both ancient and modern. Special attention will be focused on the historical and cultural context in which specific myths have developed. The course is designed to increase students' critical thinking through the analysis of myths leading to a better understanding of some of the universal concerns of humankind that have been creatively expressed in myth throughout the world.

Requisite(s): Must complete ENG-121

Industrial Studies (INDS)

INDS-151 MANUFACTURING PROCESSES

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course focuses on the processes that occur in a manufacturing system to change resources into products. These processes include the appropriate use of tools and machines, as well as human-made systems for planning, organizing, directing and controlling activities. Special emphasis will be placed on automation and its impact on a manufacturing system.

Language (LNG)

LNG-110 CONVERS SPANISH FOR BUS I

3 credit hours

This course is designed for business professionals who seek to develop basic conversational skills but are not interested in majoring in Spanish. Lessons include greetings and farewells, introductions, travel-related expressions, making long- distance phone calls, tips on food and eating out, making wholesale and retail purchases, making hotel reservations, cross- cultural communication, and general business terms. Not intended for major/minor; may not transfer as Spanish credit.

LNG-112 SPANISH FOR TEACHERS

3 credit hours

This course is an elementary introduction to the Spanish language and Hispanic culture with an emphasis on the particular needs of the classroom teacher and educational personnel. It seeks to provide students with basic communicative competence through an approach that focuses on the four essential skills of reading, writing, speaking, and listening. Educational topics presented include: greeting children, giving classroom directions, correcting behavior, encouraging and praising children, communicating in parent-teacher conference, filling out registration information, explaining educational programs, and talking on the phone.

LNG-125 SPANISH FOR HEALTH CARE WORKERS

2 credit hours

This is a Spanish course for the healthcare workers. LNG 125 is a course with a lot of memorization of words and learning basic expressions that are used in the medical field. The course will make less emphasis on Spanish grammar and verb conjugations and more emphasis on medical terms such as triage, lab work, daily care of patient, maternity and body parts etc...as well as medical expressions and cultural information.

LNG-161 SPANISH I

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This class offers an introduction to the Spanish language and culture. It is a course with emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will be introduced to some cultural and historical information about the Hispanic World. LNG 161 is equivalent to two years of high school Spanish or the first semester of 100-level Spanish at a four-year institution. Students with more than two years of Spanish must take LNG 162.

LNG-162 SPANISH II

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This class is a continuation of LNG 161 Spanish I. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will continue to learn cultural and historical information about the Hispanic World. This course is the equivalent to the third and fourth year of high school or the second semester of 100-level Spanish at a four-year university.

Requisite(s): Must complete LNG 161

LNG-163 SPANISH III

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This class is a continuation of LNG 162 Spanish II. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will develop conversation skills while continuing to learn cultural and historical information about the Hispanic World. This course is the equivalent to the third semester of 100-200 level Spanish at a four-year university and/or you must have completed 4 years of high school Spanish.

Requisite(s): Must take LNG 162

LNG-261 SPANISH IV

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course is a continuation of the grammar review and cultural study offered in LNG 163 Spanish III and provides additional refinement of a student's speaking, listening, reading and writing skills. LNG 261 Spanish IV is equivalent to a second semester 200-level Spanish course at a four year institution.

Requisite(s): Must take LNG 163

Machine Tool (MACH)

MACH-105 MACHINE TOOL BASICS

0.17 credit hours, 0.27 contact hours (0.27 Lab Hours Per Week)

The manufacturing worker must effectively and efficiently use the Machinery's Handbook to reference technical information. This module will provide the student information necessary for the development of these skills and abilities as they apply to using the Machinery's Handbook. *.17 credit hours/.27 billed contact hours*

MACH-110 MACHINE TOOL SAFETY

0.17 credit hours, 0.27 contact hours (0.27 Lab Hours Per Week)

The manufacturing worker understands that safety is the most important concern, primarily in regards to proper dress, housekeeping, safe machine operation, managing chipps, and making machine adjustments. This module will provide the student with information necessary for the development of this knowledge as it applies to the machining industry. *.17 credits/.27 billed contact hours*

Fee: \$90.00

MACH-115 BLUEPRINT READING

1.16 credit hours, 1.87 contact hours (1.87 Lab Hours Per Week)

The manufacturing worker must effectively and efficiently interpret engineering drawings. This module will provide the student with information necessary to develop these skills and abilities as they apply to reading blueprints and understanding GD & T symbols and feature control frames on blueprints. *.1.16 credit hours/1.87 contact hours*

MACH-120 FUNDAMENTAL SKILLS**1.98 credit hours, 3.2 contact hours (3.20 Lab Hours Per Week)**

The manufacturing worker must effectively and efficiently perform fundamental machining technology skill operations. These modules will provide the student with information necessary for the development of these skills and abilities. *1.98 credit hours/3.2 billed contact hours*

MACH-125 PRECISION MEASUREMENT**2.75 credit hours, 4.33 contact hours (4.33 Lab Hours Per Week)**

The manufacturing worker must effectively and efficiently use measurement devices and apply precision measurement processes and practices. These modules will provide the student with information necessary for the development of these skills and abilities as they apply to using the various measurement devices. *2.75 credit hours/4.33 billed contact hours*

MACH-130 DRILL PRESS AND BAND SAW**2.51 credit hours, 4 contact hours (4 Lab Hours Per Week)**

Modules will provide the student with the information necessary for the development of these skills and abilities as they apply to determining proper speeds and feeds in operating the drill press and band saw. *2.51 credit hours/4 billed contact hours*

Fee: \$125.00

MACH-135 TURNING ON LATHE**4.61 credit hours, 7.33 contact hours (7.33 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of skills and abilities as they apply to the set-up, operation and maintenance of manual lathes to manufacture parts that meet specifications. *4.61 credit hours/7.33 billed contact hours*

Fee: \$70.00

MACH-140 ELECTRONIC DISCHARGE MACHINING**0.79 credit hours, 1.27 contact hours (1.27 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of skills and abilities as they apply to the principles of electronic discharge machining. *0.79 credit hours/1.27 billed contact hours*

Fee: \$70.00

MACH-145 VERTICAL/HORIZONTAL MILLING**5.84 credit hours, 9.33 contact hours (9.33 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of these skills and abilities as they apply to the set-up and operation of manual milling machines to manufacture parts that meet specifications. *5.84 credit hours/9.33 billed contact hours*

Fee: \$195.00

MACH-150 SURFACE GRINDING**2.75 credit hours, 4.4 contact hours (4.40 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of the skills and abilities necessary when using a surface grinder and associated fixtures to manufacture parts that meet specifications. *2.75 credit hours/4.4 billed contact hours*

Fee: \$105.00

MACH-155 CYLINDRICAL GRINDING**1.50 credit hours, 2.4 contact hours (2.40 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of the skills and abilities to effectively and efficiently set-up and operate cylindrical grinding machines to manufacture parts that meet specifications. *1.5 credit hours/2.4 billed contact hours*

Fee: \$70.00

MACH-160 TOOL AND CUTTER GRINDING**3 credit hours, 4.8 contact hours (4.80 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of skills and abilities to effectively and efficiently set-up and operate cutter grinding machines to sharpen and/or manufacture cutting tools that meet specifications. *3 credit hours/4.8 billed contact hours*

Fee: \$80.00

MACH-165 CNC PROGRAMMING AND MACHINING**6.25 credit hours, 10 contact hours (10 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of skills and abilities necessary to effectively and efficiently program, set-up and operate computer numerically controlled (CNC) machine tools to manufacture components that meet customer and print specifications. *6.25 credit hours/10 billed contact hours*

Fee: \$90.00

MACH-170 MACHINE TOOL PROJECTS**5.58 credit hours, 8.93 contact hours (8.93 Lab Hours Per Week)**

Modules will provide the student with information and hands-on training necessary to effectively and efficiently set-up and operate machines to produce precision gages, fixtures, tooling and other associated devices.

5.58 credit hours/8.93 billed contact hours

Fee: \$90.00

MACH-175 MASTERCAM**4.50 credit hours, 7.2 contact hours (7.20 Lab Hours Per Week)**

Modules will provide information necessary to effectively and efficiently work with CAD/CAM software. *4.5 credit hours/7.2 billed contact hours*

Fee: \$110.00

MACH-180 PLASMA CUTTER**1.84 credit hours, 2.93 contact hours (2.93 Lab Hours Per Week)**

Modules will provide students with the understanding and skills necessary as they relate to plasma and oxy-fuel metal cutting processes including CNC plasma oxy fuel cutting. CNC plasma machine components, CNC plasma controls and advanced CNC plasma. *1.84 credit hours/2.93 billed contact hours*

Fee: \$90.00

Mathematics (MATH)

MATH-081 QUANTITATIVE REASONING FUNDAMENTALS**3 credit hours**

This course provides extra support for students concurrently enrolled in MATH-101 through a review of mathematical topics needed to be successful in quantitative reasoning, and will offer students the opportunity to review, ask questions and receive additional help with the content of MATH-101.

Requisite(s): Students must take MATH 081 concurrently with MATH-101. Grade of 2.0 or better required.

Fee: \$25.00

MATH-084 BEGINNING ALGEBRA**4 credit hours**

This course provides extra support for students concurrently enrolled in MATH-104 by building algebraic skills through working with expressions and linear and quadratic equations. The course particularly emphasizes graphs and equations of lines, factoring techniques, methods of solving quadratic equations and linear and quadratic modeling.

Requisite(s): Students must take concurrently with MATH-104, Intermediate Algebra.

Fee: \$25.00

MATH-091 ALGEBRA FOR STATISTICS**4 credit hours**

This course provides extra support for students concurrently enrolled in MATH-201 by introducing fundamental algebraic concepts within an underlying framework of statistics and mathematical modeling based on real-world data. Major concepts and themes include: problem solving and experimental design; unit analysis and error in measurement; dimensional analysis and scientific notation; representing data and coordinate graphing; introduction to basic descriptive statistics and probability theorems; basic geometric principles (area, volume, perimeter); arithmetic operations on numbers, ratios, summations, and percents; solution of formulas; modeling relationships (linear regression); solving equations and inequalities; and function arithmetic and graphing.

Requisite(s): Students must complete MATH-201 concurrently.

Fee: \$25.00

MATH-101 QUANTITATIVE REASONING**4 credit hours**

This course develops student skills in analyzing, synthesizing and communicating quantitative information, cultivates algebraic reasoning and modeling skills through a quantitative literacy lens and emphasizes critical thinking and the use of multiple strategies in applied contexts. Topics include proportional and statistical reasoning, probability and evaluation of bias and validity.

Requisite(s): Students must take MATH-081 concurrently or complete MATH-081 with a 2.0 grade or better. Students may also place into MATH-101 with placement test scores.

Fee: \$25.00

MATH-104 INTERMEDIATE ALGEBRA**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is an extension of Introductory Algebra and prepares students for College Algebra, Finite Math, Statistics and Calculus. Topics include operations with polynomials and rational algebraic expressions, graphs, rational exponents and radicals, complex numbers, equations and inequalities of the first and second degree, exponential and logarithmic functions, systems of linear and second-degree equations and inequalities, and conic sections. This class may be taught in an open lab or traditional classroom environment.

Requisite(s): Placement into MATH-104 or take MATH 084 concurrently.

Fee: \$25.00

MATH-109 MATH FOR TECHNICIANS I**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is intended for technology students or business and industry employees who seek to acquire a basic knowledge of mathematics including arithmetic review, applied algebra and use of simple calculators.

MATH-117 FINITE MATHEMATICS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course provides the non-calculus mathematics background necessary for students in business, management and the life and social sciences. Emphasis throughout is to enhance students' understanding of the modeling process and how mathematics is used in real-world applications. Topics include set theory, systems of linear equations and inequalities, vectors and matrices, probability and statistics, random variables and distribution functions, and linear programming.

Requisite(s): must complete MATH 104 or MATH 151

Fee: \$25.00

MATH-119 MATH FOR TECHNICIANS II**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is intended for those students seeking an advanced knowledge of mathematics for work in their specific field. The areas of instruction include selected topics from geometry and trigonometry.

Requisite(s): Must complete MATH-109

MATH-151 COLLEGE ALGEBRA**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

Intended to prepare students for further science and business courses. A study of functions and their graphs, including linear, exponential, logarithmic, periodic, and power functions. Emphasis on applications, problem solving and using graphic, numeric and symbolic methods to solve equations. Regression is used to construct linear, exponential, power, and quadratic functions from data. Additional topics include exponents, radicals, complex numbers, conic sections, and systems of equations.

Requisite(s): Must complete MATH-104 or placement into MATH-151

Fee: \$25.00

MATH-161 CALCULUS I & ANALYTIC GEOMETRY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is designed to provide an introduction to calculus for students majoring in mathematics, engineering, and physical sciences, or the social sciences. Topics include limits, continuity, derivatives, differentials, areas, definite and indefinite integrals.

Requisite(s): Must complete MATH-151 or placement into MATH-161

MATH-162 CALCULUS II & ANALYTIC GEOM**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is designed to follow NSM 161 Calculus I, providing mathematics and science majors with further background in analytic geometry and in differential and integral calculus. Topics include applications of the definite integral (e.g. volumes, arc length, areas and moments), hyperbolic functions, integration techniques, infinite sequences and series, parametric equations and polar coordinates.

Requisite(s): Must complete MATH-161

MATH-201 INTRO TO STATISTICS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

An introductory course in statistics to include: probability, descriptive statistics, probability distributions and hypothesis testing.

Requisite(s): Must place into MATH 201 or take MATH 091 concurrently.

MATH-990 INDEPENDENT STUDY IN MATH**2 credit hours**

The course will cover selected topics from a wide range of mathematical areas. The emphasis will be on exploring new mathematics and developing mathematical research ideas and methods. Topics will vary and students may repeat this course for credit. Prerequisite: Permission of instructor/professor

Fee: \$135.00

Music (MUS)

MUS-150 MUSIC APPRECIATION**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

A survey course to give the student a broad interpretation of our music heritage. Content will include Western Art Music, Jazz, Non-Western Music and the American Musical Theatre. The elements of music will be utilized to analyze each of these musical styles.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Nursing (NUR)

NUR-101 FUND OF NURSING

7 credit hours, 15 contact hours (4 Lecture/5 Lab/6 Clinical Hours Per Week)

This course is designed to develop beginning knowledge of skills related to the holistic health needs of the client. It provides beginning nursing students with the foundation upon which other courses build and expand. Assessment via the nursing process, problem identification and communication skills necessary for therapeutic client care are emphasized. Caring and sensitivity to the client's unique cultural, ethnic, and age-related needs are incorporated throughout. A short period of directed learning activities in the College laboratory takes place before students care for selected clients in long-term health care facilities. Clients are assigned and their care supervised by professors/instructors from the College. Provision is made for post-conferences during which selected topics/ procedures are presented and students share their learning experiences. *Clinicals run 11 weeks of the semester* *13 billed contact hours*

Requisite(s): Acceptance into the Nursing Program. Students must take NUR-109 concurrently

Fee: \$150.00

NUR-109 PHARMACOLOGY I

1 credit hour, 1 contact hour (1 Lecture Hour Per Week)

This course is designed to provide a systematic method for calculations of medications, and to provide practice in solving drug, solution and dosage problems. A beginning survey of the sources of drugs, legal aspects regarding drug prescriptions, the effects of drug therapy, modes of administration and the use of references in the acquisition of information about drugs.

Requisite(s): Acceptance into the Nursing Program Students must take NUR 101 concurrently

Fee: \$90.00

NUR-111 MEDICAL-SURGICAL NURSING I

8 credit hours, 17 contact hours (5 Lecture/3 Lab/9 Clinical Hours Per Week)

This course is an introduction to the theory and practice of providing nursing care for adult clients having common health care needs. Objectives are met through classroom theory and activities, a short period of directed learning activities in the nursing skills laboratory, and assignments in clinical agencies. The nursing process is emphasized in classroom theory and in the practical application of client care. A caring attitude and sensitivity to the client's unique cultural, ethnic, and age-related needs are considered. Clinical experience in health care agencies is provided. Clients are assigned and their care supervised by professors/instructors from the College. Provision is made for post-conferences which reinforce the learning process. *6 credit hours/15 billed contact hours*

Requisite(s): Students must complete NUR 101 and NUR 109 with a minimum grade of 2.5 as pre-requisites Students must take NUR 119 concurrently

Fee: \$180.00

NUR-119 PHARMACOLOGY II

2 credit hours, 2 contact hours (2 Lecture Hours Per Week)

This course is a structured systematic approach to the study of drug therapy as it relates to the management of disorders included in NUR 111 Medical-Surgical Nursing for Adults I which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.

Requisite(s): Must complete NUR 101 and 109 with a minimum grade of 2.5 as pre-requisites Students must take NUR-111 concurrently

Fee: \$100.00

NUR-204 NURSING ROLE TRANSITION

2 credit hours, 5 contact hours (2 Lecture/3 Lab Hours Per Week)

This course supports the student through role transition to the registered nurse level of practice. Opportunities to learn and practice advanced nursing skills will be provided. *2 credit hours/5 billed contact hours*

Requisite(s): Must transfer in an LPN certificate from another institution

Fee: \$225.00

NUR-211 MEDICAL-SURGICAL NURSING II

6 credit hours, 16 contact hours (4 Lecture/3 Lab/9 Clinical Hours Per Week)

This course is designed to provide advanced integration of the pathophysiology of complex acute conditions that affect adults. This course introduces the theory and practice of providing nursing care for adult clients having acute health care needs. The nursing process is emphasized in relation to the care of adults with high-risk health problems or combination of multiple health problems which indicate complexity. A caring attitude and sensitivity to the client's unique cultural, ethnic, and age-related needs are considered. Clinical experience in health care agencies is provided; clients are assigned and their care supervised by instructors from the College. Provision is made for post conferences during which selected topics/procedures are presented and students share their learning experiences. Student learning outcomes will be met through classroom theory, directed learning activities and assignments in clinical agencies. *9 billed contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR NUR-204 (minimum grade of 2.5) and transfer in an LPN certificate from a previous institution Students must take NUR-218 and NUR-219 concurrently

Fee: \$180.00

NUR-218 MENTAL HEALTH NURSING

4 credit hours, 12 contact hours (3 Lecture/9 Clinical Hours Per Week)

The focus of this course is to provide students with knowledge and skills related to the individual with emotional and/or mental health needs.

The course will help the student identify aberrations in personality and behavior as well as techniques or methods available in the community to restore mental health. The clinic experience will utilize available community resources and support the student to develop therapeutic communication and interaction techniques. *7 billed contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR complete NUR-204 (Minimum grade of 2.5) and transfer in an LPN certificate from a previous institution Students must complete NUR-211 and NUR-219 concurrently.

Fee: \$110.00

NUR-219 PHARMACOLOGY III**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course is a structured systematic approach to the study of drug therapy as it relates to the management of disorders included in NUR 112 Medical-Surgical Nursing of Adults II which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204 (Minimum grade 2.5) and transfer in an LPN certificate from a previous institution Students must complete NUR-211 and NUR-218 concurrently

Fee: \$120.00

NUR-221 MEDICAL/SURGICAL NURSING III**5 credit hours, 13 contact hours (4 Lecture/9 Clinical Hours Per Week)**

This course is designed to provide advanced integration of the pathophysiology of complex acute conditions that affect adults. This course introduces the theory and practice of providing nursing care for adult clients having acute health care needs. The nursing process is emphasized in relation to the care of adults with high-risk health problems or combination of multiple health problems which indicate complexity. A caring attitude and sensitivity to the client's unique cultural, ethnic, and age-related needs are considered. Clinical experience in health care agencies is provided; clients are assigned and their care supervised by instructors from the College. Provision is made for post conferences during which selected topics/procedures are presented and students share their learning experiences. Student learning outcomes will be met through classroom theory, directed learning activities and assignments in clinical agencies. *8 billed contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Students must complete NUR-224 and NUR 230 concurrently

Fee: \$180.00

NUR-224 FAMILY NURSING**6 credit hours, 14 contact hours (5 Lecture/9 Clinical Hours Per Week)**

The nursing process is used as the foundation for providing care along a continuum beginning with pregnancy and progressing through childbirth, postpartum care, care of the child from newborn up to and including adolescence. Content identifies emotional needs of the family and individual members, complications of the maternity cycle and seriousness of health problems affecting children. Student learning outcomes are met through classroom theory, activities, assignments, as well as directed learning activities in the nursing skills laboratory using simulation and assignments in the clinical agencies. *9 billed contact hours*

Requisite(s): Students must successfully complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Students must complete NUR-221 and NUR-230 concurrently

Fee: \$150.00

NUR-230 PROFESSIONAL ISSUES IN NURSING**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

Professional Issues in Nursing is intended to expand on the integration of the student into the role of a professional nurse. Current trends and issues in nursing are presented with a brief historical perspective. Scope of Practice, Code of Ethics and Legal issues are presented and discussed as they apply to current nursing and healthcare issues. Licensure, professional organization membership, employability skills, levels of educational preparation for nursing and an emphasis for lifelong learning complete the preparation for the professional role.

Requisite(s): Students must successfully complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218, NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Student must successfully complete NUR-221 and NUR-224 concurrently with NUR-230.

Fee: \$50.00

Philosophy (PHIL)

PHIL-210 ETHICS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

A study of ethical terminology, standards of ethical and moral decisions and types of ethical and ethical value systems. Issues such as right and wrong responsibility, accountability and whistleblowing are addressed. A case study approach is utilized to emphasizing practical decision making in terms of personal, professional and social morality.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

PHIL-230 INTRO TO PHILOSOPHY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

An introduction to the study of philosophy emphasizing the examination of issues that have been the focus of thinkers of various cultures and civilizations. This course will challenge students to foster a greater understanding, tolerance and appreciation for diversity of alternative views and approaches to philosophical thought.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Physical Education (PHED)

PHED-100 FITNESS/WELLNESS LAB 1**1 credit hour, 2 contact hours (2 Lab Hours Per Week)**

This course is designed for individuals interested in improving total fitness through our super circuit program. This is for students who have little or no workout experience. A qualified instructor will develop a specific program for the student with special health concerns. Will include an individual fitness assessment. Following the scheduled orientation session, students will be allowed to meet course requirements through an open schedule. *1 credit hours/2 billed contact hours*

Fee: \$25.00

PHED-104 FITNESS/WELLNESS LAB 2**1 credit hour, 2 contact hours (2 Lab Hours Per Week)**

Designed for individuals with previous experience and knowledge of an exercise program. This course will include an individual fitness evaluation, analysis of results, and a program using various weight training and aerobic equipment. Following the scheduled orientation session, students will meet course requirements through an open schedule. *1 credit hours/2 billed contact hours*

Requisite(s): Must Complete PHED-100 or PHED-106

Fee: \$25.00

PHED-105 FITNESS/WELLNESS LAB 3**1 credit hour, 2 contact hours (2 Lab Hours Per Week)**

An extension of PHED 104 Fitness/Wellness Lab, but with a greater involvement to maintain/improve physical fitness. Will include an individual fitness evaluation and analysis of results. *1 credit hours/2 billed contact hours*

Requisite(s): Must Complete PHED-104

Fee: \$25.00

PHED-106 WELLNESS & LIFESTYLE**2 credit hours, 3 contact hours (1 Lecture/2 Lab Hours Per Week)**

A course designed to teach the appreciation of the skills necessary to obtain fitness for a lifetime. It will take you from your current level of fitness toward increased cardiovascular endurance, proper weight control, increased strength and flexibility. Wellness and Lifestyle encourages optimal development of the six dimensions of wellness: Physical, intellectual, emotional, social, spiritual and occupational. *2 credit hours/3 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Fee: \$25.00

PHED-107 FITNESS/WELLNESS LAB 4**1 credit hour, 2 contact hours (2 Lab Hours Per Week)**

Similar to PHED 105 Fitness/Wellness Lab, but individuals will write and engage in their own personalized fitness program. Will include an individual evaluation and analysis of results. *1 credit hours/2 billed contact hours*

Requisite(s): Must Complete PHED-105

Fee: \$25.00

PHED-119 AEROBICS I**1 credit hour, 1 contact hour (1 Lecture Hour Per Week)**

Instruction will cover the fundamentals of aerobics. This class is designed to assist the student in implementing the fundamentals of aerobic activity in to their lifestyle. Prerequisite: None

PHED-120 AEROBICS II**1 credit hour, 1 contact hour (1 Lecture Hour Per Week)**

Instruction will cover the fundamentals of aerobics. This class is designed to assist the student in implementing the fundamentals of aerobic activity in to their lifestyle. Prerequisite: None

PHED-145 PHYSICAL EDUCATION FOR LAW ENFORCEMENT**2 credit hours, 3 contact hours (1 Lecture/2 Lab Hours Per Week)**

This course is intended to prepare students for the physical rigors of the Police Academy and physical challenges of a career in criminal justice. It includes an introduction to and practice of the techniques of physical fitness necessary in law enforcement. Students will participate in stretching to increase flexibility, running to improve cardiovascular fitness, various calisthenics and weight training to increase upper and lower body strength as well as a variety of mental emotional health concepts in which to strengthen the mind body spirit connection. Overall health to include mental emotional health, diet, exercise and life span fitness are examined. The class is designed primarily to prepare students for the mandatory Michigan Commission on Law Enforcement (MCOLES) Fitness Agility Test in order to successfully be accepted into the police academy. However, all students are eligible for this course. This class will be offered winter semester. *2 credit hours/3 billed contact hours*

PHED-212 COACHING PRINCIPLES**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

A course designed to cover the fundamental techniques of coaching major sports. Coaching principles of conditioning, drills, team organization and game strategy will be stressed.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Physics (PHYS)

PHYS-144 ASTRONOMY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

Introductory laboratory based astronomy course for those who desire an exploratory experience covering a wide range of astronomical topics. The course coverage will include: our solar system, stars, constellations, galaxies and theories of the universe. The theory and use of astronomical telescopes will be a prominent part of the course. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Fee: \$20.00

PHYS-251 PHYSICS I**5 credit hours, 7 contact hours (4 Lecture/3 Lab Hours Per Week)**

This is the first semester of calculus-based physics that covers the laws of motion, work and energy. *5 credit hours/7 contact hours*

Requisite(s): Must Complete MATH-161

Fee: \$50.00

PHYS-253 PHYSICS II**4 credit hours, 7 contact hours (4 Lecture/3 Lab Hours Per Week)**

A continuation of PHYS-251 Physics I. Included are topics in heat, electricity, magnetism, light and elements of modern physics. *5 credit hours/7 billed contact hours*

Requisite(s): Must complete PHYS-251

Fee: \$50.00

PHYS-275 PHYSICAL SCIENCE RESEARCH PROJECT**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

The Physical Science Research Project is a capstone experience in the Physical Sciences for the student seeking an Associate of Science Degree. In this course the student will pose a question or problem in physical science, design and conduct an experiment or investigation, report the results of their experiment or investigation to an appropriate student-level publication or present their results at a student-level science conference. The course will allow the student to bring together their college course experiences in science, mathematics and communications while pursuing advanced work in an area of their own interest. A departmental exam covering skills learned in the science core will be administered at the end of this course.

Requisite(s): Permission of instructor/professor

Fee: \$135.00

Political Science (PSI)

PSI-110 AMERICAN GOV'T & POLITICAL SCI

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course familiarizes students with various important aspects of American Government and the general study of political science. The prominent topics covered include identifying the ideological origins and functional components of the U.S. Constitution; investigating first amendment and civil rights and their extension to historically "non-mainstream" groups; reviewing significant political ideologies; analyzing public opinion polling, voting behavior and special interest group activities; defining public and foreign policy formation, and the role of political leadership. Critical thinking skills will be developed through applying course material to consideration of practical political situations. *Requisite(s):* Placement beyond or satisfactory completion of ENG-063 and ENG-073

PSI-111 STATE & LOCAL GOVERNMENT

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

A study of structure and functions of states, municipalities, and other units of local government.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Psychology (PSY)

PSY-101 PSYCHOLOGY

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

A scientific study of behavior is examined which leads to a greater understanding of human behavior, insight into mental processes and a better comprehension of the inconsistencies between human feelings and actions. Topics include learning, memory, the nervous system, perception, motivation, social interaction, attitudes, intelligence and abnormal behavior.

Requisite(s): Must complete ENG-121 or take concurrently

PSY-201 PSYCHOLOGY & PERSONALITY

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course is designed to give us a better understanding of ourselves and others and help us to develop our resources for effective living in today's world. Topics include an inquiry into man's basic nature and potentialities, his intellectual, emotional and social development, how he perceives himself in relation to his environment and is motivated to act, the kinds of problems he faces and how he goes about trying to solve them and the nature of individual and group relationships. Prerequisite: COM 121 or concurrently enrolled in COM 121

Requisite(s): Must Complete ENG-121 or take concurrently

PSY-210 HUMAN GROWTH & DEVELOPMENT

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course is a life span study of the influences and processes in the physical, social, emotional and mental growth and development of individuals.

Requisite(s): Must complete PSY-101 Must complete ENG 121 or take concurrently

PSY-220 ABNORMAL PSYCHOLOGY

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course places primary emphasis on clinically significant behavioral and psychological patterns associated with distress and impairment. Symptoms, suspected causes and treatment will be examined.

Requisite(s): Must complete PSY-101 Must complete ENG-121 or take concurrently

PSY-250 HUMAN SEXUALITY

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course is an introduction to the biological, psychological and social aspects of human sexuality. Topics to be covered include sexual values, sexual development, male and female anatomy and physiology, the sexual responses cycle, sexual health and diseases, pregnancy, contraception, abortion issues, sexual gender orientation issues, intimate relationships, sexual dysfunction, and sexual abuse.

Requisite(s): Must complete ENG-121 or take concurrently

PSY-260 SOCIAL PSYCHOLOGY

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course is designed to give a better understanding of ourselves and others and help us to develop our resources for effective living in today's world. Topics include an inquiry into man's basic nature and potentialities, his intellectual, emotional and social development, how he perceives himself in relation to his environment and is motivated to act, the kinds of problems he faces and how he goes about trying to solve them and the nature of individual and group relationships.

Requisite(s): Must complete ENG-121 or take concurrently

Religion (REL)

REL-231 COMPARATIVE RELIGION

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

A study of the major world religions--Hinduism, Buddhism, Judaism, Christianity, and Islam--their history, beliefs, festivals and practices as well as their place in the contemporary world. The nature of religion and its place in the human experience will also be considered.

Requisite(s): Must complete ENG-121

REL-232 OLD TESTAMENT

4 credit hours

An introductory study of the Old Testament, focusing attention on the authorship, date and contents of the Old Testament. Attention will be given to recent historical and archaeological discoveries as they relate to Biblical writings.

Requisite(s): Must complete ENG-121

REL-233 NEW TESTAMENT

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

A survey of the New Testament. Consideration will be given to the data and authorship; the historical, political and cultural background of the New Testament; and the bearing of archaeological discoveries on New Testament studies. The Apostolic Fathers and other post-New Testament literature will be reviewed.

Requisite(s): Must complete ENG-121

Social Work (SWK)

SWK-150 INTRO TO SOCIAL WORK

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course introduces students to the social work profession; its code of ethics, value base, and commitment to social justice which include its history, practice settings, professional roles, agencies, political implications, and values related to social work careers. Students will be introduced to concepts fundamental to understanding the helping professions' efforts on behalf of vulnerable populations including the delivery of social work services to minority and majority groups in the public and private sectors. this course includes field experience as part of the course requirements.

Requisite(s): ENG-072 ENG-063

Sociology (SOC)

SOC-120 PRIN OF SOCIOLOGY

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course provides a broad introduction to the field of sociology with an emphasis on the fundamental concepts of sociological study. Sociological perspectives will be emphasized to allow for critical analysis of research and theories pertaining to culture, society, the social construction of self, social control, social change, inequalities in society and social institutions.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

SOC-121 MODERN SOCIAL PROBLEMS

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

A contemporary survey of some of American society's major social problems. Included in the study are problems involving crime, population, family life, social class, minority groups, urban life, and mass communications. A sociological frame of reference will be used in considering the origins of, the development of, and attempts to control social problems. This is a continuation of SSS 120 Principles of Sociology, but may be taken separately.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

SOC-220 MARRIAGE & FAMILY LIVING

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course is an introduction to marriage and family life with an emphasis on family structure and interpersonal relationships in a rapidly changing world. Sociological perspectives and theories will be used to critically analyze family organization, composition, values, diversity and current trends in family living.

Requisite(s): Placement beyond or satisfactory completion of ENG-063 and ENG-073

Technology (TECH)

TECH-271 INTERNSHIP I-TECHNOLOGY

3 credit hours, 3 contact hours (3 Field Experience Hours Per Week)

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It is intended to provide the student with a practical, experiential learning situation in a supervised professional work environment. Internships vary in length but are normally for one semester after 75% of coursework is completed. Required are 135 hours of on-the-job experience plus participation in a supplementary blackboard seminar. Some programs of study require an internship placement and others recommend it as an elective. Students usually arrange for their own internships. Contact the counseling office for more information. Prerequisite: 75% of coursework completed in the student's major and a GPA of 2.5 or better. Students wishing to start an internship need to apply. Note: Automotive students are expected to have their own tools.

Welding (WELD)

WELD-105 BASICS OF WELDING

0.50 credit hours, 0.67 contact hours (0.67 Lab Hours Per Week)

Course will review welding shop safety rules, American Welding Society specifications for the welding joint numbering system and how to properly use a square and tape measure in accordance with industrial standards. *.5 credit hours/0.67 billed contact hours*

WELD-110 OXYACETLENE WELDING

2 credit hours, 2.47 contact hours (2.47 Lab Hours Per Week)

Modules will provide students with a basic knowledge of the oxyfuel welding process including how to properly set up an oxyfuel welding station, establish a welding puddle with and without filler rod and production of basic welds in the flat position using the oxy-fuel gas welding process in accordance with the American Welding Society standards. *2 credit hours/2.47 billed contact hours*

Fee: \$50.00

WELD-115 CUTTING PROCESSES

1 credit hour, 1.27 contact hours (1.27 Lab Hours Per Week)

Modules will review oxy-fuel cutting process and fundamental skills necessary in production and non-production settings. Students will also further develop oxy-fuel cutting techniques to cut materials and review the plasma cutting process to be used in production and non-production settings. *1 credit hour/1.27 billed contact hours*

Fee: \$50.00

WELD-120 BRAZING AND SOLDERING

1 credit hour, 1.47 contact hours (1.47 Lab Hours Per Week)

Modules will include knowledge and skills necessary to set up brazing and soldering station, perform basic brazing techniques, perform a braze weld on 1/4" plate, identify and silver-braze copper to stainless steel, and solder copper fittings using 95-5 solder all as defined by the American Welding Society. *1 credit hour/1.47 billed contact hours*

Fee: \$50.00

WELD-125 SHIELDED METAL ARC WELDING

4 credit hours, 6.4 contact hours (6.40 Lab Hours Per Week)

Modules will include a basic understanding of the history and fundamentals of the shielded metal arc welding process, the electrode numbering system as established by the American Welding Society, as well as striking the arc and running stringer beads E6010 and E7018 electrodes. Materials will also overview the characteristics that allow operators to produce quality welds in order to meet the American Welding Society standards. *4 credit hours/6.4 billed contact hours*

Fee: \$75.00

WELD-130 ADVANCED ARC WELDING

6 credit hours, 9.2 contact hours (9.20 Lab Hours Per Week)

Modules include knowledge and skills for student to effectively complete various advanced arc welding functions including the vertical, horizontal and overhead tee joints and butt joints to meet the specific standards as determined by the American Welding Society. *6 credit hours/9.2 contact hours*

Fee: \$125.00

WELD-135 WELDING METALLURGY

1.50 credit hours, 2 contact hours (2 Lab Hours Per Week)

Modules contain an introduction to metallurgy, including blue-print reading, the differences between non-ferrous and ferrous metals, the numbering systems associated with metals, repairing cast iron, repairing stainless steel and the weld testing procedures as determined by the American Welding Society. *1.5 credit hours/2 billed contact hours*

Fee: \$50.00

WELD-140 GAS METAL ARC WELDING

3 credit hours, 4.47 contact hours (4.47 Lab Hours Per Week)

Modules contain information necessary to acquire the knowledge and skills students need to effectively perform gas metal arc welding in accordance with standards set by the American Welding Society. Modules will explain the GMAW, arc run beads, all positions of weld joints and GMAW of aluminum. *3 credit hours/4.47 billed contact hours*

Fee: \$90.00

WELD-145 GAS TUNGSTEN ARC WELDING**5 credit hours, 8 contact hours (8 Lab Hours Per Week)**

Modules will consist of teaching the basics of the gas tungsten arc welding process including the TIG process and equipment maintenance, welding aluminum in the flat position (GTAW), and the knowledge and skills necessary to run beads in three positions when welding the four basic joints: but, tee, lap and corner. *5 credit hours/8 billed contact hours*

Fee: \$100.00

WELD-150 PIPE WELDING**4 credit hours, 7 contact hours (7 Lab Hours Per Week)**

Modules in this course contain knowledge and practice to equip students to accurately identify all aspects of pipe welding techniques and applications. Students will develop the skills to produce various quality pipe welds in accordance with the American Welding Society. *4 credit hours/7 billed contact hours*

Fee: \$90.00

WELD-155 SPECIAL APPLICATIONS**2 credit hours, 2.67 contact hours (2.67 Lab Hours Per Week)**

Modules will provide a comprehensive knowledge of special welding applications including fabricating a project, cast iron repair, hardsurfacing, and tool and die welding. *2 credit hours/2.67 billed contact hours*

Fee: \$60.00

WELD-190 APPLIED WELDING FOR SKILLED TRADES**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course provides basic welding skills for students in the skilled trades programs (such as Automotive and Agricultural Equipment Technology). American Welding Society specifications and proper selection and use of welding processes for specific trade applications are covered.

Fee: \$50.00

EARNING YOUR DEGREE

At Glen Oaks, our primary concern is your success! And we spell success over 1,300 ways – one definition for each of you!

Academic success is the result of hard work, but it's also a product of knowing where to go to get the right information, which regulations have to be met, which requirements will help you meet your goals, and what kind of help is available to you along the way.

Glen Oaks prides itself on the fact that thousands of its graduates have successfully transferred to colleges and universities and gone on to make significant contributions in their chosen career fields. Smooth transfer of credits from Glen Oaks is assured if you fulfill the requirements for the transfer associate degrees.

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- Advanced Standing (p. 139)
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- Placement Evaluation (<https://catalog.glenoaks.edu/earning-your-degree/placement-evaluation/>)
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Academic Advising

Policy 3.03

Academic Advisors are available to help students clarify their educational goals and to identify what courses they need to take to meet certificate or degree requirements. During registration periods, academic advisors are available on a walk-in basis; no appointment is necessary. During non-registration periods, students should make an appointment for academic advisement by calling the Student Services Office.

Assigned Advisors

- All students enrolling in Glen Oaks Community College for the first time will be assigned an advisor at orientation with whom they will meet with thereafter.
- The requirement to see your assigned advisor is suspended during high traffic times, including the first week of registration, the two weeks before classes start, the first week of class, and any time the student's assigned advisor is not available to see them. During these times, students may see whomever they wish.

Academic advising is required of all students prior to start of each semester.

Curriculum guides for degrees and certificates are available on the Glen Oaks homepage and in the Student Services Office. Students are encouraged to use the Curriculum Guides to monitor their own progress and to identify courses they have yet to take.

July 1992, revised 9/14/05, 8/13/14.

Academic Standing

POLICY 3.04

The Glen Oaks Community College Academic Standing Policy is intended to assist Glen Oaks Community College students to succeed in their studies, to assure that they are realistically able to meet the minimum 2.0 grade point average required for graduation, and to maintain the academic integrity of Glen Oaks Community College.

Academic Good Standing

Students with a calculated cumulative GPA of 2.0 or above will be considered in Good Standing at the College. Special programs, such as Nursing, may require different qualifications for good academic standing in the program.

Academic Caution

Students with 1-20 attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Caution and sent a letter strongly encouraging them to meet with an Academic Advisor to address the situation.

Academic Intervention

Students with 21-40 attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Intervention. Students on Academic Intervention will only be allowed to enroll in three courses (no more than 9 credit hours) unless they meet with an Academic Advisor and develop an Academic Success Plan. Academic Success Plans must be created no later than two weeks prior to the semester in which the students wish to enroll.

Academic Restriction

Students with 41 or more attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Restriction. Students on Academic Restriction will only be allowed to enroll in two courses (no more than 6 credit hours) unless they meet with an Academic Advisor and develop an Academic Success Plan. Success plans must be created no later than two weeks prior to the semester in which the students wish to enroll. Students on Academic Restriction who do not meet with an Academic Advisor and develop an Academic Success Plan and/or whose term grade point average is below a 2.0 will be moved to Academic Suspension.

Academic Suspension

Students on Academic Suspension will be sent a certified letter notifying them of their academic standing and of the requirement to sit out a minimum of one semester before being allowed to enroll in any future courses at Glen Oaks. Prior to enrolling in future courses, students on Academic Suspension must meet with an

Academic Advisor to discuss steps they will take to be academically successful. Students who return after sitting out a semester will only be allowed to enroll in two courses (no more than 6 credit hours) per semester.

Academic Standing Appeal Process

Academic Suspension may be appealed to the Vice-President of Academics who will form a committee to determine if the appeal will be granted. A granted appeal only means an exception is made to the requirement that the student sit out one semester. All appeals must be made in writing no later than 30 days from the date of the suspension letter and shall be processed no more than 30 days from receipt of the appeal. Appeal forms are available from Academic Advisors and must be completed by both the student and the Academic Advisor. Late appeals (appeals submitted in writing more than 30 days from the date of the suspension letter) shall not be granted for the following semester. Late appeals will be considered only after the student has sat out at least one semester. No more than two appeals per student will be considered.

Returning to Glen Oaks Community College after Suspension or a Granted Appeal

Students who return to Glen Oaks Community College after sitting out a minimum of one semester on Academic Suspension, or students who successfully appeal their Academic Suspension, will be limited to a maximum of six credits hours during the semester in which they return. Students who do not maintain at least a 2.0 calculated grade point average during the semester in which they either return from suspension, or are granted an appeal to the suspension, will remain in the Suspension category. (Board Policy 3.04)

Accreditation

Glen Oaks Community College received approval from the State of Michigan in 1965 to offer collegiate-level courses. Full accreditation status was conferred upon Glen Oaks by the North Central Association of Colleges and Secondary Schools (NCA) in April 1975. Its accreditation has been renewed by the Higher Learning Commission of the NCA without interruption since that time. The record of its accreditation status can be found on the website of the Higher Learning Commission (<https://www.hlcommission.org/>).

Advanced Placement

POLICY 3.06

Advanced Placement. Students who earn a score of 3.0 or above on the Advanced Placement examinations offered by The College Board, will receive credit for a corresponding course in the GOCC curriculum.

Advanced placement is treated as transfer credit, with no additional charge to the student. Credits earned through Advanced Placement may be applied as required or elective credits, depending on the student's academic program. Up to 47 credits may be earned and applied toward an Associate Degree using Advanced Placement. The transferability of Advanced Placement credits at another college or university is determined by the policies of the receiving institution.

Advanced Standing

Enrollment in a program of studies with advanced standing permits the student to select advanced courses only and does not grant college credit for those basic courses which may be by-passed. In all cases, the degree requirements regarding total credit hours remain as stated in the catalog. All requests for advanced standing should be made to the Vice-President of Academics prior to the period of enrollment in the advanced class.

Criteria for eligibility for advanced standing are:

1. Extensive training or experience in industry or business in a particular field. A portfolio of work experience will be evaluated upon request.
2. Completion of a specialized high school program in the specific area for which advanced standing is requested.
3. Completion of an approved training course or program in a branch of the military service, which is the same or equivalent to a basic course offered at Glen Oaks Community College.

The Vice-President of Academics Learning may require examples of work and/or a proficiency test in the subject matter area that advanced standing is requested. In all cases, the Vice-President of Academics will advise the Registrar of his/her decision and copies of the request and decision will be placed in the student's personal file. (Board Policy 3.07)

Certificates and Degrees

POLICY 3.31

Glen Oaks Community College is authorized by the State of Michigan and the U.S. Department of Education to offer the following academic credentials:

Associate Degrees

An Associate Degree is an undergraduate degree certifying the successful completion of 60-65 credit hours in a defined program of study. Each Associate Degree program contains a set of required courses and a smaller set of elective courses. The Associate of Arts degree requirements are focused on the Arts, Humanities, and Social Sciences. The Associate of Science degree requirements are focused on laboratory and non-laboratory science courses. The Associate of Applied Science degree focuses on a specific set of courses that promote skill development for a chosen career path.

Requirements for graduation with an Associates Degree are:

1. A cumulative grade point average of at least 2.0 (C); a higher grade point average may be required in certain programs.
2. A minimum of 60 credits for an associate degree in the required areas.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Certificates

Certificates are earned through the completion of 18-32 credit hours in a focused area of study. Many GOCC Certificates are embedded within degree programs. Thus, a student can ladder certificate credentials toward a full degree.

Requirements for graduation with a Certificate are:

1. A cumulative grade point average of at least 2.0.
2. Satisfaction of the credit requirements of the certificate.
3. A minimum of 18 credits must be earned at Glen Oaks Community College. The requirements for each certificate and degree program are provided in the Catalog Program section (p. 18).

Any substitution of certificate/degree requirements must be approved by the Vice President of Academics.

College Level Examination Program (CLEP)

POLICY 3.09

The College Level Examination Program (CLEP) is a service of the College Entrance Examination Board. The CLEP test affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman-sophomore college level. The test battery includes several general study areas and numerous specific subject matter fields. Students do not have to pay tuition for the credits granted. At Glen Oaks Community College, a maximum of forty-seven (47) semester hours of credit may be applied toward an associate degree through the CLEP program. Transfer of CLEP credits is dependent on the policy in effect at the transferring college or university. Evaluation of credits will be based on CLEP recommendations, transfer college, and appropriate to degree.

Contact and Credit Hours

Each Credit Hour at GOCC represents a minimum of 825 minutes of instruction and carries with it the expectation that the student will engage in 2-3 hours of additional study, exploration, or reflection outside of class. Most courses are 3-credit or 4-credit experiences. Some classes such as labs or clinical courses -- require more than the 55-minute credit hour. The college uses the term Contact Hour to reflect the actual instructional time for that course. Tuition and fees are based on the number of Contact Hours for each course.

Course Information

Courses are the building blocks of certificates and degrees. The description of each course can be found [insert link to Catalog course descriptions]. Each course has a defined set of learning outcomes that are a subset of the College's Institutional Learning Outcomes [hyperlink to ILO page].

Courses are organized according to their academic discipline. An academic discipline is a subset of knowledge grouped around common concepts. College students are encouraged, and in some cases required, to have a basic understanding of the concepts related to five major disciplines

- English and Communication;
- Mathematics
- The Humanities - the study of language, art, and culture
- The Natural Sciences - the study of natural phenomenon based on empirical evidence

- The Social Sciences - the study of societies and the relationships among people within and between them

Courses are also organized according to their level of complexity. For this reason, a student may be required to take courses in a particular sequence. For example, an introductory course may be required prior to an intermediate level course; or a mathematics course may be required prior to a complex science course. Such required courses are called prerequisites. Prerequisites are designated in the description of each course [provide hyperlink] and on the course schedule.

Course Attendance

POLICY 3.21

Regular attendance is encouraged in each course for which a student is enrolled. Attendance is reported by instructors at the beginning of each course so that the College can verify the student's eligibility for financial aid. If a student is absent for 15% or more of the total hours of a class, the faculty member may drop them from the course. Specific requirements for attendance in each course vary and are included in the syllabus for each course.

Course Audits

POLICY 3.26

A student who desires to attend classes regularly but does not desire to take final examinations or receive grades or credit may register as an auditor. A student electing this option must register as an auditor at the time of registration and pay all tuition and fees. A record will be kept of the courses audited. A grade of "V" will appear on the student's grade reports and permanent records.

Credit for audited courses cannot be established at a later date. Students once registered in a course for credit cannot change to audit, nor can a student registered for audit change to credit after the end of the first 10% of the academic period.

Credit for courses previously audited may be earned by registering for credit and completing the course with a satisfactory grade.

Course Categories

Courses within academic programs generally fall into one of three categories:

- **General Education**

The General Education program at GOCC includes courses in Communications and English, the Humanities, Mathematics, the Natural Sciences and the Social Sciences. Courses from these General Education offerings are required for each of the College's degree offerings. The courses designated for the College's General Education program also satisfy the Michigan Transfer Agreement (<https://www.mitransfer.org/michigan-transfer-agreement/>). Through its general Education course offerings students gain the broad knowledge and skills to be life-long learners, succeeding in their careers and their communities. General Education courses are structured to foster critical thinking, the competent use of information, effective communication, and the recognition of diverse perspectives.

- **Program Requirements**

Each degree or certificate program at GOCC includes a set of required courses specific to that academic focus or career preparation.

- **Elective Courses**

In addition to fulfilling the General Education and Program Requirements for degrees or certificates, students may elect to enroll in courses of interest. A certain number of elective courses may be applied to each degree program. Students are encouraged to talk with faculty members in the discipline and/or to their academic advisor to identify the most relevant courses.

Course Evaluations

Approximately three weeks prior to the end of each semester, students are asked to provide feedback regarding their experience in each course.

These course evaluations are used to monitor course effectiveness and identify areas for improvement. The course evaluations are anonymous and handled by an external agency. Access to the aggregated results is provided to faculty 10 days after grades for the semester have been submitted.

Course Examinations

Examinations, both midterm and final, are considered part of the total requirements for the course as specified in the course syllabus. Additional examinations or final papers may be given by instructors at their discretion. The last week of each semester is considered a part of the semester and, at the instructor's discretion, may be used for final examinations.

Courses - Independent Investigation (Special Topics Request)

POLICY 3.29

Students may request the opportunity to gain credit through an independent study, developed in collaboration with and under the guidance of a faculty member. The student applies for such study using Etrieve and solicits the approval of the instructor and the Vice President of Academics. A student may carry one independent investigation course per semester for not more than 2 credit hours. Independent Investigation credits by any student may not exceed six credits as a part of a degree or certificate program

Course Schedule

Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and one summer session.

Shorter term courses may be offered within these sessions. Regardless of their duration, the credit hour calculation remains the same: each credit hour represents 825 minutes of instruction. Short-term courses may have different refund and withdrawal dates than semester-length courses. Students receiving federal financial aid may have refund adjustments for these courses, as determined by the federal government.

The annual course schedule for the academic year is available for planning on mygocc.glenoaks.edu. Registration generally opens on the first of March for Summer and Fall and the first of November for Winter.

Course Load

Earning an Associate Degree with 60 credit hours requires that a student completes 15-16 credit hours each semester. For purposes of financial aid and eligibility, a student who carries 12 or more credits is classified as a full-time student. Students with a 3.0 grade point average or above, may, with the permission of their academic advisor, enroll in more than 18 credit hours during the fall or winter semester.

Course Load and Student Classifications

- **Full-time Student.** A student who is registered for 12 credit hours or more in a given semester.
- **Part-time Student.** A student who is registered for fewer than 12 semester hours of credit in a given semester.
- **Freshman.** Any student who has completed fewer than 28 credit hours.
- **Sophomore.** Any student who has completed 28 or more credit hours.

Course Locations and Modalities

Glen Oaks Community College courses may be offered on the main campus in Centreville, Michigan, in high schools, in clinical settings, or in workforce locations. Course content may be delivered in face-to-face instruction, virtually, or as a mix of the two. In each case, the expectation for 825 minutes of instruction/credit hour and additional study time remain in place. Courses that are delivered virtually (online) may be synchronous or asynchronous.

- **Synchronous classes** are those in which all students meet with the instructor at the same time using an online platform such as Zoom;
- **Asynchronous classes** are those in which course content consistent with the credit hour load is made available to students. Students interact with the instructor and with each other at varying times during each week of the course.
- **Asynchronous courses** may be online courses. They may also be Open Entry/Open Exit (OE/OE) courses. In OE/OE courses, students work in the labs on modules and at their own pace. Students are required to engage in at least one instructional activity within the first two weeks of OE/OE enrollment in order to maintain satisfactory academic progress and to maintain contact with their instructor at least every two weeks. Students wishing to enroll in OE/OE courses must meet with the appropriate instructor and with an academic advisor to map out an approved program of study. All other requirements for admission, orientation, payment apply to students in OE/OE courses.

Course Registration

Students register for classes by logging into the MYGOCC portal at mygocc.glenoaks.edu [hyperlink]. Course registration, including the payment of tuition and fees, is required prior to class attendance and is the only process that allows credit to be awarded on a student transcript.

Changes to your course schedule can be made without penalty for a limited time at the beginning of each semester (see Refunds) Students are strongly encouraged to consult with their instructor(s) and with an academic advisor before modifying their course schedule.

No courses can be added by a student after 10% of the academic period has elapsed unless there are documented extenuating circumstances and written approval by the Vice-President of Academics is obtained. Students are also not permitted to add a course if they have missed the equivalent of one week of instruction (Board Policy 3.18)

A change in course registration is only official when the student has logged into MYGOCC and added the proposed class or completed the drop function or completed the drop form in Etrieve and been processed

by the Registrar. It is the responsibility of the student to ensure that courses are properly added or dropped.

Course Repetition

A course taken at Glen Oaks Community College for which a grade has been recorded may be repeated. The highest grade earned in a repeated course is the grade that will count towards graduation and will be utilized in computing the cumulative grade point average required for graduation.

On the official transcript, the term, course title and course number of the previous attempt(s) will remain as a permanent record. Title IV funding and other government programs may have regulations regarding repeat of courses (Board Policy 3.25).

Course Syllabus

A course syllabus is provided to each student in each course through the Learning Management System, Canvas. The syllabus is an important academic document that provides information about this learning outcomes for the course and explains the rules, responsibilities, and expectations of the student. It is the guiding document for resolving questions that may arise regarding assignments and grades [hyperlink to grades section]

Course Transfer

When successfully completed with a 2.0 grade point average or higher, many courses can be transferred from one college/university to another and will satisfy their degree requirements. For further information on transfer courses see [link to Transfer section].

Corequisites for College-level English and Mathematics

Proficiency in English and Mathematics is fundamental for student success in most college-level courses. Many GOCC programs require the successful completion of English Compositions (ENG-121) and one of three foundational math courses: Quantitative Reasoning (MATH-101), Intermediate Algebra (MATH-104), or Introduction to Statistics (MATH-201). The College uses diagnostic assessment tools to determine whether a student is academically prepared to be successful in these foundational courses in English and Mathematics. A self-diagnostic survey tool is used to determine the appropriate placement into English Composition. In Math, students who earned one credit of high school Algebra or who earned a qualifying score on the ALEKS test, are eligible to enroll in one of the three foundational Math courses. All first-time college students must complete the placement process prior to their first advising appointment and prior to registering for English or Mathematics courses. Should the self-assessment or ALEKS score indicate the need for more support in one or both these disciplines, the student will be required to take a corequisite support course (MATH-081, MATH-084, or MATH-091 for Math or ENG-073 for English) at the same time as the college-level class in order to support and reinforce their learning.

Credit by Examination

Students may receive credit for a course offered by Glen Oaks Community College by requesting and then successfully completing a comprehensive examination in the subject matter area. Whether a course is eligible for credit by exam will be determined by the Vice-President of Academics and the faculty who teach the course. The request for Credit by Examination must be initiated by the student, using the request form available through Etrieve. The decision to permit credit by examination is made by the Vice President for Academics. Once approved, the

student will be permitted to register for a specially created section of the course. Tuition and fees for the relevant course, along with a credit-by-examination fee, will be required. If the examination is successfully completed, a grade of "CR" (credit granted) will be issued for the semester in which the exam was given. No record will be added to the transcript if student performance on the exam is unsatisfactory. A list of current fees is provided [give hyperlink to fees, which should include the \$50 credit-by-examination fee]. (Board Policy 3.08)

Grades

Grades

Students may access their official grades by using their User ID and password in MyGOCC. Grades for each semester are available approximately one week after the end of each semester and are concurrently posted to the permanent transcript of the student.

Grade Point Averages

To compute the grade point average (GPA), the grade earned in each course is multiplied by the corresponding number of credit hours in the course. This yields the number of honor points. The cumulative grade point average is calculated by dividing the number of honor points by the total number of credit hours carried.

Work for which an Incomplete ("I") grade is given is not computed in arriving at a grade point average. [Add hyperlink for Incomplete grades]. A Withdrawal ("W"), Visitor Audit ("V"), Credit granted ("CR"), In-Progress ("IP"), and No Credit ("NC"), are also not computed in the GPA calculation.

Grade Point Re-Evaluation

This policy is meant for those students, excluding those in the Nursing program, whose grade point average from one semester is significantly lower than the work the student has completed in other semesters, and, because of this, the cumulative grade point average is not truly representative of the student's capabilities. The student may have experienced extenuating personal, emotional and/or financial problems which resulted in an unsuccessful attempt at their education.

At Glen Oaks grade point re-evaluation eliminates the necessity for a student to extend their education to make up for a low-grade point average. Upon approval of the student's petition for grade point re-evaluation, grades for a designated semester, including passing grades, will be eliminated from the grade point average. The previous grades will appear on the transcript but will not be counted toward graduation and will not be figured into the student's scholastic average.

The decision to petition for grade point re-evaluation implies that a student has given the matter serious thought and has discussed the implications of grade point re-evaluation with a counselor. The student must have attempted at least 30 semester hours of academic work at Glen Oaks Community College. The minimum number of hours considered for grade point re-evaluation is six. To file for grade point re-evaluation, students must see the Dean of Academics (Board Policy 3.28).

Grading System

Policy 3.22

At the end of each enrollment period, a grade is entered on the student's permanent record for each class for which the student is registered. The following numerical grading system is used:

Grade	Meaning
4.0	Outstanding; work is clearly at a mastery level
3.5	Much better than average
3.0	Better than average; work exceeds standards
2.5	Slightly better than average
2.0	Average; work meets standards acceptably
1.5	Less than average
1.0	Poor; work barely meets minimum standards
0.0	Failing; work does not meet course standards
I	Incomplete (see policy 3.23 for description of when to use)
W	Withdrawal
V	Visitor (Audit)
IP	In progress; no credit (see policy 3.23 for description of when to use)
CR	Credit granted
NC	No credit

July 1992, revised 2/20/03, revised 9/14/05, reviewed 9/17/14.

Grade Appeals

Within 30 days of receipt of the grade, a student wishing to appeal a grade will present such appeal to the course instructor, presenting facts that document the necessity for a grade change. These facts might include copies of quiz or test grades and grades on papers or final exams. The appeal submission should cover the calculation of the grade using the process described in the course syllabus. The burden of persuasion shall be on the student. The student and the instructor will review the facts and the instructor will render an opinion based upon his or her professional judgment.

If the grade appeal is not satisfactorily resolved, the student may send a letter of appeal to the Vice-President of Academics. The Vice-President of Academics will forward a copy of this letter to the instructor. The student must appeal the grade in writing within two months of receipt of the grade. Possible reasons for a grade appeal might be that the grade was calculated in a manner inconsistent with the course syllabus or the changes to the syllabus or that the grading standards for the course were arbitrary, capricious, or unequally applied.

The Appeal Committee comprised of the Vice-President of Academics, and the instructor will review the facts. The instructor will be asked to demonstrate that the grade was determined in a manner consistent with the course syllabus. Only when there is due cause such as item 2b, the Vice-President of Academics will have

the authority to change the grade without the instructor's support. The decision of the Appeal Committee is final (Board Policy 3.24).

Grades: Incomplete and In-Progress Coursework

Incomplete Work A student may, with permission, receive an Incomplete (I) in a course if at least 75% of the course is completed.

A grade of "I" may be completed by satisfactorily finishing the course objectives within one semester subsequent to the receipt of the Incomplete. If it is not removed within this period of time, the Incomplete will remain as a permanent entry of the transcript, and the student must register and repeat the course to receive a grade and credit for degree purposes. The student may initiate this process by completing the "Student Request for Incomplete Grade" form in Etrieve for consideration by the instructor. The instructor and the Vice President for Academics must each approve the extension of time for the student to complete the necessary coursework.

In-Progress Work

A student enrolled in courses below 100 Level or in OE/OE course may, with permission, receive an In-Progress grade of "IP" if the course requirements as detailed in the course syllabus have not been completed. The student has the next semester (i.e., either fall or winter) to work with an instructor to complete the course requirements, or they will revert to No Credit (NC). A student will receive no academic credit for an "IP" grade, and it will not affect the student's grade point average (Board Policy 3.23).

Graduation

Graduation

Graduation ceremonies are held annually at the end of the winter semester. Official diplomas are mailed to students who have satisfied all degree requirements. Students who are within nine credits of completion are eligible to participate in graduation ceremonies.

Application for Graduation Ceremonies

Information about graduation ceremonies and the application to participate in these ceremonies is available through MyGOCC.

Catalog Affecting Credits and Graduation

The date of the catalog by which credits are checked for graduation may not be more than four years earlier than the date of the issuance of the degree. A student may not be checked by a catalog dated earlier than the time of entrance. Students may not use a combination of catalogs to graduate but must follow the degree requirements in one catalog. If a student's work is interrupted by military service, an extension of time of not more than six years will be allowed equal to the period of interruption.

Certificate/Degree Requirements

Current requirements for graduation with an associate degree are as follows:

Degree Requirements

1. A cumulative grade point average of at least 2.0. (C); specific programs require a higher GPA
2. A minimum of 60 credits for an associate degree in the required areas.

3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Certificate Requirements

1. A cumulative grade point average of at least a 2.0.
2. Satisfy the credit requirements of the certificate.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Any substitution of certificate/degree requirements must be approved by the Vice President of Academics.

(Refer to Policy 3.31) Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, revised 8/13/14.

(Position titles updated 07/02, 9/17/14.)

Second Degrees

Second degrees will be awarded based on the catalog in effect at the time of enrollment in the new program and cannot be extended beyond four years. For a second associate degree, a student must complete a minimum of 15 additional credit hours beyond the first degree at Glen Oaks and achieve a 2.0 grade point average for the additional credits.

It is required that these additional credits be planned and approved in writing through an academic advisor. The written approval of the additional 15 credits must be forwarded to the Registrar's Office in order to be considered for the awarding of the degree.

Second Certificates

Second or additional certificates will be evaluated based on the catalog in effect at the completion of the second certificate. (Refer to Policy 3.32)

Honors and Awards

Graduation Recognition

At graduation each year, recognition is given to each student who has maintained a high academic cumulative grade point average (CGPA). Recognition is given as Cum Laude (3.00-3.48 CGPA); Magna Cum Laude (3.50-3.74 CGPA); and Summa Cum Laude (3.75 - 4.00 CGPA). (Board Policy 3.34)

President's and Dean's Lists

President's List: The President's List is compiled each semester for full and part-time students completing six or more credit hours and earning a minimum of 3.75 to 4.0 semester g.p.a. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the g.p.a. are not used to determine full or part-time status.

Dean's List: The Dean's List is compiled each semester for full and part-time students completing six or more credit hours and earning a minimum of 3.5 to 3.74 semester g.p.a. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the g.p.a. are not used to determine full or part-time status. (Board Policy 3.30)

President's Award

Each year at graduation, recognition is given to a graduate receiving an Associate Degree who has maintained a 3.75 GPA or better, has earned a minimum of 45 credit hours at Glen, and who has been nominated for outstanding achievement in class.

John Ward Faculty Scholarship

The college faculty may recognize a student who has demonstrated excellence in departmental work and interest in a specific field of study, and who has maintained a 3.3 CGPA over 24 continuous credit hours of study (8 hours if enrolled in a certificate program).

Faculty Recognition of Student Achievement

Full-time and annual faculty members nominate students based on outstanding achievement in class.

Business Department Award

Business students, both full-time and part-time, who display high academic standards, excellence in the classroom, and who express a desire to work in the business world (or are presently working in business) are eligible to receive this award.

Fine Arts Studio Award

Students who exhibit outstanding talent in art, music, or drama are honored by this award.

Athletic Awards

Student athletes who achieve academic qualifications set forth by the Michigan Community College Athletic Association receive academic awards.

Glen Oaks Community College Foundation Scholarships

The Glen Oaks Community College Foundation administers a number of scholarships for sponsors, companies, organizations and the Foundation itself. Scholarships vary in amount and focus. Details and application materials can be found in the Foundation section of the College's website [insert hyperlink].

Registration, Schedule Changes, and Student Classification

Policy 3.17 and 3.18

Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and a summer session (12 weeks). Courses may be offered at various times within the semester. Students can find schedule information and register for classes online by logging in to the MYGOCC portal at mygocc.glenoaks.edu (<http://mygocc.glenoaks.edu/>).

Registration for Academic Courses

To register means to complete the registration process and pay tuition and fees. This should be done before attending class unless special permission has been granted to the student. Special permission to attend a class without registering may be granted only by an appropriate authority, and the Registrar is to be notified in advance in writing by the authorizing person.

Students are not officially admitted to a class unless they are properly registered.

Classes Beginning and/or Ending at Different Times of Semester

Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates are available in the Registration and Records Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

Registration for Business Customized Training Courses, and Short Seminars

Students may register using a variety of methods designed for ease of registration and student convenience. Please contact the Business Services Office for further information.

July 1992, revised 9/14/05, reviewed 8/13/14.

Schedule Change Policy

A change in registration for class(es) is not official until the student has logged in to mygocc.glenoaks.edu (<http://mygocc.glenoaks.edu/>) and completed the drop function or completed the drop form in Etrieve and is processed by the Registrar's office. The date the student drops the course on line through MYGOCC or the date this form is approved by the Registration/Records office is the date used to determine eligibility for a refund in the case of a dropped class. It is strongly recommended that advice be sought from an advisor and/or instructor before a schedule change is made. It is the responsibility of the student to ensure that the course was properly dropped from his/her schedule.

Course Load

A student who carries 12 or more credits is classified as a full-time student. However, to complete an associate degree in two years, a student must carry what is known as a "full load." A "full load" is usually 15-16 credit hours/semester.

Students desiring to take more than 18 semester hours (overload) during the fall or winter semesters must receive approval from an academic advisor. Those seeking permission to overload during a given semester should have a cumulative grade point average of 3.0 or better.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 8/13/14.

Student Classification

Full-Time Student

A student who registers for 12 semester hours of credit or more in a given semester.

Part-Time Student

A student who registers for fewer than 12 semester hours of credit in a given semester. Note: This may vary for veterans.

Freshman

Any student who has completed fewer than 28 semester hours of credit.

Sophomore

Any student who has completed 28 or more semester hours of credit.

Transcripts

Official transcripts for Glen Oaks students and graduates may be obtained, for a fee, through the National Student Clearinghouse [hyperlink from website]. Official transcripts are sent directly to the receiving institution or organization (e.g., a university or an employer) and are not normally issued directly to a student. An official transcript issued to the student will be marked accordingly. Holds are placed on transcripts if the student is delinquent in payment or in the return of materials to the College. Student copies (unofficial) of transcripts are available without charge through MyGOCC (Board Policy 3.35).

Transfer Information

Transferring to GOCC

Credit hours earned at another accredited institution may be transferred to GOCC and applied to a GOCC academic program if they align with the learning objectives of a corresponding Glen Oaks' course. Students who have been admitted to Glen Oaks may request an evaluation and transfer of credits by the Registrar. Evaluation of transfer credit requires that official transcripts from the originating college be sent to transcripts@glenoaks.edu. No more than 45 credits can be transferred into GOCC and only those credits meeting certificate or degree requirements contribute to completion of those awards.

A student may request the transfer of credits earned at other institutions by requesting the Registrar to evaluate the official transcript of credits.

An official transcript is one that has been received directly from the issuing institution. It must bear the college seal, date, and an appropriate signature or appropriate electronic transfer. These credits will be evaluated and transferred only after the student has officially submitted an application for admission to Glen Oaks Community College. A maximum of forty-five (45) credits may be transferred per student.

Grades and honor points are not transferable and will not be used in computing grade point averages at Glen Oaks. Only classes with a grade of 2.0 or higher may be transferred.

Credits over 10 years old may not be accepted. The Registrar may request the student to take course placement evaluation exam to find how much knowledge the student has retained.

The student has the responsibility to have an official copy of his/her transcript sent directly to the Office of the Registrar, accompanied by a copy of the catalog (or course descriptions) sent by the college(s) the student is seeking transfer credit for, covering the period of study.

Glen Oaks will consider transfer of credits from institutions currently recognized by the American Council on Education in the directory called Accredited Institutions of Postsecondary Education. The College reserves the right to deny credit to the student. The student must submit an Application for Admission to Glen Oaks Community College before transcripts will be evaluated.

1. Departments may waive prerequisite requirements allowing for credit.
2. Only elective credit may be given for academic foundation course.
3. All transcripts must be in English or from an acceptable translation service.

4. No hand carried transcripts will be evaluated.
5. Students are encouraged to see the Registrar about any questions or problems concerning the evaluation. A student shall have 15 days to bring problems to the Registrar's attention.

When courses transfer from other institutions to Glen Oaks, there is not always an exact equivalent at Glen Oaks. When there is no course equivalent, the general discipline of the course will be used. For example, natural science without lab, humanities, social science, business, technology, math, or elective credit (Board Policy 3.05)

Students who begin their studies at GOCC and transfer to a public University in Michigan prior to completing their degree or certificate, may transfer up to 15 university credits back to GOCC in order to fulfill their Associate Degree requirements at no additional charge. To be eligible for this Reverse Transfer of credits, the student must have earned at least 15 credits at GOCC; earned at least 15 credits at a university; have a record of good standing without holds on each institution; and have earned a C (2.0) or better in each of the transferable courses.

Transferring from GOCC

When successfully completed with a 2.0 grade point average or higher, many GOCC courses will be accepted by other higher education institutions and applied to their degree requirements.

The Michigan Transfer Agreement. The Michigan Transfer Agreement (<https://www.mittransfer.org/michigan-transfer-agreement/>) (MTA) facilitates the transfer of courses from one public institution in Michigan to another. To fulfill the Michigan Transfer Agreement, students must successfully complete at least 30 credits, with at least a 2.0 in each course and at least one credit completed at the institution awarding the MTA. These credits should be met according to the following distribution:

- One course in English Composition
- A second course in English Composition or 1 course in Communications
- One course in Mathematics from one of three pathways: Pathway to Calculus (includes College Algebra), Statistics or Quantitative Reasoning
- Two courses in Social Sciences (from two disciplines)
- Two courses in Humanities and Fine Arts (from two disciplines, excluding studio and performance classes)
- Two courses in Natural Sciences including one with laboratory experience (from two disciplines)

The MTA is incorporated into the the Associate of Arts, Associate of Business, and the Associate of Science degrees at GOCC (Board Policy 3.36)

Michigan Transfer Agreement Requirements - Glen Oaks courses

Students may complete the Michigan Transfer Agreement (MTA) as part of an associate degree or a stand-alone package. To fulfill the MTA minimum requirements, students must successfully complete at least 30 credits with a grade of at least 2.0 in each course. If a course is listed in more than one category, it can only be used once. The following basic two-year requirements must be included in the Associate of Arts, the Associate of Business, and the Associate of Science degrees.

For students in the Associate of General Studies program who wish to complete the MTA requirements for transfer, one of the listed MATH requirements must be completed.

Requirements

Code	Title	Credits
English Composition or Communications		
Select one of the following:		3.00
ENG-121	ENGLISH COMPOSITION I	
ENG-122	ENGLISH COMPOSITION II	
Select one of the following:		3.00
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING	
ENG-121	ENGLISH COMPOSITION I	
ENG-122	ENGLISH COMPOSITION II	
ENG-126	CREATIVE WRITING I	
ENG-226	CREATIVE WRITING II	
Mathematics		
Select one of the following:		4.00
MATH-117	FINITE MATHEMATICS	
MATH-151	COLLEGE ALGEBRA	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	
MATH-162	CALCULUS II & ANALYTIC GEOM	
MATH-201	INTRO TO STATISTICS	
Social Science		
Select two courses from two different disciplines from the list below		6.00
Humanities & Fine Arts		
Select two courses from two different disciplines excluding studio & performance classes from the list below		6.00
Natural Sciences		
Select two courses from two different disciplines, including one with laboratory experience from the list below		8.00
Total Credits		30.00
SOCIAL SCIENCE		
Code	Title	Credits
ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY	4.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
ECON-204	PRIN OF ECONOMICS-MACRO	4.00
HIST-101	WEST CIV I: ANCIENT WORLD-1715	4.00
HIST-102	WESTERN CIV II	4.00
HIST-201	US HISTORY I	4.00
HIST-202	US HIST II: RECONSTRUC-PRESENT	4.00
HIST-204	HISTORY OF MICHIGAN	4.00
PSI-110	AMERICAN GOV'T & POLITICAL SCI	4.00
PSI-111	STATE & LOCAL GOVERNMENT	3.00
PSY-101	PSYCHOLOGY	4.00
PSY-210	HUMAN GROWTH & DEVELOPMENT	4.00
PSY-220	ABNORMAL PSYCHOLOGY	4.00
PSY-250	HUMAN SEXUALITY	4.00
PSY-260	SOCIAL PSYCHOLOGY	4.00
SOC-120	PRIN OF SOCIOLOGY	4.00

SOC-121	MODERN SOCIAL PROBLEMS	4.00
SOC-220	MARRIAGE & FAMILY LIVING	4.00

HUMANITIES & FINE ARTS

Code	Title	Credits
ART-100	ART APPRECIATION	4.00
ART-220	HISTORY OF ART I	4.00
ART-221	HISTORY OF ART II	4.00
ENG-201	WOMEN & LITERATURE	4.00
ENG-233	CHILDRENS LITERATURE	4.00
ENG/HUM-234	WORLD MYTHOLOGIES	4.00
HIST-101	WEST CIV I: ANCIENT WORLD-1715	4.00
HIST-102	WESTERN CIV II	4.00
HUM-101	MODERN CULTURE & THE ARTS	4.00
LNG-161	SPANISH I	4.00
LNG-162	SPANISH II	4.00
LNG-163	SPANISH III	4.00
LNG-261	SPANISH IV	4.00
MUS-150	MUSIC APPRECIATION	4.00
PHIL-210	ETHICS	4.00
PHIL-230	INTRO TO PHILOSOPHY	3.00
REL-231	COMPARATIVE RELIGION	4.00
REL-233	NEW TESTAMENT	4.00

NATURAL SCIENCES

Code	Title	Credits
BIO-101	HUMAN BIOLOGY	3.00
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	3.00
BIO-120	INTRODUCTION TO BIOLOGY	4.00
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	4.00
BIO-122	ORGANISMAL BIOLOGY	4.00
BIO-125	ENVIRONMENT AND SOCIETY ¹	3.00
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I	4.00
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II	4.00
BIO-230	MICROBIOLOGY	4.00
BIO-275	BIOLOGY RESEARCH PROJECT ¹	2.00
BIO-990	BIOLOGICAL FIELD STUDIES	2.00
CHEM-130	CHEMISTRY	4.00
CHEM-133	GENERAL CHEMISTRY I	4.00
CHEM-134	GENERAL CHEMISTRY II	4.00
CHEM-210	ORGANIC CHEMISTRY I	4.00
CHEM-211	ORGANIC CHEMISTRY II	4.00
GEOG-142	PHYSICAL GEOGRAPHY	4.00
GEOL-145	PHYSICAL GEOLOGY	4.00
PHYS-144	ASTRONOMY	4.00
PHYS-251	PHYSICS I	5.00
PHYS-253	PHYSICS II	4.00
PHYS-275	PHYSICAL SCIENCE RESEARCH PROJECT ¹	2.00

1

Course does not have a lab component

Transferring Credit for Armed Forces Educational Experiences

Veterans may be awarded college credit for the service schools they attended while in the U.S. military. If the course complements the degree or course of study, the college may award credit based on recommendations provided by the American Council on Education and Glen Oaks instructor/department review.

If you are considering continuing your college work and are still in the Armed Forces, fill out a DD-295 Application for the Evaluation of Learning Experiences During Military Service and have it forwarded to Glen Oaks Community College Registrar's Office.

Students should contact the Joint Services Transcript website at <https://jst.doded.mil> and request their military transcript be sent to Glen Oaks.

Reverse Transfer (Credit When It's Due)

Reverse Transfer is a process where academic credits for course work completed at a four-year university are transferred back to your community college to satisfy associate degree requirements.

Some students transfer prior to completing an associate degree at a community college, with a percentage of this group gaining a bachelor's degree eventually through a combination of credits from both institutions.

Through Reverse Transfer, a student's academic achievements are recognized with an associate degree after they have transferred to a four-year school and have accumulated credits needed to fulfill the two-year degree program requirements.

Glen Oaks Community College currently has Reverse Transfer Agreements with:

- Ferris State University
- Grand Valley State University
- Western Michigan University

Contact the Registration and Records Office at Glen Oaks to learn more. (888-994-7818)

Course not offered at Glen Oaks? - Check out Micolleges (Michigan Colleges Online)

If you are looking for a specific course and can't find it at Glen Oaks Community College, you can check out the MCO – a project of the Michigan Community College Association that distributes online class offerings from member colleges to students with support services provided by the host college. To view the selection of web-based courses being offered, go to: micolleges.org.

For more information about Glen Oaks Community College's Online Learning courses, as well as MCO classes, talk with your academic advisor.

Open Entry/Open Exit

Open Entry/Open Exit (OE/OE)

Registration Completion

OE/OE classes provide an alternative to traditional classroom learning. They are a convenient and flexible way to gain college credits. Students complete modules depending on their needs and educational goals. Students work in the labs at their own pace and there are no regularly scheduled classes.

Students who wish to use financial aid to pay for their Open Entry course are asked to refer to the section called "Special Note Regarding Financial Aid Students."

Students must engage in at least one instructional activity within the first two weeks of enrolling in the course to maintain academic progress. After that, students should work to complete the coursework as quickly as they are able. Students are asked to maintain communications with their instructors at least every two weeks.

Students who wish to enroll in an OE/OE program must take the following steps:

1. Student completes an Application for Admissions
2. Students wishing to use financial aid will need to complete the FAFSA at www.fafsa.gov and complete the financial aid process, which includes returning all necessary paperwork.
3. Student completes Accuplacer testing.
4. Student must complete the New Student Orientation. He or she may sign up for a group orientation if one is available, or he/she may contact admissions to set up an appointment for an online orientation that must be completed in the student services office.
5. Student meets with an advisor - the advisor will discuss things with the student and refer them to the instructor for advising if he or she come to the college with previously taken courses or experience.
6. The instructor will fill out a form stating the student is ready to register. Student will bring this form to Registration.
7. Student registers for modules/classes. The student will not be allowed to register unless he/she turn in a signed form from the instructor. Registration must be completed in person. Online registration will not be allowed for the open entry/open exit program.
8. Student obtains student ID from student services.
9. Student will have 48 hours from the time of registration to enroll in a payment plan or to pay for his or her tuition and fees in full as college policy dictates. A student who registers late in the semester will be advised to enroll in the next semester in order to take advantage of the payment plan. Otherwise, the student will be required to pay in full. (This is for students who do not have a third party paying his or her tuition and fees)
10. Student is directed to contact his or her instructor(s) to get his/her module and class information and his/her online course material, if needed.
11. If a student chooses to drop the class, he or she must do so in person in the Registration Office. Online de-registration will not be allowed for the OE/OE program (refer to the section labeled "Dropping an OE/OE Course").
12. A student will be responsible for the tuition and fees charges for any class he or she fail to demonstrate academic progress in and they do not drop the class prior to the designated drop period.

Grading

OE/OE courses are graded on a credit/no credit basis. If an OE/OE course is not completed by the end of the semester in which the student is enrolled, students will receive an In-Process (IP) at the end of the semester. Sufficient academic progress toward completion will determine if a student is eligible for an IP or will receive a failing grade. Students, therefore, must satisfy requirements as outlined in the module syllabus for continued progress before an IP will be awarded. If an IP is awarded, students will be given until the end of the following semester to complete the coursework. If a student does not complete the coursework by the end of the following semester, they will receive a "NC" for no credit earned.

Students will not be allowed to register for any further courses until all IP courses have been completed.

Dropping an OE/OE Course

Students who register for an OE/OE course by the last day to add courses for the semester, may drop the course according to the published semester drop date. OE/OE courses registered for after the full semester's last day to add may be dropped within five business days of the posted registration. Students may only drop the course in person in the Registration Office.

Withdrawal Policy

POLICY 3.19

A student finding it necessary to withdraw from the college must file an official withdrawal form with the Registrar's Office. Failure to obtain office release can result in failing grades in all subjects from which the student fails to withdraw, and deprivation of tuition refund privileges in effect at the time of withdrawal.

All students are HIGHLY ENCOURAGED to meet with their instructor/professor prior to withdrawing from any class.

Upon official voluntary withdrawal from the college, grades are assigned according to the effective date of withdrawal as follows:

1. If withdrawal is made during the first 10% of the academic period, no grade is recorded.
2. Following the first 10% of the academic period and not to exceed (40%) 90% of the total academic period, a student will receive an automatic "W"
3. During the final 10% of an academic period, a "W" will not be issued.

Note: A "W" will not be calculated as part of the student's grade point average (GPA)

Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14, revised 4/13/2017.

FINANCIAL RESPONSIBILITIES AND RESOURCES

- Course Fees (p. 149)
- Financial Aid (p. 151)
- Refunds (p. 153)
- Registration and Payment (p. 154)
- Residency (p. 154)
- Student Financial Responsibility Agreement (p. 155)
- Tuition and Fees (p. 156)

Course Fees

Effective Fall Semester 2022

Policy 3.14

Course	Fee
AGT-101 Hydraulic Theory & Operation	\$50.00
AGT-103 Fundamental of Engines	\$50.00
AGT-104 Vehicle/Equipment Electrical/ Electronic Fundamentals	\$50.00
AGT-107 Preventive Maintenance	\$50.00
AGT-109 Heating, Venting & Air Conditioning Systems	\$50.00
AGT-110 Service Information Systems	\$50.00
AGT-112 Seedling & Tillage Equipment	\$50.00
AGT-113 Hydraulic Systems	\$50.00
AGT-116 Combine Maintenance & Repair	\$50.00
AGT-119 Vehicle/Equipment Electrical/ Electronic Systems Operation & Diagnostics	\$50.00
AGT-122 Precision Farming Systems & Techniques	\$50.00
AGT-125 Tractor Drivelines	\$50.00
AGT-207 Advanced Hydraulics	\$50.00
AGT-213 Diesel Engine Performance - Analysis & Tune-Up	\$50.00
AGT-216 Equipment Shop Project	\$50.00
AGT-219 Diesel Tech Field Experience (Internship)	
ACCT-103 Quick Books for Accounting	\$25.00
ALH-103 Nutrition	\$30.00
ALH-104 Nurse Aide	\$60.00
ALH-112 Emergency Response	\$25.00
ALH-120 Admin I Communication & Business Practices	\$65.00
ALH-140 Pharm & Applied Math for Allied Health	\$30.00
ALH-218 Medical Terminology	\$30.00

ALH-238 Medical Assistant Practicum	\$280.00
ALH-241 Laboratory Procedures Phlebotomy	\$65.00
ALH-245 Fund Clinical Office Skills	\$35.00
ALH-252 Ethical & Legal Practices	\$25.00
ALH-280 Coding Specialist Practicum	\$140.00
ALH-281 Medical Admin Specialist Practicum	\$140.00
ALH-285 Phlebotomy Tech. Practicum	\$140.00
ART-100 Art Appreciation	\$25.00
ART-105 Drawing Studio	\$20.00
ART-107 Two-Dimensional Design	\$20.00
ART-108 Three-Dimensional Design	\$30.00
ART-115 Introduction to Graphic Design	\$30.00
ART-116 Color Theory Graphic Design	\$30.00
ART-160 Basic Photography Digital & Darkroom	\$30.00
ART-170 Image Manipulation	\$30.00
ART-172 Digital Illustration	\$30.00
ART-210 Life Drawing	\$75.00
ART-231 Sculpture	\$40.00
ART-240 Painting	\$30.00
ART-260 Advanced Photography: Commercial & Fine Art	\$40.00
ART-274 Typography	\$30.00
ART-276 Advertising Design	\$30.00
AUTO-100 Introduction to Automotive Technology	\$70.00
AUTO-141 Engine Diagnosis & Ignition Systems	\$70.00
AUTO-146 Automotive Brake System	\$70.00
AUTO-221 Automotive Steering & Suspension	\$70.00
AUTO-225 Automotive Electrical Systems	\$70.00
AUTO-226 Automotive Heating & Air Conditioning	\$70.00
AUTO-245 Automotive Valve Train & Head Rebuilding	\$70.00
AUTO-246 Automotive Cylinder Block Rebuilding	\$70.00
AUTO-250 Introduction to Automotive Transmission	\$70.00
AUTO-255 Automotive Electrical Systems I	\$70.00
BIO-101 Human Biology	\$50.00
BIO-120 Biology	\$50.00
BIO-121 General Biology I	\$50.00
BIO-122 General Biology II	\$50.00

BIO-210 Anatomy & Physiology I	\$50.00	CIS-245 Network Security	\$50.00
BIO-211 Anatomy & Physiology II	\$50.00	CIS-247 Implementing an Advanced Server Infrastructure	\$50.00
BIO-230 Microbiology	\$50.00	CIS-248 Computer Networking Capstone	\$65.00
BIO-990 Biological Field Studies	\$135.00	CIS-252 Web Page Design Level I	\$50.00
CADD-215 Basic AutoCad	\$65.00	CIS-253 Web Page Design Level II	\$50.00
CADD-216 Advanced AutoCad	\$65.00	CIS-270 PC Operating Systems	\$50.00
CADD-217 Computer Aided Modeling - Inventor	\$65.00	CIS-272 Linux Operating Systems Admin	\$50.00
CADD-218 Computer Aided Modeling - SolidWorks	\$65.00	CIS-290 Computer Support Tech Capstone	\$65.00
CADD-219 Advanced Computer Aided Drafting 3D Modeling	\$65.00	EMT-101 Medical First Responder	\$302.00
CADD-220 Architectural Drawing	\$65.00	GEOG-142 Physical Geography	\$40.00
CADD-222 Descriptive Geometry	\$65.00	GEOG-145 Physical Geology	\$40.00
CHEM-130 Chemistry	\$75.00	MACH-110 Machine Tool Safety	\$90.00
CHEM-133 General Chemistry I	\$75.00	MACH-130 Drill Press and Band Saw	\$125.00
CHEM-134 General Chemistry II	\$75.00	MACH-135 Turning on the Lathe	\$70.00
CHEM-210 Organic Chemistry I	\$75.00	MACH-140 Electronic Discharge Machining	\$70.00
CHEM-211 Organic Chemistry II	\$75.00	MACH-145 Vertical/Horizontal Milling	\$195.00
CIS-100 Using the Internet	\$50.00	MACH-150 Surface Grinding	\$105.00
CIS-101 Introduction to Computers & Software	\$50.00	MACH-155 Cylindrical Grinding	\$70.00
CIS-112 Cisco I	\$50.00	MACH-160 Tool and Cutter Grinding	\$80.00
CIS-113 Cisco III	\$50.00	MACH-165 CNC Programming and Machining	\$90.00
CIS-114 Cisco III	\$50.00	MACH-170 Machine Tool Projects	\$90.00
CIS-117 Visual Basic Programming for Microcomputers	\$50.00	MACH-175 Mastercam	\$110.00
CIS-121 Computer Science I	\$50.00	MACH-180 Plasma Cutter	\$90.00
CIS-122 Computer Science II	\$50.00	MATH-081 Quantitative Reasoning Fundamentals	\$25.00
CIS-151 Ethical Hacking	\$50.00	MATH-084 Beginning Algebra	\$25.00
CIS-152 Ethical Hacking II	\$50.00	MATH-091 Algebra for Statistics	\$25.00
CIS-161 Cybersecurity Operations	\$50.00	MATH-101 Quantitative Reasoning	\$25.00
CIS-162 Implementing Network Security	\$50.00	MATH-104 Intermediate Algebra	\$25.00
CIS-172 Linux Operating Systems	\$50.00	MATH-117 Finite Mathematics	\$25.00
CIS-200 Config Windows Desktops	\$50.00	MATH-151 College Algebra	\$25.00
CIS-214 Presentation Graphics & Publishing	\$50.00	MATH-990 Independent Study in Math	\$135.00
CIS-219 Advanced Visual Basic Programming	\$50.00	NUR-101 Fundamentals of Nursing	\$150.00
CIS-220 Computer Technician Essentials	\$50.00	NUR-109 Pharmacology I	\$90.00
CIS 221 Data Structures	\$50.00	NUR-111 Medical-Surgical Nursing I	\$180.00
CIS-224 Computer Repair Essentials	\$50.00	NUR-119 Pharmacology II	\$100.00
CIS-227 Concepts of Spreadsheets (Excel) Level I	\$50.00	NUR-204 Nursing Role Transition	\$225.00
CIS-233 Concepts of Data Processing (Word) Level I	\$50.00	NUR-211 Medical-Surgical Nursing II	\$180.00
CIS-240 Introduction to Networking	\$50.00	NUR-218 Mental Health Nursing	\$110.00
CIS-242 Managing & Maintaining a Network Server	\$50.00	NUR-219 Pharmacology III	\$120.00
CIS-243 Admin Windows Server	\$50.00	NUR-221 Medical-Surgical Nursing III	\$180.00
CIS-244 Advanced Management of a Windows Network	\$50.00	NUR-224 Family Nursing	\$150.00

NUR-230 Professional Issues in Nursing	\$50.00
PHED-100 Fitness/Wellness La	\$25.00
PHED-104 Fitness/Wellness Lab	\$25.00
PHED-105 Fitness/Wellness Lab	\$25.00
PHED-106 Wellness & Lifestyle	\$25.00
PHED-107 Fitness/Wellness Lab	\$25.00
PHYS-144 Astronomy	\$20.00
PHYS 251 Physics I	\$50.00
PHYS-253 Physics II	\$50.00
PHYS-275 Physical Science Research Project	\$135.00
WELD-110 Oxyacetylene Welding	\$50.00
WELD-115 Cutting Processes	\$50.00
WELD-120 Brazing and Soldering	\$50.00
WELD-125 Shielded Metal Arc Welding	\$75.00
WELD-130 Advanced Arc Welding	\$125.00
WELD-135 Welding Metallurgy	\$50.00
WELD-140 Gas Metal Arc Welding	\$90.00
WELD-145 Gas Tungsten Arc Welding	\$100.00
WELD-150 Pipe Welding	\$90.00
WELD-155 Special Application	\$60.00
WELD-190 Welding for Skilled Trade	\$50.00

Adopted by Board of Trustees September 12, 2001; revised 02/13/02, 09/11/02, 11/05/02, 12/11/02, 3/5/03, 9/14/05, 4/8/09, 8/2013, 5/2014 prefixes updated 6/2014, fees revised 4/8/2015, fees updated, CTE DE - 8/10/16, 4/13/17, 4/12/18, 8/27/18, 4/11/19, 3/12/20.

Financial Aid

Glen Oaks Community College has established its financial aid program with two goals in mind:

1. To assist students in financing their post-secondary education, and
2. To attract students with a variety of abilities and skills to the college.

We encourage all students to carefully read this information about financial aid at GOCC, and also to read the Consumer Information Guide located on the GOCC Financial Aid Office website:

<http://www.glenoaks.edu/current-students/financial-aid> (<http://www.glenoaks.edu/current-students/financial%20aid/>)/[consumer-information/](http://www.glenoaks.edu/current-students/financial-information/) (<http://www.glenoaks.edu/current-students/financial%20aid/consumer-information/>).

What is Financial Aid?

Financial aid is assistance to help students cover expenses related to attending college. These funds are administered by Glen Oaks, and typically originate from the federal government, the State of Michigan, the institution, or a private funding source. Financial aid is made available to students through three basic types of programs:

1. Grants and Scholarships - Funds that do not need to be repaid.
2. Work Study Employment - Paid, work experience on and off campus.
3. Student Loans - Repayment begins six months after graduation.

How to Apply for Financial Aid

To apply for grants, scholarships, work-study or student loans for use at Glen Oaks Community College, complete the following steps:

1. Students, and parents of dependent students, obtain an FSA ID to sign the FAFSA electronically at: <https://studentaid.gov> (<https://studentaid.gov/>).
2. Complete and submit the Free Application for Federal Student Aid (FAFSA). The student (and his/her parents, if student is dependent) complete the FAFSA online at <https://studentaid.gov> (<https://studentaid.gov/>). The FAFSA on the web worksheet may be obtained from high school guidance counselors or from the Financial Aid Office at Glen Oaks Community College. To have your FAFSA sent to Glen Oaks Community College, add the **GOCC school code 002263**.

Note: Students must complete the FAFSA to reapply for financial aid each academic year. The FAFSA should be completed as soon as possible after October 1. The student (and parents) should complete the FAFSA using prior year completed tax filing information. For the 2022-2023 academic year, the FAFSA requires 2020 federal tax return data.

3. Submit additional verification documents if requested. If selected for verification by the Department of Education, the Glen Oaks Financial Aid Office may request verifying documents to complete your financial aid file.

Once all documentation has been received, the FAO will notify students of their federal grant package via the MyGOCC student portal.

Preferred Deadlines for Submitting the FAFSA

Students should submit their FAFSA as soon as possible, recognizing that some aid is awarded on a first come, first serve basis. The FAFSA process should be completed at least two months prior to the start of the semester for which aid is needed. Students are encouraged to complete the application process by these deadlines:

Semester	Date
Fall Semester	February 1
Winter Semester	October 1
Summer Semester	February 1

Students can submit their FAFSA after these dates, but there may be a delay in processing the student's award in time for registration. Students who do have incomplete financial aid files at time of registration will be expected to pay all costs and will then be reimbursed if found to be eligible for aid. To help pay for charges not covered by financial aid, the Nelnet Payment Plan is available - for more information, contact the Glen Oaks Cashier or go to www.glenoaks.edu (<http://www.glenoaks.edu/>), click on the Current Students tab and go to Paying My Bill.

Special Reminders:

Submit your FAFSA as early as possible after October 1 for each year you intend to enroll.

- Pay close attention to your Viking email and MyGOCC student portal for documentation being requested and respond immediately.
- Develop a file for your financial aid information and always keep a copy of all forms submitted.
- Contact the Financial Aid Office with questions at 269-294-4260 and financialaid@glenoaks.edu.

- The federal government has expectations of students who receive financial aid such as maintaining satisfactory academic progress and attending classes in which they are enrolled.
- Students should be prepared to pay all non-tuition, fee and book expenses through the first four weeks of each semester. Financial aid in excess of tuition, fees and book charges is disbursed to the student beginning the fourth week of each semester.

General Eligibility Requirements

Students must meet the following eligibility requirements to be considered for financial aid.

1. Admitted to Glen Oaks Community College and enrolled as a regular student. (Guest students, dual enrolled, CTE and EMC students are not eligible for financial aid.)
2. Pursuing a federally approved degree or certificate.
3. Have a high school diploma or GED certificate.
4. Not in default on a student loan and/or do not owe a repayment on a federal grant previously received.
5. A U.S. citizen or eligible non-citizen. Non-citizens who are in the United States on an F1, F2 student visa, J1 or J2 exchange visitor visa or G series visa (international organizations) are not eligible for financial aid.
6. Have a valid social security number.
7. Making satisfactory academic progress as defined by federal regulations and pursuant to Glen Oaks' policy. See the SAP policy below.

Student's Rights And Responsibilities

Once eligibility for aid has been determined, students will receive an Award Letter in their MyGOCC student portal that lists the types and amounts of financial aid that have been awarded to attend Glen Oaks Community College.

Pell Grant and SEOG awards are applied to the student's account if determined to be eligible from FAFSA. Donor scholarships, student loan funds, and other types of aid have a separate application process and are applied to the account once the funds have been received.

Financial aid that is dependent on level of enrollment will be adjusted after the first three weeks of each semester. Pell grants are awarded based on full-time enrollment and are adjusted to reflect the student's actual enrollment for that semester. Revised award letters showing the adjusted amounts are available in the student's MyGOCC student portal.

All financial aid is awarded expecting that you will attend the classes for which you are registered. Non-attendance in a class will result in a reduction of the financial aid award. If financial aid has already been disbursed, the student will be billed for any resulting balance due.

Financial aid is awarded to help pay for educational expenses, such as tuition, fees, books, supplies, housing and transportation. Financial aid is first applied toward tuition and fees. If the financial aid award exceeds the amount needed to cover the tuition and fees, then books may be charged against any remaining aid. If there is any remaining financial aid after all institutional and book expenses are paid, the student will receive the balance in the form of a refund check. These refund checks will be mailed from the Business Office. Refund checks are produced on a weekly basis after the fourth week of classes each semester.

All financial aid is awarded subject to funding by federal, state, institutional or private sources. Some awards may be reduced or canceled in order to comply with federal, state or institutional eligibility guidelines. This occurs most often when students attend less than full-time, or when a student changes his or her enrollment status by adding, dropping, or withdrawing from classes.

Students who have special circumstances that may affect eligibility for financial aid, such as student or parental loss of employment or income, should contact the Glen Oaks Financial Aid Office.

Satisfactory Academic Progress (SAP)

All federal financial aid recipients are required to maintain satisfactory academic progress as established by federal regulations. This policy is separate and distinct from the College's Academic Probation and Suspension Policy, and applies to all students receiving federal aid administered by the GOCC Financial Aid Office.

Students must meet three criteria to maintain satisfactory academic progress. These criteria are monitored each semester after grades have been posted:

1. **Grade-Point Average:** The student must maintain a minimum 2.0 grade point average on a semester and cumulative basis. Transfer credits from other institutions will not be considered in this review.
2. **Completion Percentage:** Students must complete at least 67 percent of all credits attempted on a semester and cumulative basis. Attempted credits include registered credits and transferred credits from other institutions. Completed credits include transfer credits, grades of CR, and 1.0 or higher. Incomplete credits include NC, W, 0.0 and Incomplete.
3. **Maximum Time Frame:** The number of attempted credits in which a student is expected to finish a program cannot exceed 150 percent of the published length of the program. Attempted credit hour limits apply whether or not the student has actually received financial aid for the entire time at GOCC. Transfer credits from previous schools count toward maximum timeframe. Students exceeding these attempted credit hour maximums will be on financial aid denial and will not be eligible for additional semesters of financial aid.

SAP Warning And Denial

Students who fail to meet the GPA and/or completion criteria are placed on Warning for their following semester of enrollment. When on Warning, students may be eligible for grants, scholarships and loan funds. After the warning semester, the student's progress is again monitored. If the student's cumulative progress meets or exceeds the GPA and completion criteria, the student may be removed from Warning. Students who fail to meet cumulative progress requirements for a second semester will be on financial aid Denial.

A student on financial aid Denial is ineligible to receive federal financial aid. To regain eligibility, a student on SAP Denial must do ALL the following:

1. Meet the minimum cumulative GPA requirement of 2.0; and
2. Meet the minimum cumulative completion rate requirement of 67 percent; and
3. Make a request, in writing, for a re-evaluation of his or her SAP status.

A student may appeal financial aid SAP Denial to the SAP Appeal Committee. Appeals may be granted if the student's failure to make progress is shown by documentation to have been a result of illness

or other extenuating circumstances. SAP Appeal forms are available electronically in Etrieve.

How is Your Financial Aid Award Determined?

Most federal and state financial aid is based on "need." "Need" is calculated using the following formula: Cost of Attendance - Expected Family Contribution = Financial Need

Cost of Attendance (COA) refers to tuition, fees, living and personal expenses, books, supplies and transportation. The information submitted on the Free Application for Federal Student Aid (FAFSA) is used to compute the student's expected family contribution (EFC). The formula for the calculation of the EFC was developed by Congress and is used by all colleges and universities.

Return of Title IV Policy

Students who receive federal (Title IV) aid, (i.e. Pell, Work Study, SEOG and student loans) will be subject to the Federal Return of Title IV Funds Policy.

This policy applies to students who completely withdraw or stop attending all of their classes. The federal government mandates that students who withdraw or do not complete all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that have been disbursed in excess of the earned amount must be returned by the college and/or the student to the federal government. After this calculation, the student could owe financial aid funds to the college, the government, or both.

The federal policy requires a return of Title IV aid if the student received funds from any of the federal programs and withdrew, or stopped attending, on or before completing 60% of the semester. After the 60% point, no return of funds is required. To determine the amount of aid the student has earned up to the time of withdrawal, the Financial Aid Office divides the number of calendar days the student has attended classes by the total number of calendar days in the semester (minus any scheduled breaks of 5 days or more). The resulting percentage is then multiplied by the total federal funds that were disbursed (either to the student's account or to the student directly by refund check) for the semester.

Students who receive financial assistance from a non-federal source (i.e. private scholarship, Glen Oaks scholarship, etc.) may be required to return a portion of the funds to the source, depending on the terms of the scholarship.

A detailed explanation of this policy is available on the Glen Oaks Financial Aid website in the Consumer Information Guide.

Repeat Course Policy

The Financial Aid Office is required to monitor and adjust a student's enrollment level for Title IV aid if, or when, they repeat course work for credit that they have already earned. Students can retake courses and receive federal aid if they had previously failed a course, but can only receive financial aid twice for a course that has been previously passed. A passing grade is defined as 1.0 or higher. Please note that the repeat course policy for financial aid is separate from institutional academic policies regarding repeat courses.

The policy allows a student to receive financial aid under the following situations:

- To repeat any failed or withdrawn course until a passing grade is received.
- To repeat one time any course in which they originally received a passing grade.

Types of Student Financial Aid

An extensive description of all grants, scholarships, work study employment, and student loans is available from the Glen Oaks Financial Aid Office and also available on the Glen Oaks Financial Aid website: <http://www.glenoaks.edu/current-students/financial-aid/> (<http://www.glenoaks.edu/current-students/financial%20aid/>) types of aid/ (<https://www.glenoaks.edu/current-students/financial%20aid/types%20of%20aid/>), and in the Consumer Information Guide.

Additional Financial Aid Opportunities

All students are strongly encouraged to explore additional sources of funding their education. Students may research scholarships and grants at their local libraries, in the Financial Aid Office, or on the internet.

Students are also encouraged to contact the Financial Aid Office with any questions at: financialaid@glenoaks.edu and (269) 294-4260.

Program Evaluation Policy

Courses not listed as required for completion of an associate degree and/or certificate are not eligible for federal or state financial aid funds. Students should review their Program Evaluation before registering each semester by viewing on their MyGOCC student portal.

Refunds

Glen Oaks believes that students should be allowed to attend at least one class meeting without penalty. During that class meeting, students can review the detailed requirements of course syllabus and estimate the work load required. This should enable students to make an informed judgment about the course and increase their probability of success. In light of this principle, the following refund policy has been adopted.

Any student who officially drops a course or courses during the registration period and during the first 10% of the academic period may (online through MYGOCC) receive a refund for the tuition and fees.

No refunds of tuition fees will be made for withdrawals after the first 10% of the academic period.

Students attending GOCC who are receiving Title IV funding and withdraw from all classes prior to the 60th percentile of the semester will have a Federal Return of Funds calculation used to make adjustments to their federal student financial aid award. A copy of this refund calculation can be obtained from the Financial Aid Office.

Students who registered for a course that is cancelled by the college will be refunded all tuition and fees relative to the cancelled course.

If a student does not officially drop the class(es) by the refund deadline, the charges will remain on his/her account and the student is responsible for payment and any collection costs. Not attending or not paying does not constitute an official drop.

Refunds - Special Circumstances

A written request for refund needs to be submitted to the Registrar requesting a full refund of all tuition. This request will be reviewed by the

Refund Review Committee, consisting of the Registrar, Controller and Director of Financial Aid. The decision of the committee determines the refund approval or denial. Students may appeal using the Due Process procedure. The following circumstances are those which may result in a full refund:

1. Induction or activation of the student into the U.S. Armed Forces.
2. Death of the enrolled student or a parent, spouse or dependent.
3. Verifiable incapacity, illness, or injury to the student which prevents the student from returning to school for the remainder of the semester.

Refunds for students on Federal financial aid are controlled by Federal Methodology or Federal Pro Rata Refund Policies. The handling of special circumstances such as those listed above is outlined within the Federal Financial Aid regulations available in the College's Financial Aid Office.

Adopted by Board of Trustees 1/13/93, tuition rates revised 4/14/93, 3/9/94, 3/8/95, 4/7/95, 4/10/96, 8/14/96, 2/12/97, 10/8/97, 3/9/99, 3/20/00, 4/11/01, 9/12/01, 2/13/02, 12/11/02 and 4/13/05. Graduation fee revised 8/9/00. (Position titles updated 07/02.) Parking fee added 09/11/02. Tuition, parking and student support fee updated 5/12/04 as approved by the Board of Trustees. Waiver of Tuition for Senior Citizens revised and WMU Career Guidance Test Fee revised 11/10/04, Entire policy reviewed revisions made 9/14/05; Nursing Fee Admission Fee deleted 4/12/06, Updated Tuition added Student Activity Fee 2/29/08, Senior Citizen Tuition update approved June 8, 2011. Entire Policy reviewed/updated 9/17/14, Tuition Fees revised 4/8/15, revised 4/20/16, 4/13/17, 4/12/18, 4/11/19.

Registration and Payment

Students are expected to register online through MYGOCC during appropriate registration dates. Students are not admitted to class until they are properly registered. Any exceptions to this policy must be approved by the Registrar. Payment in full or enrollment in a Nelnet Payment Plan must be completed within 48 hours of registration.

Payment is accepted online through the Nelnet Payment Plan or the Cashier's Office, located in Student Services. The College accepts cash, checks, American Express, Discover, MasterCard and VISA credit cards. An additional 2.75% service fee will be assessed for payments by debit or credit card. See Student Financial Responsibility Agreement on page 23.

Students not receiving Financial Aid: You will need to pay in full within 48 hours of registration, or enroll in the Nelnet Payment Plan.

Financial Aid Students: Financial Aid Students must have Financial Aid awarded and must sign up for Nelnet Pending Aid Plan within 48 hours of registration.

For information on all payment plans, visit: glenoaks.edu, click on the Current Students tab and go to: Cashier.

Third Party Authorizations: (MI Works, companies, etc.) Signed agreements are due in The Cashier's Office at time of registration. Payment for tuition/fees not covered by a third party is also due within 48 hours of registration.

Student Obligations, Fines And Fees Policy 3.13

Students shall be held responsible for all fees, fines, and other obligations which they have incurred with Glen Oaks Community College. A hold

may be placed on the student's record and transcript which may stop the student from registering or having official and unofficial copies of transcripts sent.

If a student desires to challenge his/her fees or other obligations, he/she shall have an opportunity to do so by requesting a meeting, in writing, with the reason for the challenge specified clearly to the appropriate Dean of the area that initiated the hold on the student's record. The student should follow the "Due Process" procedure of the College for the challenge.

Adopted by Board of Trustees June 14, 1978, revised 9/14/05, reviewed 9/17/14.

Residency

The application for admission will be used to determine a student's legal residence. A student will be charged tuition based on the above residency determination.

Any student desiring to change his/her legal residence may do so by providing any two of the following: voter registration card, Secretary of State identification card, driver's license, place of residence property tax receipt or rent receipt (indicating mailing address) to the Registrar's Office and completing the necessary form.

If a student changes residence and wishes to receive a refund for the difference between service area or out-of-district tuition and in-district tuition, the student **must** establish resident status within 10% of the academic period for the semester in which the refund is requested. In addition, it is the student's responsibility to prove residency through the Registrar's Office and get refund through the Cashier's Office within the 10% period.

Students residing in on-campus housing, including international students, will be charged the In-District tuition rate.

Any student may be asked to furnish verification of residency status. Failure to comply could result in a service area or out-of-district status determination.

In-District

A resident or in-district student is a student who resides within the Glen Oaks Community College District. This district includes all of St. Joseph County (Michigan) plus areas outside the county that pay property taxes to Glen Oaks Community College. Persons owning property or a qualified dependent of a person owning property in St. Joseph County (according to IRS) are eligible for In-District tuition rates (may be asked to show copy of the property tax statement to the Registrar's Office at the time of registration).

Service Area

Service-area residents include Branch, Calhoun, Cass and Kalamazoo residents in Michigan and residents in Elkhart, LaGrange, Steuben and St. Joseph Counties in Indiana.

In-State (State of Michigan)

This category includes students who live outside both the Glen Oaks District and its service area.

Out-of-State

This category includes students who live outside of the State of Michigan and outside the College service area.

High School Students

High school students, regardless of residence, even if outside of Michigan, will receive the In-District tuition rate.

International Students

A foreign student in this country on a student visa is considered to be an International Student, unless he or she becomes a U.S. Citizen or is a Resident Alien.

Residency Policy for Programs Offered by and for Business and Industry

For those students who are participating in programs which are offered and designed for industry located in the district and where the industry is paying the tuition directly to the college, residency will be considered that of the participating student. Where the individual student is paying tuition, residency will be that of the student.

Student Financial Responsibility Agreement

Payment in full for tuition & fees, enrollment in a payment plan, or third party authorization form must be completed within 48 hours of registration. By registering the student agrees to be financially accountable for all fees, fines, bookstore charges and any schedule changes that result in a balance due.

Payment Of Fees/Promise To Pay

I understand that when I register for any class at Glen Oaks Community College (GOCC) or receive any service from GOCC I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at GOCC.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register after the refund deadline, I will be responsible for paying all or a portion of tuition and fees in accordance with the tuition refund schedule. I have read the terms and conditions of the tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Financial Aid

I understand that aid described as "estimated" on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked. I understand that the financial aid cannot be awarded for classes that do not count toward my degree and/or certificate requirements.

If some or all of my financial aid is revoked because I withdrew or failed to attend class, I agree to repay all revoked aid that was disbursed to my student account and resulted in a credit balance that was refunded to me.

I agree to allow any financial aid I receive to be used to pay any and all charges assessed to my student account at GOCC such as tuition, fees, fines, bookstore charges, or any other amount, in accordance with the terms of the aid.

Delinquent Account/Collection

Business Office Hold: I understand and agree that if I fail to pay my student account balance or any monies due to GOCC by the scheduled due date, GOCC will place a Business Office hold on my student account, preventing me from registering for future classes, obtaining an official transcript, or receiving a diploma.

Collection: I understand and accept that if I fail to pay my student account balance or any monies due to GOCC by the scheduled due date, GOCC may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee with all costs and expenses, including attorney fees, necessary for the collection of my delinquent student account. Finally, I understand that my delinquent student account may be reported to one or more of the national credit bureaus.

Consent: I authorize GOCC and its agents and contractors to contact me at my current and any future phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s) or any other debt I owe to GOCC. I authorize GOCC and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my phone numbers(s), cellular or landline, by submitting my request in writing to the applicable contractor or agent contacting me on behalf of GOCC. I understand and agree that I am responsible for keeping GOCC records up to date with my current physical addresses, email addresses, and phone numbers.

Entire Agreement

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and GOCC, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by GOCC if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Tuition and Fees

Tuition Calculation Chart

Contact Hours	In-District	Service Area	State of Michigan	Out-of-State	International	Contact Hours	General & Student Activity
1	\$130.00	\$161.00	\$196.00	\$232.00	\$280.00	1	\$39.00
2	\$260.00	\$322.00	\$392.00	\$464.00	\$560.00	2	\$78.00
3	\$390.00	\$483.00	\$588.00	\$696.00	\$840.00	3	\$117.00
4	\$520.00	\$644.00	\$784.00	\$928.00	\$1,120.00	4	\$156.00
5	\$650.00	\$805.00	\$980.00	\$1,160.00	\$1,400.00	5	\$195.00
6	\$780.00	\$966.00	\$1,176.00	\$1,392.00	\$1,680.00	6	\$234.00
7	\$910.00	\$1,127.00	\$1,372.00	\$1,624.00	\$1,960.00	7	\$273.00
8	\$1,040.00	\$1,288.00	\$1,568.00	\$1,856.00	\$2,240.00	8	\$312.00
9	\$1,170.00	\$1,449.00	\$1,764.00	\$2,088.00	\$2,520.00	9	\$351.00
10	\$1,300.00	\$1,610.00	\$1,960.00	\$2,320.00	\$2,800.00	10	\$390.00
11	\$1,430.00	\$1,771.00	\$2,156.00	\$2,552.00	\$3,080.00	11	\$429.00
12	\$1,560.00	\$1,932.00	\$2,352.00	\$2,784.00	\$3,360.00	12	\$468.00
13	\$1,690.00	\$2,093.00	\$2,548.00	\$3,016.00	\$3,640.00	13	\$507.00
14	\$1,820.00	\$2,254.00	\$2,744.00	\$3,248.00	\$3,920.00	14	\$546.00
15	\$1,950.00	\$2,415.00	\$2,940.00	\$3,480.00	\$4,200.00	15	\$585.00
16	\$2,080.00	\$2,576.00	\$3,136.00	\$3,712.00	\$4,480.00	16	\$624.00

Tuition Fees and Policy

Students will be assessed on a per semester contact hour basis, effective Fall Semester 2022:

Fee	Per semester contact hour
Resident, In-district	\$130.00
Service Area	\$161.00
In-State	\$196.00
Out-of-State	\$232.00
International	\$280.00

This cost does not include laboratory and course fees. Tuition charges are subject to change without notice upon action of the Board of Trustees.

Note: A contact hour is equivalent to the time the instructor spends in the classroom.

General Fee

A general fee will be assessed at \$25 per contact hour per semester.

Student Activities Fee

A student activity fee of \$5 per contact hour will be assessed.

Technology Fee

\$9 per contact hour per semester

Other Fees

Other fees assessed not including individual course fees are as follows:

- **Student ID Card Fee:** First card is free.
- There is a \$5.00 replacement ID charge.
- **Test fee for Credit by Examination:** \$50.00

Course and Laboratory Fees

Laboratory and course fees will be charged according to a schedule adopted and periodically revised by the Board of Trustees. For further information regarding laboratory and course fees assessed for individual classes, please contact the Vice President of Academics. **All fee charges are subject to change without notice.**

STUDENT OBLIGATIONS, FINES AND FEES

Students shall be held responsible for all fees, fines, and other obligations which they have incurred with Glen Oaks Community College. A hold may be placed on the student’s record and transcript which may stop the student from registering or having official copies of transcripts sent.

If a student desires to challenge his/her fees or other obligations, he/she shall have an opportunity to do so by requesting a meeting, in writing, with the reason for the challenge specified clearly to the appropriate Vice-President of the area that initiated the hold on the student’s record. The student should follow the “Due Process” procedure of the College for the challenge.

Reduced Tuition for Senior Citizens

Credit Courses: Glen Oaks Community College provides for a specific Senior Citizen tuition benefit. This benefit provides residents of **In District** who are sixty-two (62) years of age or older at the time of registration, waived tuition, technology fees, general fees, and activity fees for a maximum of eighteen (18) credit hours per year. Beyond the eighteen (18) credit hours per year, regular tuition and fee rates apply. This benefit is subject to the following conditions:

- The citizen is to enroll in the course during the one week ahead of the beginning of the course.
- The minimum class size (which determines whether a given course has sufficient enrollment to be offered) must be attained without considering the senior citizen enrollment.
- Maximum class size shall not be exceeded by the enrollment of senior citizens.
- The course enrollment will be as an Audit with no college credit granted.
- Senior citizens must pay for any specific course/laboratory fees and Distance Learning fees associated with the class.
- The senior citizen tuition waiver may not be used for tuition costs for limited and competitive enrollment academic programs, including Nursing, Allied Health, CNA, and other career development programs.
- This course enrollment does not permit open use of the college Wellness/Fitness Center.

Non-Credit Courses and Programs

- The senior citizen tuition policy and benefit does not apply to continuing education, customized business training, or other courses, seminars and workshops that may be offered at the college.

LIFE ON CAMPUS

Glen Oaks has varied extracurricular activities for students of all ages. The College presents a broad array of events including, but not limited to, intercollegiate athletics, intramural sports, cultural and educational events, student clubs, Student Government, Phi Theta Kappa, awards banquets, and graduation ceremonies.

Athletics (Intercollegiate)

Glen Oaks is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The College competes in men's and women's basketball, men's and women's bowling, men's and women's cross country, men's baseball, women's softball, women's volleyball and men's golf. The MCCAA and NJCAA regulate athletic competition, and establish eligibility standards for member colleges. Glen Oaks subscribes to these standards and rigidly enforces them. It is possible, with changing student interest or cost, that intercollegiate sports may be added or dropped when necessary.

Campus Cupboard

Currently enrolled GOCC students are able to receive 3-5 days worth of nutritious food (with quantities of food items based on the number of people living in the student's household) once every two weeks. To request food assistance service, first-time Campus Cupboard users can complete a Campus Cupboard Application (<https://etcentral.glenoaks.edu/#/form/3236>) online. Volunteers will look over each application and reach out to the student to schedule a day and time to pick up a pre-assembled food box.

Fitness and Wellness Center

The Glen Oaks Fitness/Wellness Center is a student-based facility that also caters to the needs of the community. The Center is equipped with a variety of cardio equipment as well as state of the art weight machines and free weights. Students may enroll in fitness classes for credit, or choose to utilize the student membership and work one on one with Center staff to develop a personally designed workout plan.

The Center employs a highly trained staff that is friendly, knowledgeable, and prepared to provide assistance to all Center students and patrons. Please check [glenoaks.edu](https://www.glenoaks.edu) (<https://www.glenoaks.edu/student-life/fitness-wellness-center/#1545331016684-9e41f517-39ca>) for operating hours.

All students enrolled on at least a part-time basis are able to use the Center for no additional charge as Fitness/Wellness Center membership is included in student fees.

The Fitness/Wellness Center's community usage fees are competitive with others in the area. Please check the Glen Oaks website for the most up-to-date pricing and schedule. Additional questions about the Center can be directed to the Fitness/Wellness Center at (269) 294-4307 or toll free at (888) 994-7818 extension 307.

GO Cafe

Glen Oaks Community College's GO Café is located on the Glen Oaks concourse and is operated by Monkey's Food Company. The GO Café sells a variety of made-to-order, ready-made, and packaged foods

and beverages on campus Monday through Friday. Specialties include Panini's, quesadillas, specialty salads, and desserts.

The café is open to all students, staff, and the public.

Devier Student Suites Residence Hall

Start or continue your journey toward independence by living in Devier Student Suites. Living on-campus makes it easier for you to connect with other students and research suggests that students who reside on-campus are more successful academically. In addition to being next door to campus resources, you are just minutes away from Centreville, Sturgis and Three Rivers, Michigan, where you'll have access to coffee shops, dining, grocery stores, parks, recreation and more.

Honor Societies

PTK

Phi Theta Kappa is the International Honor Society for two-year community college students. The Alpha Delta Omega chapter is chartered at Glen Oaks Community College. Hallmarks for the society are scholarship, leadership and service. Students who maintain a 3.5 GPA, have completed 12 credit hours over the 100 level and are enrolled in at least 3 credit hours for the semester are invited to become members. Members can reach the Five Star level of the membership through active participation in the society.

Epsilon Pi Tau

Epsilon Pi Tau is the International Honor Society for Professions in Technology. The newly established Delta Rho Chapter was chartered at Glen Oaks in 2017. Epsilon Pi Tau is 81 years old and promotes excellence in academics, service, and research and is dedicated to honoring high academic performance.

The Oaks Store (A Follett Campus Bookstore)

Follett provides you access to products and services from their huge network of bookstores and carefully-selected vendor partners across the country, and from their state-of-the-art distribution center.

When you shop via [efollett](https://www.foollett.com), you are virtually shopping at the Glen Oaks campus bookstore. Therefore, when you place an order for textbooks, clothing, gifts or supplies, those items are taken right off the bookstore's shelf for you. If the items you ordered are not on our shelves, we check our distribution center and reach out to our network of bookstores and vendor partners to get you the items you ordered. You can choose to have items shipped to The Oaks Store for pick-up or sent to an address of your choosing.

Student Clubs

Student clubs representing various campus groups, special interests and pre-professional areas are formed as the needs are identified. Clubs have included groups such as veterans and international students; hobbies such as art, photography or music; and pre-professional groups such as nursing and allied health. To establish a new organization or to revive an old one, a student will contact the club advisor (full time faculty/staff member) to discuss the club, gather signatures on the Club Roster, and have the club advisor submit a Student Club Application through Etrieve. The application and Club Roster are submitted to Student Government for approval. A copy of the approved application will be given to the Vice President of Student Services. Each student club is required to have a full

time faculty or staff advisor. All policies and procedures are found in the Handbook for Clubs on the Glen Oaks website under Student Life.

Student Government

Policy 3.47

Glen Oaks Community College students are authorized to organize a student government and to operate according to a constitution and by-laws that have been approved by the college administration. In general, the government is composed of representatives from all groups and its powers extend to recommendations only. Student Government is organized to achieve student input into decision-making and to sponsor events to benefit students. The government consults with the college administration. Members may serve on college committees concerning college matters and coordinate activities of the co-curricular and extra-curricular programs. Popular elections are held in the Fall semester for the offices of president, vice-president, second vice-president, secretary, treasurer, sophomore representative and freshman representative. (Adopted by Board of Trustees 1/13/95, revised 9/14/05.)

PERSONNEL

Faculty

In addition to these full-time professors and instructors, Glen Oaks employs many part-time instructors who are not listed in the catalog.

B

Alyse Bannister

Instructor, Welding

Welding Certificate

Melissa Blair

Instructor, Nursing

MSN - Fort Hays State University

BSN - The Robert B. Miller College

ASN - Kellogg Community College

Sara Boylan

Instructor, Nursing

MSH - Michigan State University

BSN - Bethal College

ADN - Glen Oaks Community College

Rebecca Burch

Professor, Psychology/Student Success

MA - Western Michigan University

BA - Western Michigan University

C

Pam Carrel

Professor, Nursing

MSN - Goshen College

BSN - Goshen College

Nursing Home Admin Certificate - Michigan State University

Associate of Science - Southwestern Michigan College

LPN - Glen Oaks Community College

Kevin Conner

Professor, Information Technology

MS - Capella University Michigan

BAS - Davenport University

AASB - Glen Oaks Community College

Lisa Cripe

Instructor, Nursing

MSN - Aspen University

BSN - Eastern Michigan University

ASN - Kellogg Community College

D

Jim Deroshia

Instructor, Automotive Technology

AAS - Glen Oaks Community College

Computer Support Technician Certificate - Glen Oaks Community College

Hydraulic Maintenance and Repair Certificate - Vickets Hydraulic School

G

Karen Goodman

Professor, Nursing

MSN - Capella University

BSN - Goshen College

ADN - Kalamazoo Valley Community College

LPN - Kalamazoo Valley Community College

H

Dr. Ren Hartung

Professor, Science

PhD - University of South Carolina School of Medicine

BA - Albion College

Lori Hatfield

Professor, English

MA - National University

BA - Thomas Edison

AA - Kalamazoo Valley Community College

Coursework - Adrian College & Michigan State University

Jeffery Hucko

Professor, Biology

MS - Eastern Kentucky

MS - University of Louisiana at Lafayette

BS - University of Kentucky

K

Dr. Lester Keith

Professor, Business Administration

DBA - Argosy University, Sarasota

MBA - University of Texas at San Antonio

BBA - University of Texas at San Antonio

AA - San Antonio College

AS San Antonio College

L

Reid Leaverton

Professor, Agricultural Technology

Caterpillar Equipment Mechanic - Reedley College

CAT - John Deere training

M

Sara Main

Instructor, Mathematics

MA - Western Michigan University

BA - Central Michigan University

Michelle McNamara

Professor, Communications

MA - Spring Arbor University

MA - Spring Arbor University

BAS - Davenport University

AA - Glen Oaks Community College

N

Michael Northrop

Professor, Art

MFA - Western Michigan University

BM - Olivet College

P

Steven Proefrock

Professor, Physical Education

MA - Eastern Kentucky University

BS - Central Michigan University

R

Stephen Ryno

Professor, English

MA - Western Michigan University

Med - Aquinas College

Secondary Teaching Certificate - Aquinas College

BA - Western Michigan University

S

Michael Sandelin

Professor, Mathematics

MA - Miami University

BS - Taylor University

Cheryl Schmitt

Professor, Business

MBA - Davenport University

MCTE - Western Michigan University

BBA - Western Michigan University

Teacher Education Certification - Western Michigan University

W

Carol Weatherford

Instructor, English

MA - Andrews University

BS - Western Michigan University

Chad Worthington

Professor, Psychology

MA - North Central University

MA - Western Michigan University

BA - Trinity International University

Annual Faculty

Julie Evans

CTE Teaching Academy, Education

MED - Eastern Michigan University

BA - Michigan State University

Chuck Frisbie

CTE Teaching Academy, Education

MA - Western Michigan University

BS - Western Michigan University

AA - Glen Oaks Community College

Andrea Stemaly

Instructor, English

MA - Western Michigan University

BA - Western Michigan University

AASN - Kellogg Community College

College Administration & Administrative Staff

College Administration Administrative Staff

Executive Leadership

Dr. David Devier

President/Professor

PhD - The Ohio State University

MA - Kent State University

BA - Ohio Northern University

Diane Zinsmaster

Executive Associate to President and Board of Trustees

Coursework - Glen Oaks Community College

Paul Aivars

Director of Business Outreach and Services

MA - Spring Arbor University

BS - Western Michigan University

Julie Cottin

Digital Solutions Administrator

MA - Western Michigan University

BBA - Western Michigan University

BS - Western Michigan University

Valorie Juergens

Executive Director of Communications and Marketing

MED - The University of Toledo

BS - The University of Toledo

Robert Kuhlman

Director of Institutional Innovation

MS - Central Missouri State University

BA - University of Minnesota

Vonda Marrow

Executive Director, Glen Oaks Foundation

JD - Valparaiso University School of Law

BA - Adrian College

AA - Southwestern Michigan College

Dr. Tammy Russell

Executive Director of Institutional Planning, Assessment and Research

PhD - Western Michigan University

MSW - Western Michigan University

BA - Hope College

Lauren Weiderman

Communications and Marketing Assistant

MSW - Western Michigan University

BS - Trine University

Academic Affairs/Instruction

Sara Birch

Associate Dean of Health Sciences

MSN - Spring Arbor University

MBA - Spring Arbor University

BSN - Spring Arbor University

ADN - Kellogg Community College

Adam Coultier***Vice-President of Academics***

Ed.D - Ferris State University
 MS - Michigan State University
 BS - Michigan State University
 AS - Delta College

Dr. Madonna Jackson***Dean of Academics***

Ed.D - University of Phoenix
 MA - University of Phoenix
 BA - University of Michigan

Shaphan Lavinghouse***Assistant Director of the Learning Commons***

MA - University of Mississippi
 BA - University of Mississippi
 AS - University of Mississippi

Trista Nelson***Director of Learning Commons***

MLIS - Wayne State University
 BA - Western Michigan University
 AGS - Glen Oaks Community College

Christina Steele***Director of Allied Health***

BS-Central Michigan University
 AAS - Macomb Community College
 MA - Ross Medical Education Center

Dawn Wood***Administrative Assistant to the VP of Academics***

BAM - Trine University
 Diploma - International Business College
 AD - Davenport University
 AASB - Glen Oaks Community College
 AASAH Health Insurance Codr/Biller Certificate - Glen Oaks Community College

College Operations**Bruce Zakrzewski*****Vice-President of Finance and Administrative Services***

BBA - Notre Dame

Jamie Bennett-Yesh***Director of Human Resources***

BBA - Robert B. Miller College
 AB - Glen Oaks Community College

Candy Bohacz***Human Resources Coordinator***

BBA - Western Michigan University
 AB - Glen Oaks Community College

Eric Connelly***Web & Information Systems Associate***

AAS - Glen Oaks Community College
 LPN Certificate - Glen Oaks Community College
 Computer Technician Certificate - Glen Oaks Community College

Chris Dao***Systems Analyst***

AAS - Glen Oaks Community College

Evan Dembskey***Director of Information Technology***

MA - University of South Africa
 METCH - Tshwane University of Technology

Larry Diekman***Director of Building and Grounds***

Michigan State Police Academy

Jennifer Dodson***Sr. Accountant***

MS - Southern New Hampshire University
 BS - Ferris State University
 AAS - Southwestern Michigan College

Larry Mericle***Custodial Supervisor***

Coursework - Glen Oaks Community College

Joel Mishler***Athletic Director***

BS - Grand Canyon University

Christian Monsivaes***IT Support Specialist***

AASB - Glen Oaks Community College

Sharon Nichols***Controller***

BBA - Davenport University

Robert Stuck***Network Administrator***

BS - Baker College of Jackson

Student Services**Tonya Howden*****Vice-President of Student Services***

MSEd - Capella University
 BA - Fort Hays State University, Kansas

Danielle Easterday***Admissions Representative***

BS - Grand Valley State University
 AB - Glen Oaks Community College

Michael Elliott***Residential Life Coordinator***

BS - Indiana University-Purdue University Indianapolis
 ASB - Glen Oaks Community College

Benjamin Fries***Director of Student Success and Advising***

MSL - Trine University
 BS - Indiana University - South Bend

Hannah Fries***TRIO SSS Project Advisor***

MA - Spring Arbor University
 BA - Western Michigan University

Amber Gerth***Disability and Support Services Advisor***

MSW - Spring Arbor University
BSW - Spring Arbor University
AGS - Glen Oaks Community College
ECE - Glen Oaks Community College

Angela King

Program Coordinator - Michigan State University Institute of Agricultural Technology

MA - Liberty University
BA - Western Michigan University

Sarah Kohler

Director of Admissions

MA - Southern New Hampshire University
BS - Ferris State University
AAS - Mid-Michigan College

Anita Lopez-Schlabach

Director of Early Middle College

BA - Spring Arbor
AA - Western Mennonite College

Meryn Mostrom

TRIO SSS Project Advisor

BA - Michigan State university
AA - Glen Oaks Community College

Claudia Pahls

Dual Enrollment Coordinator

MA - Ball State University
BA - Ball State University

Anne Springsteen, LPC, NCC

TRIO SSS Project Director

MA - Western Michigan University
BS - Western Michigan University
AA - Southwestern Michigan College

Leanne Steward

Assistant Director of Financial Aid/Academic Advisor

MS - Marygrove College - Detroit
BS - Trine University
Certified in Psychology/Sociology

Rachel Templin

Student Success Advisor

BA - Hope College

Ayla Wilder

Director of Housing Operations and Residential Life

MPS - University of Indianapolis
MS - University of Indianapolis
BS - University of Indianapolis

Amy Young

Executive Director of of Academic Records and Registrar

BA - Cornerstone University

Jean Zimmerman

Director of Financial Aid

BS - University of Illinois

Support Staff

Ken Anway

Custodian

Coursework - Glen Oaks Community College

Mark Arrington

Custodian

Kayla Bachinski

Executive Assistant to Director of Financial Aid

BS - Ferris State University

Lindsey Batten

Executive Assisant to Registrar

AA - Glen Oaks Community College

Nicole Bontrager

Custodian

Judy Fetch

Librarian Technician

AAS - Ferris State University
Coursework - Glen Oaks Community College

Anne Fries

Executive Assistant to Associate Dean of Health Sciences

AAS - Glen Oaks Community College

Jordan (Levi) Gowan

Maintenance Assistant

Clarice Green

Assistant to Vice-President of Academics/Faculty

BS - Spring Arbor University
AB - Glen Oaks Community College

Stacie Hart

Accounts Receivable Assistant

MBA - Trine University
BS - Trine University
AB - Glen Oaks Community College

Amanda Ludwig

Custodian/Maintenance Assistant

Paul Martin

Maintenance Assistant

Corrections Academy, Lansing, MI

Michael McCoy

Maintenance Assistant

BS - Western Michigan University

Tom Miller

Maintenance Assistant

Tonya Miller

Learning Commons Clerk

AASB - Glen Oaks Community College
AB Glen Oaks Community Colelge
Mngt/Mktg Cert - Glen Oaks Community College

Barb Murk

Early Middle College Assistant

BS - Spring Arbor University
AGS - Glen Oaks Community College
AA - Davenport College

Misty Sanderson

Learning Commons Clerk

AASB - Glen Oaks Community College

Barbara Thole

Accounts Payable/Payroll Assistant

AAS - Glen Oaks Community College

Bus. Admin. Diploma - Argubright Business College

Barry A. Mumby (D), 18 Years

David F. Locey (D), 16 Years

Taylor C. Snow, 16 Years

Richard Maurer (D), 14 Years

Patrick J. Haas, 13 Years

Norman H. Haas, 12 years

On-Campus Partners - Michigan State University

Angela King, MSU Program Coordinator

MS Liberty University; BS Western Michigan University

Presidents Emeriti

Glenn Oxender, President

Dr. Philip Ward, President

Dr. Gary Wheeler, President

Professors Emeriti

Gerald Barkley, Professor, Math/Science

James Cook - Professor, Computer-Aided Design & Drafting

Richard Cripe (D) - Professor, Counselor

Phyllis Cupp - Professor, Physical Education

Judy DeMink - Professor, Spanish

Susan Deter - Professor, Math

William Furr - Professor, Business

Kevin Gave - Professor, English/Communication

Harvey Gordon - Professor, Art

David Gosling (D) - Professor, Biology

Robert Gray (D) - Professor, Music/Data Processing

Larry Hass - Professor, Business/Accounting

Charlie Hayes - Professor, Automotive

Daryl Herrmann - Professor, Communications

Dr. Frank Janca - Professor, Science

Bill Lederman, Professor, Nursing

Janell Lederman, Professor, Nursing

Denise Martin - Professor, Data Processing/Computers

James Martin (D) - Electronics

Ron Miazga (D), English, Literature, Photography

Wayne Moss - Professor, Science

JoAnne Purlee - Professor, Nursing

Susan Reardon - Professor, Psychology

Jeanne Reed - Professor, Social Science, Humanities and Study Abroad

Richard Schlimgen - Professor, Counselor

Kenneth Schuler (D) - Professor, Physical Education

David G. Smith (D) - Professor, Business

Sharon Smith - Professor, Information Processing

Thomas Soper - (D) Professor, English/Physical Education

Bernard Swartz (D) - Professor, Mathematics

Ellen Stuckey - Professor, Information Processing

Leland Thornton - Professor, History

Barbara Timby - Professor, Nursing

Donald Van Zuilen (D) - Professor, Science

Robert Wathen (D) - Professor, History

Lucy Zimmerman - Professor, English

Trustee Emeriti

Dr. Robert L. Mowry (D), 22 Years

E. J. Shaheen (D), 24 Years

Eugene Schmidt (D), 20 Years

Gretchen Dresser, 18 Years

Jim Moshier, (D), 18 Years

RESOURCES AND SUPPORT SERVICES

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GOCC and MI Works

GOCC and MI Works! work together to prepare a skilled workforce

Today's jobs require higher skills and more knowledge. Businesses compete globally, and they demand smart talented workers to maintain growth and expansion. Glen Oaks educational training programs are playing a key role in providing the education and in ensuring workers have these skills. Michigan Works! offers many resources to help job seekers explore occupations and salaries, research education and training opportunities, and find employment.

In St. Joseph County, the Michigan Works! Service Center is located at 16587 Enterprise Drive, Three Rivers, Mich. Hours are Monday through Friday from 8 am to 5 pm Additional information and resources can be found at www.michiganworkssouthwest.org (<http://www.michiganworkssouthwest.org/>).

Graduate Rate Survey - Student Right to Know

Cohort Group Fall, 2018 - First Time/Full Time Degree/Certificate Seeking Students (As reported to IPEDS) in 2022.

- 2018 Cohort Graduation Rate: (Completers with 150% of Normal Time) ...40%
- 4-Year Average Student-Right-to-Know Completion or Graduation Rate Calculation (Total Completers within 150%/Adjusted Cohort) ...31%
- 4-Year Average Student-Right-to-Know Transfer Out Rate Calculation (Total Transfer-out Students/Adjusted Cohort) ...24%

Report Information:

4-Year Average Rates found on IPEDS report, last page. Available through the Office of Institutional Research are the following:

- Glen Oaks' full statistical report, with ethnicity, gender and program breakdowns.
- Complete definitions and date delineations, which are part of the full report.
- All information required by the Student-Right-to-Know legislation.
- Information on the student cohorts back to Fall, 1991.

Brief Definitions:

The Student Cohort contains all students who:

1. Enrolled for the first time in the indicated semester.
2. Took 12 or more credit hours of coursework in their first Fall semester/term (identified as full-time) or less than 12 credit hours of coursework in their first Fall semester/term (identified as part-time).
3. Indication they are seeking a Certificate or Degree.
4. Are enrolled in majors that have a certificate or degree awarded at the completion of an equivalent number of credit hours.
5. "Transferred students" are those we are aware of who have changed their enrollment to another institution.
6. "Still attending" includes all students who are enrolled for at least 1 credit hour in the reporting semester/term indicated and are not counted in any other category.
7. Graduation Rate (Graduated) (Initial Cohort-Transferred).
8. 150% Time Period is set by the Federal Government at three (3) semesters for one-year certificate programs, six (6) semesters for two-year certificate/degree programs.

Note: This counts two (2) semesters per year as a normal lead.

Unduplicated Count - This report represents an unduplicated count by category of students in the cohort. If a student can be counted in more than one category, they are **only** in the lowest number category listed (i.e. graduated takes priority over transferred).

Learning Commons

- E. J. Shaheen Library (p. 164)
- Learning Commons (p. 165)
- Tutoring and Testing Center (p. 165)

E. J. Shaheen Library

The E.J. Shaheen Library. The Library is accessible to students and members of the public. It provides patrons with more than 35,000 print and electronic resources that support the College's curriculum. The Library provides areas for quiet and group study. It also includes an AV Studio to enable students, faculty, and staff to create audio and video productions. Library staff also provide guidance and instruction on how to use the materials for coursework, independent research, and lifelong learning.

Library patrons have access to computer workstations as well as print, fax, and copy capabilities. Some electronic devices are available for loan to patrons as well.

The Library Website (<https://www.glenoaks.edu/academics/learning-commons/#Library>) provides 24/7 access on and off campus to the library catalog, electronic books, newspaper and periodical databases. Some specialized periodicals are available from off-campus only to members of the campus community with User ID and password.

Additional resources are available via InterLibrary Loan through the statewide catalog, MeLCat, or internationally through WorldCat. Library staff can assist patrons in accessing these resources

The Library is also home to the Glen Oaks Community College Archive, a collection of historical material about the College. The collection is available for review during library hours.

The E. J. Shaheen Library at the Glen Oaks Community College provides its patrons with print materials, online resources, web page access, guidance and instruction, and other services to support the college curriculum and to promote independent research and lifelong learning.

Learning Commons

The Learning Commons (<https://www.glenoaks.edu/academics/learning-commons/>) is a central repository for academic support services. It includes:

- The E.J. Shaheen Library
- The Glen Oaks Community College Archives
- The Tutoring and Testing Center (includes Pearson VUE testing)

Hours are:

- Monday – Thursday, 8 a.m. to 8 p.m.
- Friday, 8 a.m. – 4 p.m.

Note: Hours may be reduced during summer semester and when classes are not in session.

Tutoring and Testing Center

Tutoring Center

The Tutoring Center provides tutoring services to GOCC students free of charge. Free peer tutoring is available to any Glen Oaks student with an academic need. Peer tutors are selected for their communication skills and excellent record in specific academic areas. Many of the tutors are certified through the College Reading and Learning Association. Free online tutoring support is also available 24/7. Students request tutoring support by completing the Etrieve form via MyGOCC.

Testing Center

The Testing Center administers tests for GOCC courses at the request of the instructor. It also provides proctored test facilities for students attending other colleges. The ALEKs placement exam for Mathematics is provided to entering students through the Testing Center.

The Testing Center is also a Pearson VUE Authorized Test Center. As Part of the Pearson VUE network, the Testing Center can deliver a number of different national certification tests including the GED, Microsoft credentialing, and the Michigan State Teacher Certification test.

OSSP Occupational Student Support Program

The Occupational Student Success Program (OSSP) offers supportive services to specific categories of students who are enrolled in approved occupational degree or certificate programs. The initiative helps students achieve academic success by providing services designed to assist in the removal of barriers to the student's academic goals. The OSSP Program is open to all Special Population Students. A Special Population Student is a person who, through a formal assessment, has been deemed as being one of the following:

- Single Parent, Including Single Pregnant Woman – An individual who is unmarried or separated from a spouse, and has a minor child or children for which the parent has either custody or joint custody.
- Is unmarried or separated from a spouse and is pregnant.
- Out-of workforce individual– An individual who is under- employed or unemployed and is experiencing difficulty in obtaining employment or upgrading employment AND:
 - Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or
 - Has been dependent upon the income of another family member but is no longer supported by that income; or
- Individual from economically disadvantaged families, including low income youth and adults.
- English learner- An individual who has limited ability in speaking, reading, writing or understanding the English Language, AND whose native language is a language other than English; Or who lives in a family or community environment in which a language other than English is the dominant language.
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who – (i) is a member of the armed forces (as such term is defined in section 101 (a)(4) of title 10, United States Code; and (ii) is on active duty (as such term in is defined in section 101 (d)(1) of such title.
- Homeless individuals- as described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a).
- Individual preparing for nontraditional fields- An individual enrolled in an occupational program that is considered non-traditional for his/her gender as determined by National Labor Statistics and State Year-End Program enrollment data. These occupations or fields of work generally include careers in computer science, technology, and other emerging high skill occupations for which individuals from one gender comprise less than twenty five (25)% percent of the individuals employed in each occupation or field of work.
- Individual with a Disability – A person having any of the disabilities as in Section 3 of the Americans with Disabilities Act of 1990.

OSSP Services: Examples of available services include academic/ personal assessment, degree selection and academic advising, career workshops, referral services, registration assistance, financial aid application assistance, tutoring and career exploration.

Students participating in OSSP may also be eligible for financial assistance to help pay for tuition, fees, books, childcare and needs.

The Occupational Student Success Program is located in the Student Services Office. Appointments to discuss eligibility may be made by contacting the Occupational Student Success Program coordinator at 269-294-4328 or toll free 1-888-994-7818. Appointments or requests for information may be emailed to, Rachel Templin at rtemplin@glenoaks.edu. Interested applicants can fill out the OSSP Application on Etrieve. Funding for OSSP is provided by Perkins V and Glen Oaks Community College.

Parking

Students, staff and visitors are all expected to park in the lot west of the building. Parking spaces close to the building are limited and require special permits (issued to students who are permanently or temporarily disabled, senior citizens and the Board of Trustees). For a handicapped permit, a doctor's statement is required. Limited time permits and

temporary handicapped permits are available. Applications (requiring driver's license and vehicle registration) and the permits themselves are obtained from the GOCC human resources coordinator. Students should not park in and block the circle drives at each end of the building. These are for bus traffic and emergency vehicles which may need close access to the building.

St. Joseph County Transportation Authority (SJCTA)

Leave the driving to SJCTA!

St. Joseph County's bus service has the ability to bring you to and pick you up from Glen Oaks Community College. The buses transport people from 6 a.m. to 6 p.m. (Saturday 7 a.m. to 5 p.m.). The fee is \$2 each way for Glen Oaks students with student ID. Emergency announcements about closing for any reason will be posted on radio and television. For definite information and to be sure of the current schedule call the transportation office at 273-7808 or 1-800-964-5700.

(Rates subject to change).

Student Emergencies

If there is an emergency call, the caller should identify it as an emergency to the Registration/Records staff at 269-294-4259. Staff from the Registrar's Office will notify the student immediately. General messages for students cannot be taken.

Students With Disabilities

Glen Oaks Community College, in compliance with Section 504 of the 1973 Vocational Rehabilitation Act, the 1990 Americans with Disabilities Act and the 2009 Americans with Disabilities Act as Amended, is committed to making all of its programs and activities accessible to individuals with disabilities. Students with documented disabilities may receive advocacy services, coordination with other agencies, the use of auxiliary aids, and reasonable accommodations through the Disability Support Services (DSS) office in the Student Services Office at Glen Oaks. For more information about services, contact Student Services Disability Support Services office at (269) 294-4241 or email, Amber Gerth, at Agerth395@glenoaks.edu (ndickerson420@glenoaks.edu).

TRIO Student Support Services

TRIO Student Support Services (SSS) is a federally-funded program that works with 140 students each year to help in all aspects of the college experience - from choosing the right classes to transitioning into your next journey, whether continuing your education at a four-year university or going straight into a new career. The TRIO SSS Program at GOCC is committed to providing educational, career, and personal support to first-generation students, low-income students, and students with disabilities to equip participants with the skills and experience necessary to successfully graduate and transfer to a four-year college. Each participant is paired with a friendly and helpful TRIO SSS Advisor, who is their primary provider of the personalized services offered through the program. Our services include:

- Academic Advising
- Priority Registration
- TRIO SSS Scholarships

- Scholarship Search Help
- Career Counseling
- FAFSA Financial Aid Assistance
- Four-Year College Transfer Planning
- Educational Workshop Experiences
- Visits to Four-Year College Campuses
- Cultural Enrichment Events/Trips
- Personal Coaching and Mentoring
- And much more!

To apply, visit: tinyurl.com/gocctrio

For more information about the program, stop by Student Services, call, text or email.

Contact Information

Call/Text: (269) 294-4324

E-mail: sssprogram@glenoaks.edu

Find us on Facebook: TRIO SSS at GOCC

TRIO Student Support Services is federally funded at 100 percent by the U.S. Department of Education in the amount of \$261,888 for the 2021-2022 year.

Veteran's Benefits

Students who plan to use Veterans Benefits must take the following actions each semester:

1. Notify the Financial Aid Office of their intent to enroll,
2. Meet with a VA academic advisor and provide the Financial Aid Office with an academic advising form.

Applying for Veterans Benefits

First-Time Applicants

1. Complete an Application for benefits online at: www.vets.gov/education/apply (<http://www.vets.gov/education/apply/>)
2. Submit a certified copy of a DD-214 (veterans) or an original DD Form 2384 - Notice of Basic Eligibility (reserves).
3. Submit copies of training completion certificates. All military training received by the veteran must be evaluated by the Registrar's Office for college credit.
(See Transfer Credit for Armed Forces Educational Experience, pg. 54).
4. Request official grade transcripts from all previously attended colleges (must come directly from the college to Glen Oaks).

Transfer Applicants

If the student has received Veterans Benefits for attendance at another college, he/she must:

1. Complete the VA Form 22-1995, Change of Program or Place of Training, online at <http://vabenefits.vba.va.gov> (<http://vabenefits.vba.va.gov/>)
2. Request official grade transcripts from all colleges previously attended.
3. Students should contact the Joint Services Transcript Website at: <http://jst.doded.mil> (<http://jst.doded.mil/>) and request their military transcripts be sent to Glen Oaks.

Nelnet Deferred Payment Plan

Veterans must enroll in the Nelnet Deferred Payment Plan for Veterans each semester they register. Contact the Financial Aid Office for more information and enrollment instructions.

Maximum Hours

Veterans may be certified for a maximum of 62 hours (the exception being the prior approval of a change of program by the Veterans Administration). This includes any credits earned for military courses training, attendance at other institutions, CLEP scores, etc. accepted for Glen Oaks credit.

Withdrawals/Incompletes

Recipients of Veterans Benefits are to notify the Financial Aid Office immediately of any withdrawals or incompletes.

Reporting Changes

After the veteran has enrolled, it is his or her responsibility to notify the Financial Aid Office of:

1. Changes in training programs or credit hour class load, and/or
2. Withdrawals from college.

Veterans may be held liable for any overpayment benefits as the result of failure to report such changes. Note: Veterans Certification - Veterans are certified when all documentation required by VA has been received and you have met with the VA advisor. It usually takes 6-8 weeks before benefits are received.

Standards of Progress for Veterans Benefits

Students certified to receive Veterans Educational Benefits are required to maintain a cumulative GPA which meets or exceeds that required for graduation (2.0). Students who fail to meet this minimum standard are placed on probation for a maximum of one semester. If the student's cumulative GPA is still below 2.0, he or she will no longer be certified for Veterans Benefits.

Students may re-apply for Veterans Benefits when they have met the minimum standards for at least one enrollment period prior to the period for which they are applying. The Financial Aid Office may also approve recertification in documented special circumstances.

Veterans are hereby informed that failure to meet the Standards of Progress will be reported to the Veterans Administration. Recipients of Veterans Benefits will be notified by mail when they are not in compliance with the Standards of Progress.

SEARCH COURSES

Welcome to Course Search

Use the search panel on the left to find and narrow down courses of interest.

WORKFORCE DEVELOPMENT

The Glen Oaks Community College, Business Outreach and Services department offers a broad range of courses designed for an individual's professional growth and development, to customizing training providing education and training tailored to businesses' specific needs. With changing technologies and changing markets, it is more important than ever to invest in an organization's most important resource—its people. The Business Outreach and Services Training department provides quality workforce training and development to help St. Joseph County grow and prosper.

Through innovative assessment, delivery and evaluation, Glen Oaks Community College is able to assist organizations with training, development and implementation. Today's workplace is inundated with change as new technologies, processes and equipment emerge every day. To keep up with all these changes, an organization's employees need ongoing training. Glen Oaks provides efficient and effective training keeping an eye on the bottom line and on developing a company's most important asset -- its employees. Examples of training programs developed at GOCC: supervisory skills, working with millennials, communication skills, project management, lean manufacturing, metrology, blueprint reading, short-term computer classes and more.

All training is available at the workplace, so employers are paying employees for training time, not commuting time. Also, we arrange training according to your schedule including early morning and evenings to accommodate the complex schedules of today's workplace.

Instructors are licensed professionals experienced in the classroom and the workplace. Training content meets your business goals, whether immediate, short-term or long-term and includes hands-on experience, participant involvement and plenty of time for questions and answers.

Our experienced staff, instructors and consultants work in partnership with you to ensure every aspect of the training process is tailored to your exact requirements—from the development of custom-tailored training to post-course evaluation.

The Business Services and Outreach office collaborates with Southwest Michigan First, the Three Rivers and Sturgis Chambers of Commerce, Michigan WORKS! Southwest and other groups and individuals interested in the economic development for St. Joseph County. Contact the Business Outreach and Services office to learn of the latest courses at 269-467-9945.

CATALOG A-Z INDEX

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