



Glen Oaks
COMMUNITY COLLEGE

POLICIES and PROCEDURES



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100 – DISTRICT



Policy 105: BY-LAWS of the BOARD of TRUSTEES of GLEN OAKS COMMUNITY COLLEGE

Membership

Selection and Number

The Board of Trustees shall number seven, elected at large on staggered six-year terms.

Vacancies

Whenever a vacancy in the Board of Trustees occurs, the remaining Board members, by majority vote, shall immediately fill the vacancy with a qualified and registered elector of the community college district. Any person, so appointed, shall file his acceptance and affidavit of eligibility, and qualify by taking the oath of office. He shall hold office until the next regular community college election held for the selection of members of the Board of Trustees.

Authority of the Board

The Board of Trustees has the power to plan, promote, develop, acquire, construct, own, equip, maintain and operate a community college and an area vocational-technical education program. Further, the Board of Trustees shall have all additional authority and power to act as stated by law.

Conflict of Interest

All Board Members will be required to sign Conflict of Interest Policy 106 annually – in June.

Authority of Individual Board Members

A Board member has the authority to present motions and resolutions, to vote on motions and resolutions, and to call special meetings in accordance with Article IV, Section 3. A Board member shall have the power to act in the name of the Board of Trustees outside regular or special Board meetings only as directed by the Board of Trustees.

Duties of the Board

The duties of the Board of Trustees shall include, but are not limited to, the following:

- A. The establishment of policies, by-laws, rules and regulations for its own government.
- B. The appointment of a President for the college district.
- C. The appointment of other administrators and faculty to the college staff.
- D. The keeping of a written public record of all meetings.
- E. The establishment of tuition and fees.
- F. The final responsibility for the acquisition, conservation and management of community college funds and property, including all gifts to the college.
- G. The review and final decision concerning all curricula offered through the community college district.
- H. The review and final decision on all recommendations of the President in regard to the college personnel and related policies.

Duties of Individual Board Members

Each member of the Board of Trustees has the duty to attend the Board meetings, both regular and special; to serve on committees as directed by the Chairperson; to perform special duties as authorized by the Board and directed by the Chairperson; to support the interest of the college to the public; and to faithfully represent the district in all matters before the public.

Election of Officers

The Trustees shall elect a Chairperson, Vice-Chairperson, Treasurer, and Secretary. While it is recommended that a Board Member must serve at least one year on the Board prior to being elected to any of the aforementioned leadership positions, the Board may choose to elect a board member who has served for less than one year on the Board in the event that the board does/could have four or more newer members with less than one year of service, and to ensure that the Board would have four elected office positions. Leadership positions shall be elected in odd number years. The term of office of all officers shall be two years, subject to change of officers by resolution of the Board.

Policy History: Original By-Laws adopted by Board of Trustees 7/65; revised 12/5/66; 3/12/75; 11/10/99, Conflict of Interest added 6/13/19, reviewed updated 11/2022

Policy 106: CONFLICT of INTEREST

Purpose

The purpose of the conflict-of-interest policy is to protect Glen Oaks Community College's ("the College") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Board of Trustees member or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable corporations. The signed conflict of interest is to be completed by each board member annually in June.

Definitions

Interested Person: Any Board of Trustees member with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- A. An ownership or investment interest in any entity with which the College has a transaction or arrangement,
- B. A compensation arrangement with the College or with any entity or individual with which the College has a transaction or arrangement, or
- C. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the College is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest:

- A. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- B. The chairperson of the Board of Trustees shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- C. After exercising due diligence, the Board of Trustees shall determine whether the College can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction
- E. or arrangement is in the College's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy:

- A. If the Board of Trustees has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Trustees determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the Board of Trustees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Trustees decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

A voting member of the Board of Trustees who receives compensation, directly or indirectly, from the College for services is precluded from voting on matters pertaining to that member's compensation.

Annual Statements

Each Board of Trustees Member with board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the College is a public community college.

I do hereby certify that the above stated Conflict of Interest Policy for Glen Oaks Community College constitutes a complete copy of the Conflict-of-Interest Policy of the Corporation.

List any potential conflicts below:

I understand and acknowledge that I am obligated to adhere to this Policy 106

Signature: _____ Date: _____

Printed Name: _____

Policy History: Adopted by Board of Trustees 6/13/19, reviewed/updated 11/22

Policy 110: OFFICERS

Each officer shall perform the legal duties of the office to which elected and such other functions as are designated by the Board of Trustees.

Chairperson

The duties of the Chairperson of the Board shall be as follows:

- A. To preside, according to the usual rules of parliamentary procedure, and "Robert's Rules of Order, Revised," at all meetings of the Board of Trustees.
- B. To perform all duties prescribed by law and as directed by the Board of Trustees.
- C. To call all special meetings.
- D. To appoint committee members and to serve as an ex-officio member on all committees.
- E. To represent the Board in all contractual matters.

Vice-Chairperson

The duties of the Vice-Chairperson of the Board shall be as follows:

- A. To act on behalf of the Chairperson in his/her absence, or to act on his/her behalf upon his request.

Secretary

The duties of the Secretary of the Board shall be as follows:

- A. To exercise the responsibility for the following in concert with the Executive Associate to the College President:
 - B. Maintaining records of all the meetings of the Board of Trustees.
 - C. Posting all legal notices.
 - D. Signing all regular documents of the Board.
 - E. Maintaining all records of the Board for public inspection.
 - F. Sending each member of the Board, prior to the regular meetings, a copy of the minutes of the preceding Board meetings.
 - G. Notifying Trustees of the Board of all meetings.

Treasurer

The duties of the Treasurer of the Board shall be as follows:

- A. To exercise the responsibility for the following in concert with the CFO/Controller.
 - B. Receiving, safeguarding and expending funds as directed by the Board of Trustees.
 - C. Maintaining financial records belonging to the Board, including a full and accurate account of all transactions.
 - D. Reporting to the Board all transactions of funds as directed.
 - E. Signing documents for financial transactions as directed.

Policy History: Original By-Laws adopted by Board of Trustees 7/65, revised 12/5/66, revised 9/8/04, revised 4/9/14, Updated Titles to Chairperson/Vice-Chairperson 6/16/20, reviewed 11/22

Policy 115: QUORUM

A majority of the Board of Trustees present or via internet or telephone conferencing constitutes a quorum. No act of the Board is valid, however, unless voted by a majority vote of the members elected to and serving the Board. Board of Trustees members may attend meetings via internet – ZOOM or telephone, however remote attendees' votes will not be counted.

Policy History: Original By-Laws adopted by Board of Trustees 7/65, revised 12/5/66, revised 9/8/04, reviewed April 9, 201, updated 11/22

Policy 120: MEETINGS

The Board of Trustees Meetings shall be held in the college boardroom (unless otherwise noted) of the college on the second Thursday of each month at 8:00 a.m., Eastern Time, and no further notice of such meetings to the members shall be required. The order of business shall be as follows:

1. Call to Order
2. Approval of Agenda
3. Introduction of Attendees
4. Moment of Silence
5. Approve previous month's Board of Trustees Meeting Minutes
6. FOCUS TOPIC
7. Treasurer's Report
8. Audit/Finance Committee Update
9. State/National Legislative Update
10. Visitor Comments
11. Discussion Items
12. Action Items
13. Administrative Reports
14. Closed Session (rolling/standing line item each month but may not be needed every month)
15. Adjournment

Work Sessions

The Board of Trustees may meet for extended work sessions when deemed necessary during the calendar year. These meetings may begin with a brief meeting and will then adjourn to a planning session.

Special Meetings

Special meetings of the Board of Trustees may be called by the Chairperson of the Board, or Vice-Chairperson of the Board, by serving the other members written notice of the time, date and place of such meetings. Services of the notices shall be by:

- A. Delivering the notices to the members personally at least twenty-four (24) hours before such meeting is to take place, or
- B. Leaving the notice at the member's residence with an adult person of the household at least twenty-four (24) hours before such meeting is to take place, or
- C. Depositing the notice in a government mail receptacle enclosed in a sealed envelope plainly addressed to such member at his last known residence address at least forty-eight (48) hours before such meeting is to take place.
- D. E-mailing the notice to each last known e-mail address at least forty-eight (48) hours prior to the meeting time
- E. Service may be made by a member of the Board, the Secretary of the Board, or any employee of the Board.

Meetings Open to the Public

All regular and special meetings of the Board of Trustees shall be open to the public. All records and minutes of the meetings of the Board of Trustees shall be available for public inspection during regular college office hours. The official minutes shall be bound and kept in the president's office of the college.

Policy History: Original By-Laws adopted by Board of Trustees 7/65, revised 1/13/93, 5/12/99, revised 9/8/04, revised 4/9/14, revised 6/16/20, reviewed/updated 11/22

Board of Trustees Meeting Dates: 2024-25

Time: 8:00 – 10:00a.m.

Location: Boardroom

- Board Retreat Date – TBD
- August 8, 2024
- September 12, 2024
- October 17, 2024
- November 14, 2024
- December 12, 2024
- January 9, 2025
- February 13, 2025
- March 13, 2025
- April 10, 2025
- May 15, 2025
- June 12, 2025

Policy 125: COMMITTEES

Standing Committees

The Board of Trustees may organize standing committees. Members shall be appointed by the Chairperson of the Board. Membership on standing committees shall terminate with the term of office of the Chairperson of the Board.

Temporary Committees

The Chairperson of the Board of Trustees may organize temporary committees. Members shall be appointed by the Chairperson of the Board. Such committees shall be dissolved at such time as their assignment is completed, or at the discretion of the Board. Membership on temporary committees, however, shall not exceed the term of office of the Chairperson of the Board.

Policy History: Original By-Laws adopted by Board of Trustees 7/65, revised 12/5/66, revised 9/8/04, reviewed 4/9/14, Title updated to Chairperson, reviewed 11/22

Policy 130: AMENDMENTS

Any member of the Board of Trustees may propose an amendment.

The following procedures shall be used to bring a proposed amendment before the Board:

- A. The proposed amendment shall receive a formal reading at two consecutive Board meetings and be acted upon following the second reading: or

If the above procedure is not feasible, the alternate procedure may be used. The alternate procedure is as follows:

- B. The proposed amendment shall be made in writing and conveyed to each member of the Board of Trustees at least forty-eight (48) hours preceding one formal reading and final Board action.

Policy History: Original By-Laws adopted by Board of Trustees 7/65, rRevised 12/5/66, reviewed by Board of Trustees 9/8/04, reviewed 4/9/14, reviewed 11/22

Policy 152: JOINT CAPITAL OUTLAY

Whereas, the State of Michigan Joint Capital Outlay Subcommittee has requested that all universities and community colleges accept the Use and Finance State requirements as promulgated in policy and law; now therefore, be it

Resolved, That the board of Glen Oaks Community College has read and reviewed the policies of the Joint Capital Outlay Subcommittee and applicable sections of law relating to the requirements and penalties of the Use and Finance Statement approval process, has established internal procedures to ensure compliance, and will monitor the Glen Oaks's Capital changes to remain in compliance.

Date:

Chairperson, GOCC Board of Trustees

Secretary, GOCC Board of Trustees

President, Glen Oaks Community College

Policy History: Approved by Board of Trustees 4/14, reviewed 11/22

Policy 153: INVESTMENTS

Investments

- A. Investments will be made in conformance with Michigan Law.
- B. Cash flow analysis will be used to determine the balance of short versus long-term investments.
- C. Long-term investments (longer than one year) are used to ensure overall fund security and to provide a reasonable return on the investment. Bonds will be invested in reasonable nominal amounts with various maturity dates to avoid premature liquidation, and to provide minimal administrative costs.
- D. Short-term investments (one year or shorter) are used to ensure maximum liquidity and security of funds. The rate of return should be maximized to the extent possible.
 - a. Certificates of deposit (CD) purchases are limited to \$250,000 from federally insured (FDIC, FSLIC) institutions with at least one office located in St. Joseph County and \$100,000 from all other institutions.
 - b. Treasury bills (T-Bills) and other similar obligations of the United States Government may be purchased in any amount.
- E. The investments listed above, as well as any other types of investments will be reviewed and approved by the finance and audit committee of the Board of Trustees prior to any completion of transactions. The signers on the investments will be the College President and the CFO/Controller.

Policy History: Adopted by the Board of Trustees 4/11/12, revised 4/9/14, Title update Vice-President of Finance 6/16/20, reviewed 11/22, title updated CFO/Controller 8/8/24.

Policy 160: VISION, MISSION and VALUES STATEMENT

Vision

Transforming Lives and Advancing Communities

Mission

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

Values

"Glen Oaks CARES"

The core values guiding Glen Oaks Community College's internal and external interactions:

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 groups.

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 area needs and internal needs within available resources. 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 habits and skills to improve our ability to acquire, develop, use, and manage resources to sustain the college's mission. We exercise appropriate control over the college's human, financial, academic, support services, and physical plant as essential to effective public stewardship.

Policy History: Original Vision, Mission & Values approved by Board of Trustees 9/09, reviewed/ approved by College Council 8/12, reaffirmation by Board of Trustees 4/9/14, reviewed/updated 10/22

Policy 170: BOARD PRESS INVITATION

The media are invited to attend all regular and special meetings of the Board of Trustees. The meetings will conform to the Open Meetings Act.

Policy History: Adopted by Board of Trustees 1/13/93, reviewed 9/8/04, reviewed 4/9/14, reviewed 11/22

Policy 171: PUBLIC PARTICIPATION at OPEN MEETINGS

Specific time shall be allotted to visitors for comments during regular meetings, in compliance with the provisions of Michigan's Open Meetings Act, Public Act 267 of 1976, as amended.

Policy History: Adopted by Board of Trustees 11/12/97, revised 9/8/04, reviewed 4/9/14, reviewed 11/22

Policy 180: FREEDOM of INFORMATION ACT COMPLIANCE

Can be found on J Drive – Policy & Procedure Manual – ADOBE File

Policy History: Adopted by Board of Trustees 6/11/97, revised 9/8/04, 4/9/14, 9/9/15, reviewed 11/22

Policy 181: OTHER REQUESTS FOR INFORMATION

Purpose:

This policy outlines the procedures for the College to respond to information requests, including subpoenas, warrants, and other law enforcement agency actions (including but not limited to local, state, or federal agencies) actions, while ensuring compliance with applicable laws, and protecting the rights and privacy of students, faculty, and staff.

General Principles:

1. **Compliance with Law:** The College will comply with all applicable federal and state laws regarding information requests.
2. **Protection of Privacy:** The College is committed to protecting the privacy of student, faculty, and staff records as required by law, including the Family Educational Rights and Privacy Act (FERPA).
3. **Transparency and Due Process:** The College will strive to be transparent in its responses to information requests while ensuring due process and fairness.

Section 1. FOIA (Freedom of Information Act) Requests: For FOIA Requests, please refer to policy 180. The Executive Associate to the President is the designated FOIA Officer for the College. All FOIA requests must be directed to the FOIA Officer.

Section 2. Employment Verifications and/or References: All requests for employment verifications, wages, or other employment information must be directed to the Human Resources Department. Glen Oaks Community College will only provide positions held and dates of employment. A release/waiver signed by the employee, or a FOIA request is required if the requester wishes to obtain additional information such as wages. Employees are not authorized provide references on behalf of the College (on Glen Oaks letterhead) but may act as a personal reference if they so choose.

Section 3. Personnel Records: Requests for current or former employee personnel records must be directed to the Human Resources Department. Requests for personnel records will be handled in accordance with the Bullard-Plawecki Employee Right to Know Act. Employees shall not divulge a disciplinary report, letter of reprimand, or other disciplinary action to a third party, without providing the employee or former employee written notice by first-class mail to the employee or former employee's last known address, prior to divulging the information.

Section 4. Subpoenas and Warrants: Employees should not take possession of or sign any legal documents such as subpoenas or warrants. These should be directed to the Campus Safety Director (Ext 261), or a member of the President's Cabinet. The Campus Safety Director or Cabinet Member (or designee) will consult with the College's legal counsel to verify its authenticity and legality. The individual or department, whose information is being sought, will be notified, if legally permissible. Requests

for personnel information must be directed to the Human Resources Department. Requests for student information must be directed to the Registrar's Office. The College will comply with the legal requirements of the subpoena or warrant while minimizing the disclosure of information.

Section 5: Law Enforcement Agency Action: In the event of any local, state, or federal law enforcement officer's presence at the College, request for information or inspection, **a member of the President's Cabinet shall be notified immediately.** The College will consult with legal counsel to determine the appropriate response and ensure compliance with applicable laws. Access to student and employee records will be limited to those legally authorized to receive them.

Law Enforcement officers, like other guests, are permitted to enter public areas of the College (concourse, hallways, parking lots, learning commons, etc). However, they are not authorized to enter/search private areas without presenting a judicial warrant to the appropriate member of the President's Cabinet. Private areas include offices, meeting rooms, classrooms, and the Devier Student Suites Residence Hall. Employees shall obtain documentation from the law enforcement officer (e.g., identification, business card, any warrants, or subpoenas) and make copies or clear photos.

Employees shall read the contents of any warrant presented. A warrant signed by a judge or magistrate in a federal or state court (Judicial Warrant) is required for law enforcement officers to proceed beyond public areas and into the private areas of the College. A warrant signed by an employee of Immigration and Customs Enforcement (ICE) or Department of Homeland Security (DHS) (Administrative Warrant) are merely requests and do not have the same effect as a Judicial Warrant.

If a member of law enforcement attempts to enter a private area of the College with a **Judicial Warrant**, employees shall comply and may say, "a Member of the President's Cabinet will arrive shortly to assist you." If a member of law enforcement attempts to enter a private area of the College with an **Administrative Warrant**, employees may say, "I cannot give you permission to enter this area, you must speak with a Member of the President's Cabinet, who shall arrive shortly."

Being in a public area does not give law enforcement the authority to detain/question anyone. Employees should not disclose any personnel or student information not specifically requested by a Judicial Warrant.

Policy History: Adopted by Board of Trustees 4/10/25

Policy 182: EMPLOYEE EVALUATIONS

The Board of Trustees exempts from disclosure as a public record any and all evaluations made of employees of the Community College District, except where otherwise requested by the employee in accordance with Section 13(1)(a) and Section 13(1)(m) of Act No. 442 of the Public Acts of 1976 (Freedom of Information Act).

Section 13(1)(a): Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.

Section 13(1)(m): Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.

Policy History: Adopted by Board of Trustees 5/10/78, revised 9/8/04, reviewed 4/9/14, 11/22

Policy 190: BOARD of TRUSTEES TRAVEL REIMBURSEMENT

Expense reimbursements may be authorized by the Board Chairperson, College President, Vice-President of Academics, Vice-President of Student Service or CFO/Controller. To be eligible for reimbursement, expenses must be directly related to the conduct of College business. For the protection of the Board of Trustees member and the College, expenses generally must be receipted and documented in conformation with IRS standards.

Reimbursable Expenses

Only the actual and necessary expenses essential to the ordinary comforts of a traveler in the performance of official duties will be reimbursed. Travel shall be by the most direct route possible and any person traveling by an indirect route shall assume extra expenses incurred thereby. Expenditures for laundry, valet service, alcoholic beverages, typing, personal telephone calls, entertainment, theater and/or banquet tickets, etc. (except when banquet costs appear on the program and are a part of the meeting) are considered personal costs and will not be reimbursed. Trustees may obtain a Tax Exemption Form from the GOCC Business Office or GOCC President's Office. This form can be used to deduct hotel taxes when overnight accommodations are required. Any exceptions to the above must be approved in writing by the Board Chairperson, College President or CFO/Controller.

Transportation by Common Carrier

Whether travel is by air or other means, persons in official travel status for Glen Oaks Community College are entitled to transportation and service that meet reasonable and adequate quality standards for convenience, safety, and comfort. This general policy means that a traveler should use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Taxicab

Charges will be allowed when satisfactorily explained. Tip(s) shall be included in charges.

Travel by Personal, Privately Owned Automobile

Limitation on Use

Trustees are encouraged to use their personally owned vehicles (POV) if traveling by common carrier will cause undue delay or would be more costly. Trustees may elect to use their POV in lieu of less costly common carrier provided they agree to accept the least costly common carrier fare as total payment for travel costs incurred.

Mileage Rate

Mileage shall be reimbursed at the rate established by the IRS listed in the current IRS CODE, SECTION 162, regardless of number of passengers.

Parking Charges

Necessary parking charges will be allowed. Receipts are required to substantiate claims. Meter charges will be allowed when the date and place is listed on the "Expense Reimbursement Request/Payment Voucher".

Toll Charges

Claims for reimbursement should be supported by receipt(s).

Policy History: Adopted by Board of Trustees 2/13/02, revised 9/8/04, Title updated 1/20, reviewed/revised 11/22, title updated to CFO/Controller 8/8/24

Policy 195: PRIVACY

Website

Thank you for visiting the Glen Oaks Community College website. Your privacy is very important to us.

Personal Information

Unless you choose to share personal information when you visit our website, our policy is not to collect your personal information.

If you voluntarily choose to share information through your visit to the college's website, email or web forms, the college will use that information to respond to your requests for products and services. Glen Oaks will not share the information that is collected on the site with third parties unless required or authorized to do so by state or federal law.

Non-Identifiable User Information

Glen Oaks collects non-identifiable user information. This is information that cannot be used to distinguish or trace an individual's identity such as their name, social security number, date, and place of birth, etc. This information includes Internet domain and IP address information as well information about the type of devices and browsers used to access the site. The type of non-identifiable information collected includes age, gender, geographical location and web pages visited. It does not include your personal email address or other personal information.

Collectively, the non-identifiable user information is used to help gather data as to what website pages visitors are accessing and the dates and times they are viewed. This data helps Glen Oaks better understand our audience for marketing purposes.

Use of email addresses

If you send an email to Glen Oaks during your visit to our website, your email address and message will be collected. Although e-mail addresses are public records in the state of Michigan, Glen Oaks uses email addresses only for their intended purpose and does not provide them to third parties unless required by law.

Cookies

Cookies are small pieces of data stored on the user's computer while browsing a website. Glen Oaks uses cookie files to recognize you when you are visiting our pages. Cookies do not collect personally identifiable information. They are used to track usage information and visitor behavior and provide the college with data that can help make content adjustments and improve web page navigation for users. Cookies are also an important security tool as web servers know which accounts are logged in. This information is important for sites to know whether or not to send sensitive information.

Marketing

Glen Oaks utilizes a variety of social media platforms including Facebook, Twitter, Instagram, Google and LinkedIn.

Glen Oaks works with marketing companies which assist us in digital marketing services. One of the products that we have purchased is a retargeting product, which may show you advertisements for Glen Oaks when you visit other sites in the marketing company's network or in third-party networks. This is done through the use of cookies that are provided by digital marketing firms through their third-party partners – advertising cookies. The sole use of these cookies is, as stated above, to simply show you advertisements for our site, and are not used to track you in any other way. Moreover, our digital marketing firms with which we do business do not link the information in the cookies or any other cookie to any personal information that you may have provided.

Opting Out

Most browsers notify you if you receive a cookie, or you have the option to block by turning off cookies.

Accessibility

Glen Oaks Community College makes every effort to ensure our website is accessible to everyone. In accordance with the requirements of the Americans with Disabilities Act (ADA), Glen Oaks will make reasonable accommodations to the known physical limitations of students in the Disability Support Services program.

Disclaimer

Glen Oaks provides website information herein as a public service and works to achieve a high level of content accuracy. Glen Oaks makes no claims, promises or guarantees about the accuracy of the content contained on the website or its hyperlinks to other Internet pages. Neither Glen Oaks nor its content authors shall be liable for damages of any kind. Please report errors or omissions to the web developer: webmaster@glenoaks.edu.

For questions or further information about our website and information that is collected, please contact:

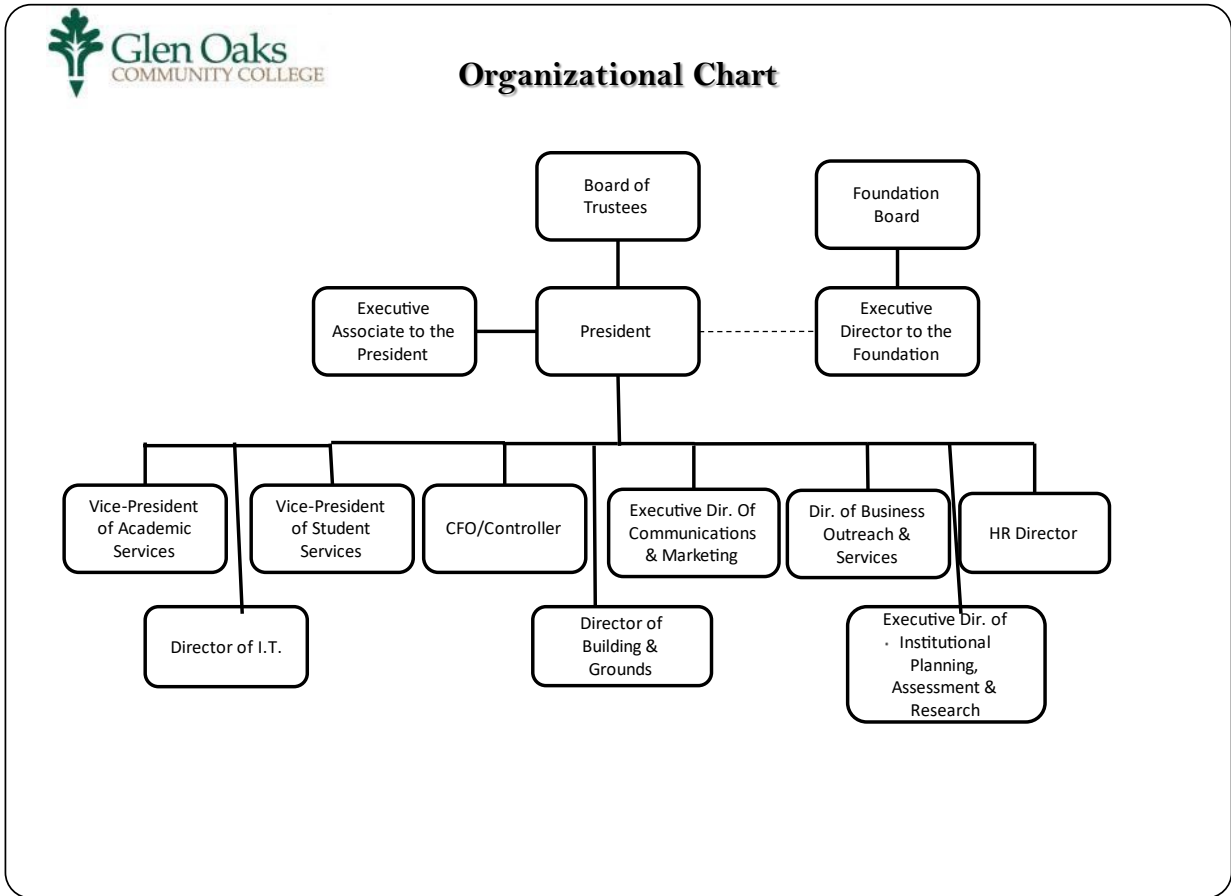
The Office of Communications and Marketing
Glen Oaks Community College
62249 Shimmel Rd.
Centreville, MI 49032
269-294-4329
ddevries350@glenoaks.edu

Policy History: Approved by Board of Trustees 4/8/21, reviewed 11/22

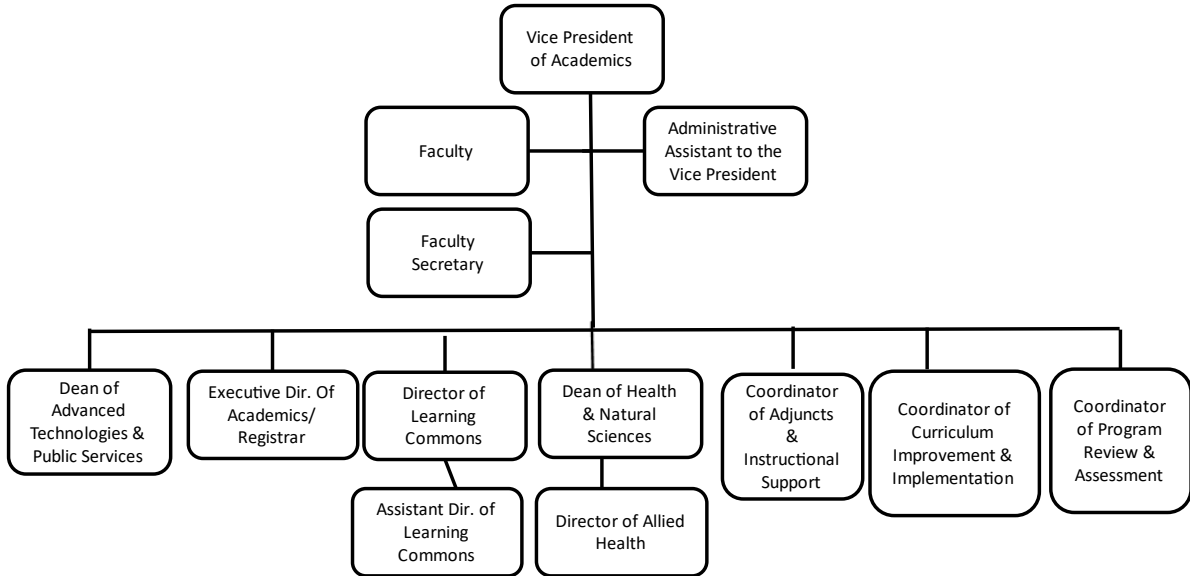
200 – ADMINISTRATION



ORGANIZATIONAL CHARTS

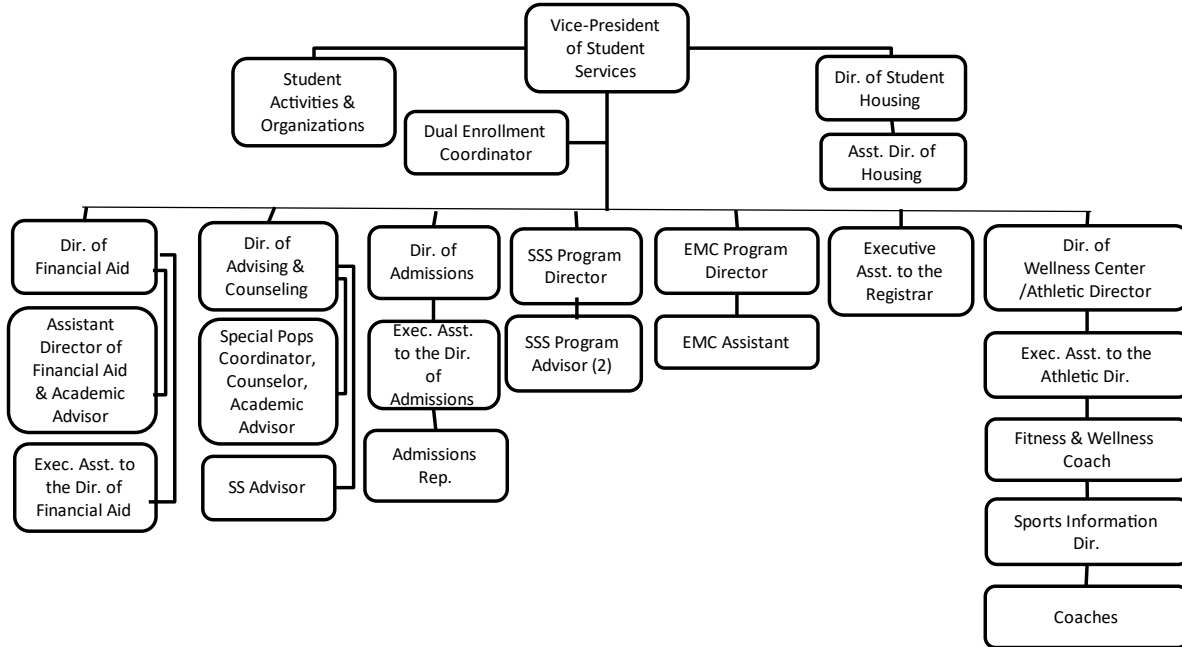


Organizational Chart ACADEMICS





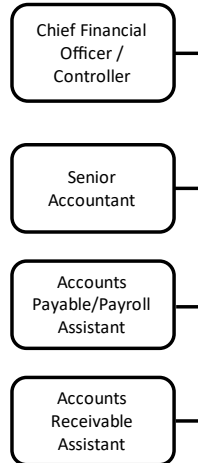
Organizational Chart STUDENT SERVICES





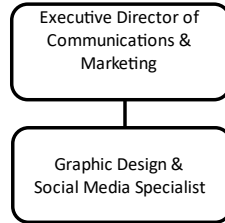
Organizational Chart

FINANCE





Organizational Chart COMMUNICATIONS





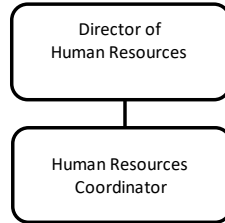
Organizational Chart **INSTITUTIONAL PLANNING, ASSESSMENT & RESEARCH**



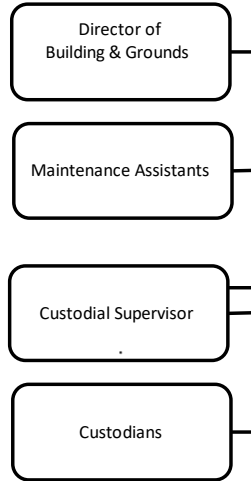


Organizational Chart

HUMAN RESOURCES



Organizational Chart Building & Grounds



Policy 210: ACCESS to and/or USE of COLLEGE PROPERTY and RESOURCES

Glen Oaks Community College is a publicly funded institution of higher education. Access to the students, employees, buildings, facilities, activities, and the outdoor spaces of Glen Oaks Community College may be regulated as to the time, place and manner of the same as determined in the sole discretion of the College.

In formulating and applying this Policy, the College recognizes the civil liberties guaranteed by the United States and Michigan, Constitutions, including freedom of speech, press, and assembly. The College also recognizes the need to preserve and protect its property, the peace, students, employees and invitees of the College, and the effective operation of all educational, business, and related activities of the College.

All decisions and actions of the College employees and agents made under this Policy will be content neutral. 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.

It is the Policy of the College that the areas/property owned or controlled by the College (“College Property”) and College resources be maintained, used and protected in a safe and orderly manner, administered to the best advance and support the primary purpose of the education College students, to protect the safety and well-being of students, faculty and campus invitees, and the educational environment of the College, and to best maintain the quality, safety and condition of the College’s property, resources and environment by:

- A. Maintaining an appropriate educational environment for all College students and faculty, an appropriate work environment for all College employees and contractors, and a safe and welcoming environment for all persons properly present on College property.
- B. Maintaining the personal security of all persons present on College property.
- C. Protecting the property of the College and of persons present on College property.

In furtherance of the purposes of this Policy, Glen Oaks Community College reserves the right to regulate access to and continued presence onto or into any College property, to regulate activity on College property, to act in accordance with personal or property safety concerns and to regulate the use of College resources, including but not limited for the purposes of preventing or curtailing a disruption of the College’s educational programs or operations and maximizing student use, and hereby delegates to its administration the authority to enact, implement and enforce regulations and rules or take such actions as may be deemed necessary in accordance with this Policy, including but not limited to denying or restricting access to any individual, group, or activity, prioritizing the use of College property and resources, such as study rooms, internet, computers, books and any other resource, and requiring specific written approvals for access to, movement on our use of College property and/or resources.

Policy History: Adopted by Board of Trustees: 4/13/23

Policy 215: CODE of ETHICS

PREAMBLE

The chief executive officers (CEOs) of community, technical, and junior colleges set the ethical tone for their institutions through both their personal conduct and their institutional leadership.

Therefore, each CEO should adhere to the highest ethical standards and promote the moral development of the college community.

To achieve these goals, CEOs should support active moral reflection, dialogue, and principled conduct among themselves, their boards of trustees, administrators, faculty, staff, students, and the community at large.

While no code of ethics alone can guarantee ethical behavior, the values set forth in this code are intended to guide CEOs in carrying out these duties.

VALUES

To promote individual development and the common good, CEOs should strive to promote basic values about how people should conduct themselves when dealing with others in an academic institution serving the educational needs of the community. These values should represent a shared ideal which should permeate the institution and become for CEOs a primary responsibility to uphold and honor.

These values should include:

- 1) Trust and respect for all people within and without the college.
- 2) Honesty in actions and utterances.
- 3) Fairness and justice in the treatment of all.
- 4) A pervasive sense of integrity and promise keeping.
- 5) A commitment:
 - to intellectual and moral development
 - to quality
 - to individual empowerment
 - to the community college philosophy
 - to college above self
- 6) Openness in communication.
- 7) Belief in diversity within an environment of collegiality and professionalism.

RESPONSIBILITIES TO BOARD MEMBERS

- To ensure that all board members have equal access to complete information in a timely manner.
- To avoid not only conflict of interest, but also attempt to avoid the appearance of it.
- To represent accurately the positions of the board in public statements.
- To foster teamwork and common purpose.
- To carry out board policies in a conscientious and timely manner.

RESPONSIBILITIES TO ADMINISTRATION, FACULTY, AND STAFF

- To encourage the highest standards of excellence in teaching and in the advancement and application of knowledge.
- To respect both the personal integrity and professionalism of administrators, faculty, and staff.
- To promote a college environment that fosters mutual support and open communication among all administrators, faculty, and staff.
- To raise consciousness concerning ethical responsibilities and encourage acceptance of these responsibilities.
- To seek and respect the advice of administration, faculty, and staff in matters pertaining to college life and governance.
- To treat all employees fairly and equitably, to preserve confidentiality, to provide appropriate due process, and to allow adequate time for corrective actions.

RESPONSIBILITIES TO STUDENTS

- To ensure that all students are treated with respect and to promote acceptance of diversity within the college community.
- To provide quality education and equal access to educational opportunities for all students.
- To provide accurate and complete descriptions of available academic programs and to provide sufficient resources to ensure viable programs.
- To seek and respect the contributions of students to college decisions.
- To ensure that there is no unlawful discrimination, harassment, or exploitation in any aspect of student life.

RESPONSIBILITIES TO OTHER EDUCATIONAL INSTITUTIONS

- To keep informed about developments at all levels of education, particularly with respect to two and four-year colleges.
- To be honest in reporting college operations and needs.
- To honor agreements and to maintain confidential information.
- To respect the integrity of programs offered by other institutions and to promote collaboration.

RESPONSIBILITIES TO BUSINESS, CIVIC GROUPS, AND THE COMMUNITY AT LARGE

- To ensure that the college responsibly meets changing needs in its state and communities.
- To promise only what is realistic and keep promises that have been made.
- To ensure that all interested parties have an opportunity to express their views regarding college policies.
- To ensure equal opportunities for all groups to take part in college programs.
- To avoid conflict of interest in contracts, services, and sharing of information.
- To honor all laws pertaining to the college.

RIGHTS OF CHIEF EXECUTIVE OFFICERS

A CEO should have the right:

- To work in a professional and supportive environment.
- To make a clear, written statement of the philosophy and goals of the college; to participate fully in setting subsequent goals and policies.
- To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
- Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
- To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct.

Policy History: Adopted by Board of Trustees 6/12/91, revised 10/13/04, 6/11/14, 12/8/22, 4/13/23

Policy 220: APPOINTMENTS

Employee appointments are to be signed by the President of the College within the framework of the budget and guidelines as established by the Board of Trustees for each position specified in the budget, except the positions of Vice-President of Academics, Vice-President of Finance & Administrative Services, and Vice-President of Student Services, that hold similar responsibilities, which positions will be subject to confirmation by the Board of Trustees.

Policy History: Adopted by Board of Trustees 6/21/72, Revised 12/11/74, 10/13/04, 11/1/19, 12/8/22, 4/13/23

Policy 221: NEGOTIATING TEAMS

The Board of Trustees of Glen Oaks Community College authorizes its President to act as its Agent in directing all negotiations with its employee groups. The Chairperson of the Board shall appoint a three-person committee of the Board to work with the President and negotiating teams to carry out bargaining procedures with employee groups.

The teams shall, under the direction of the committee of the Board, be empowered to work out final and mutually satisfactory agreements subject to ratification by the Board and employee groups.

The Board shall receive regular reports of the progress of all negotiation teams during the periods of active negotiations. Specialized legal counsel may be sought by any of the negotiating groups.

Policy History: Adopted by Board of Trustees 3/15/72, revised 10/09/02, 10/13/04, 6/11/14, reviewed 12/8/22, 4/13/23

Policy 230: FAMILY and MEDICAL LEAVE ACT

Resolution

Whereas, Glen Oaks Community College recognizes the importance of its faculty and staff in providing quality educational programs and services to its students and patrons; and

Whereas, Glen Oaks Community College recognizes the obligations of its faculty and staff to their family members and to themselves; and

Whereas, Glen Oaks Community College recognizes the need to preserve and enhance the physical, emotional and psychological well-being of its faculty and staff;

Now, therefore, it is hereby resolved that Glen Oaks Community College shall comply with the provisions of the Family and Medical Leave Act and shall initiate the policies, programs and procedures necessary to provide to its faculty and staff the benefits provided for in that act.

Policy History: Adopted by Board of Trustees 5/12/93, reviewed 10/13/04, revised 6/11/14, reviewed 12/8/22, 4/13/23

Policy 235: AMERICANS with DISABILITIES ACT and SECTION 504 REHABILITATION ACT

Glen Oaks Community College does not discriminate in the admission or treatment of students on the basis of disability. Glen Oaks Community College does not discriminate in the treatment of employees on the basis of disability. The College is committed to compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act.

- A. Section 202 of the 1990 Americans With Disabilities Act: "No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity."
- B. Section 504 of the 1973 Rehabilitation Act: "No otherwise qualified, handicapped individual in the United States shall solely, by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

While ensuring the academic integrity of its programs, the College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with current documentation of a disability.

The Office of Support Services for Student with Disabilities (SSSD), located in Student Services, is responsible for the coordination of services as defined by Section 504 of the Rehabilitation Act. Please contact advising@glenoaks.edu or call (269) 294-4241 for more information or questions pertaining to your need for assistance.

Policy History: Adopted by Board of Trustees 4/17/02, revised 10/13/04, 6/11/14, 12/8/22, 4/13/23

Policy 241: PLANNING

Glen Oaks Community College is committed to strategic planning and related planning processes. Leadership for planning processes resides with the Board of Trustees and the President and involves the President's Leadership Council, and, ultimately, all college and community stakeholders.

The primary goals of planning processes are to prepare the college for change and the future, to align college needs and responsibilities with the mission and resources, and with the communities the college serves.

Policy History: Adopted by Board of Trustees 7/92, revised 10/13/04, 6/11/14, reviewed 12/8/22, 4/13/23

Policy 250: COLLEGE CLOSING / DELAYS

When inclement weather warrants the possibility of closing day, evening classes, or creating 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 college may close for the entire day and/or have 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 3:00 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 a 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 will 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.

Policy History: Adopted by Board of Trustees 10/29/99, revised 10/13/04, 10/25/07, 6/11/14, 2/26/15, 5/13/15, 2/15/18, 12/8/22, 4/13/23

Policy 251: SMOKING

The college facilities (all Indoor and Outdoor) areas are tobacco and smoke-free. This includes but is not limited to all tobacco products, e-cigarettes, vapes or other smoking devices and products. The one exception to this is the personal enclosed vehicles of students and employees. Individuals who choose to smoke may do so in their cars. This policy applies to all employees, students and visitors. Persons willfully refusing to comply will be considered in violation of the Dr. Ron Davis Smoke Free Air Law of 2009 and Glen Oaks policy.

- Free Smoking Cessation Resources can be found below:
- Glen Oaks Employee Assistance Program (EAP) HelpNet
<https://www.mylifeexpert.com/login>
- American Lung Association Freedom From Smoking
<https://www.lung.org/quit-smoking/join-freedom-from-smoking>
- MI Tobacco QuitLink
<https://michigan.gov/mdhhs/keep-mi-healthy/chronicdiseases/tobacco/how-to-quit-tobacco>

Policy History: Adopted by Board of Trustees 5/12/93, revised 10/13/04, 8/10/05, 6/11/14, 12/8/22, 4/13/23

Policy 255: WEAPONS and VIOLENCE

General

In order to ensure the safety and security of the workplace, the College strictly prohibits violence or threatening behavior. Additionally, no student or employee, with the exception of duly authorized College Public Safety Officers and duly authorized federal, state and local law enforcement officers, may possess any weapon on property owned, leased, or controlled by the College regardless of whether the owner is licensed to carry a weapon. All other students and employees are prohibited from possessing weapons (while conducting business for the College). The following policy statements apply:

- A. A 'weapon' is any object or device intended or designed to inflict bodily harm, or which could reasonably cause apprehension.
- B. The College will not tolerate any act or threat of violence committed by or against faculty, staff, students or visitors. Threats, threatening behavior, acts of violence, or any related conduct, which disrupts another's work performance or the College's ability to execute its mission, will not be tolerated. Faculty and staff are strictly prohibited from making threats or engaging in violent acts. Prohibited conduct includes, but is not limited to:
 - 1. Injuring another person physically;
 - 2. Engaging in behavior that creates a reasonable fear of injury in another person;
 - 3. Possessing, brandishing, or using a weapon while on College premises or engaged in College business;
 - 4. Damaging property intentionally;
 - 5. Verbal or non-verbal threats to injure an individual or damage property;
 - 6. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
 - 7. Arson.

This policy encompasses activity which occurs on College property, or off College property, when the employee is conducting College business, as well as threats or threatening behavior, made via telephone, fax, electronic or conventional mail, or any other communication medium. Faculty and staff must immediately notify their immediate supervisor or the Public Safety Department of any threats which they have witnessed, received, or has been told that another person has witnessed or received. Employees must also promptly report to their immediate supervisor or the Public Safety Department any behavior they have witnessed which they regard as threatening or violent (when that behavior is related to College activities).

Violations of this policy will result in disciplinary action, up to and including, dismissal, arrest and/or prosecution.

Policy History: Adopted by Board of Trustees 6/7/89, revised 10/13/04, 6/11/14, 12/8/22, 4/13/23

Policy 260: EQUAL OPPORTUNITY and NON-DISCRIMINATION STATEMENT

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 people 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, veteran 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.

Policy History: Adopted by Board of Trustees 9/4/83, revised 6/12/01, 10/13/04, 11/14/07, 6/11/14, reviewed 12/8/22, 4/13/23

Policy 261: GRIEVANCE

Procedures 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

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, through the Glen Oaks online reporting form <https://glenoaks.edu/public-safety/report-a-concern/> and will be directed to:

Ms. Candy Bohacz
Civil Rights Coordinator
62249 Shimmel Rd
Centreville, MI 49032
(269) 467-9945

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 the Coordinator's response to the informal complaint. To submit electronically, the complainant may use the College's online reporting tool, the Report a Concern button, located on the home page at glenoaks.edu. 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.

Additional Information

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.

Policy History: Adopted by Board of Trustees 2/20/08, revised 6/1/14, 12/8/22, 4/13/23

Policy 270: PROPRIETARY RIGHTS

Purpose

It is the intent of the Board of Trustees of Glen Oaks Community College and the spirit of this policy to encourage innovation and increase productivity in the teaching and learning process of Glen Oaks Community College. The academic prestige of Glen Oaks Community College will be enhanced through the generation by its staff of publications, patents, grants, computer software and similar public evidence of scholarly expertise. The encouragement of activities specifically designed to improve the effectiveness and efficiency of teaching is in the best interests of Glen Oaks Community College and consistent with its educational mission.

Definition of Proprietary Rights

"Proprietary rights" shall be defined as the "right of ownership and the right to control the use and revision of educational materials which are held by the various parties concerned." Ownership of all proprietary rights in Glen Oaks Community College sponsored material, including rights to copyright or patent shall reside jointly with the "Developer(s)" and Glen Oaks Community College, as they shall agree in writing. If either party declines to patent or copyright these materials, then the other party shall have the right to do so at its own expense and the patenting or copyrighting party may grant whatever license or rights to outside organizations or users as it sees fit. When more than one "Developer" participates in the production of materials, processes, products, computer software or techniques, they shall share their joint ownership in such manner as they may agree to in writing.

This policy statement does not affect the traditional Glen Oaks Community College policy that faculty members have personal ownership of books and educational materials, which were not commissioned by Glen Oaks Community College or which were prepared while on leaves of absence, and the preparation of which was not supported or assisted by Glen Oaks Community College. Agreements between parties for residual rights shall be governed by the rules and regulations specified by Glen Oaks Community College for conditions of termination of employment, shop rights, use and revision of materials and compensation for internal and external use.

Areas of Proprietary Interest

The areas of proprietary interest are as follows:

- A. Any copyrightable material, process, computer software or product, and
- B. Any patentable material, process or product.

Developers

The faculty member(s), the adjunct appointee(s), or the College employee(s) who shall produce (1) copyrightable materials, processes, computer software or products, or (2) patentable materials, processes or products shall be acknowledged and referred to herein as "Developer(s)". The Developer(s) shall give credit to all primary and support personnel who assist the Developer(s) in producing the product. Developers who are faculty members shall identify themselves as members of the Glen Oaks Community College faculty.

Circumstances For Which Glen Oaks Community College Will Not Claim A Proprietary Interest

Glen Oaks Community College shall not have a proprietary right in materials, processes, products, computer software or techniques which a faculty member has produced in the area of proprietary interest on his or her own time, which did not involve Glen Oaks Community College money, equipment, materials, personnel or time (for which the Developer was paid to perform contractual duties). Glen Oaks Community College shall not have a proprietary right in materials developed by faculty members while on sabbatical leave.

Circumstances for which Glen Oaks Community College May Claim a Proprietary Interest

Glen Oaks Community College shall retain all proprietary rights in materials, processes, products, computer software or techniques which a Developer, or adjunct appointee, is contracted specifically to produce in the areas of a proprietary interest.

Furthermore, Glen Oaks Community College, at its sole discretion, may claim a proprietary interest to the extent of recovery of all substantiated costs to Glen Oaks Community College associated with a project for which a Developer, or adjunct appointee, is (1) employed either part time or full time with primary duties specified as other than the "project", but has received additional compensation in excess of a three (3) credit course reduction or equivalent pay, or (2) received support [copying, recording, graphics, typing, etc.] valued at more than Four Hundred and 00/100 (\$400.00) Dollars. In the aforementioned circumstances, Glen Oaks Community College shall retain the right to internally use that which was developed, without payment to the Developer, the copyright holder or the patent holder. The Developer shall be free, at his or her expense, to obtain a copyright or patent and to market that which he or she developed.

Procedure to Contest Proprietary Rights of Glen Oaks Community College

In order to insure a fair and equitable decision concerning the proprietary rights in materials, processes, products, software and techniques, the Developer shall establish his other claim by submitting a Statement of Claim to Proprietary Rights to the Vice-President of Academics prior to the creation or development of the materials, processes, products, computer software or techniques. Upon the approval by the Board of Trustees of the Statement of Claim to Proprietary Rights, the claim of the Developer shall be valid.

The Statement of Claim to Proprietary Rights shall be submitted in a format provided by the Vice-President of Academics and shall contain the following information:

- A. A detailed description which is sufficient to identify the material, process, product, computer software or technique which is to be developed.
- B. The date on which the project is to be started, the date on which the project is expected to be completed and the period of time for which the developed materials will be used.
- C. The text of the notice of claim and rights which will appear on the developed material.
- D. A declaration of the proportion of the proprietary rights which are being claimed by the Developer and the identification of any individuals who may have additional rights.

- E. A statement concerning other individuals who may have a claim that may conflict with the proprietary rights of Glen Oaks Community College.
- F. A statement concerning the Developer's intent to apply for a copyright or patent.
- G. A statement limiting the number of months or years for which the protection shall be in effect, unless a copyright or patent is obtained.
- H. A statement of the costs and conditions, if any, by which the Developer or Glen Oaks Community College shall be entitled to a copy of the product.
- I. Any special arrangements for payment of expenses related to the development of the materials, processes, products, computer software or techniques.

General Provisions

If a project is supported in whole or in part by a grant from an external agency, the terms and conditions of the grant shall take precedence over any conflicting terms and conditions of this Proprietary Rights Policy. If there are no terms or conditions of the grant that conflict with the terms and conditions of this Proprietary Rights Policy, the appropriate sections of this Proprietary Rights Policy shall be applicable.

It shall be the obligation of the Developer, or adjunct appointee, when entering into any other agreement, to make known the provisions of this Proprietary Rights Policy and to preserve the rights of Glen Oaks Community College contained in this Proprietary Rights Policy in any other agreement.

The internal use of developed material shall be without charge to Glen Oaks Community College and shall be housed and used as other Glen Oaks Community College materials. Glen Oaks Community College may distribute such materials to other institutions for the purpose of demonstration or review. External distribution by Glen Oaks Community College of developed material for any other reasons shall be with the written consent of the Developer(s) and Glen Oaks Community College. The Developer(s) may use developed materials for professional activities such as workshops, lectures, conferences, etc. The proprietary rights of Glen Oaks Community College shall be preserved by the Developer(s). The Developer(s) shall retain the right to review recorded material in order to update or improve the quality or accuracy of the recorded material. If significant costs are to be incurred by updating or improving the quality or accuracy of the recorded material, a separate agreement may be negotiated or, at the discretion of Glen Oaks Community College, the recorded material may be removed from circulation.

Glen Oaks Community College STATEMENT of CLAIM to PROPRIETARY RIGHTS

This statement of claim to rights in specially developed materials is presented within the provisions of the policy of the Board of Trustees of Glen Oaks Community College. The parties to this agreement are known as the "Developer", and Glen Oaks Community College.

- A. Description of materials to be developed.
Example: Policy and Procedures Manual for the Health Promotion Screening Clinic, and monthly updates, see attached description for detailed description.
- B. Starting date for development:
Expected date for completion:
Period of time completed materials will be used.

Example: As long as the Health Promotion Screening Clinic is in existence.

C. Test of notice of claim and rights.

Example: "Copyright 1988, Carol Campsmith" or words to that effect determined by Developer.

D. Proportion or rights claimed by Developer.

Claimant of remaining rights:

Example: It is understood that Developer, in order to retain copyright privileges, is completing the material without remuneration by the College.

E. Will any other individual have a conflicting claim to rights?

If "Yes", attach a statement of Release of Right.

Example: Glen Oaks Community College will allow Developer to use monthly update prepared during the school year in conjunction with the basic manual prepared in June to August 1999

F. Intent concerning application for copyright or patent.

Copyright will be arranged by Developer.

G. Period of time the protection shall be in effect without a copyright or patent.

H. Cost and conditions by which the Developer or Glen Oaks Community College shall be entitled to a copy of the product.

Example: Student copies will be printed by Glen Oaks Community College and sold to students in the College bookstore. Glen Oaks Community College shall be entitled to a copy of the Policy and Procedures Manual for the HPSC and to its use as long as the HPSC is in existence.

I. Arrangements for payment of production expenses

Example: Any production expenses for other than HPSC or student use will be the responsibility of the copyright holder, Developer.

These terms are acceptable as stated above. No other terms are implied. These terms may later be amended by mutual consent of the parties to this agreement.

"DEVELOPER"

Dated:

Developer:

GLEN OAKS COMMUNITY COLLEGE

Date:

Vice-President of Academics:

Policy History: Adopted by Board of Trustees 1/9/91, reviewed 10/13/04, 6/11/14, 1/20, 12/8/22, 4/13/23

Policy 271: NETWORK ACCEPTABLE USE

Purpose

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 Director of IT or Vice-President of Finance and Administrative Services for connection to the College Network. This definition includes, but is not limited to, contractors, visitors, and temporary affiliates.

Principles

General requirements for acceptable use of the College Network are based on the following principles:

- A. Each User is expected to behave responsibly with respect to the College Network and other Users at all times.
- B. Each User is expected to respect the integrity and the security of the College Network.
- C. Each User is expected to behave in a manner consistent with the College’s mission and comply with all applicable laws, regulations, and College policies.
- D. Each User is expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the College Network and show restraint in the consumption of shared resources.
- E. Each User is expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.
- F. Each User is expected to cooperate with the College to investigate potential unauthorized and/or illegal use of the College Network.
- G. Each User is expected to respect the security and integrity of College computer systems and data.
- H. Users will properly log out of sessions.
- I. Users will monitor access to their accounts. If a user suspects unauthorized activity or that their account has been compromised, they must report the compromise to the Director of IT and change passwords immediately.

Users will use only supported and patched applications and operating systems on college-owned devices. Exceptions must be documented and approved by the Director of IT.

Prohibitions

Without limiting the general guidelines listed above, unless expressly agreed to by the Director of IT, the following activities are specifically prohibited:

- A. Users may not attempt to disguise their identity, the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College's name, network names, or network address spaces.
- B. Users may not attempt to intercept, monitor, forge, alter or destroy another User's communications. Users may not infringe upon the privacy of others' computer or data. Users may not read, copy, change, or delete another User's data or communications without the prior express permission of such other User.
- C. Users may not use the College Network in a way that (a) disrupts, adversely impacts the security of, or interferes with the legitimate use of any computer, the College Network or any network that the College connects to, (b) interferes with the supervisory or accounting functions of any system owned or managed by the College, or (c) take action that is likely to have such effects. Such conduct includes, but is not limited to hacking or spamming, placing of unlawful information on any computer system, transmitting data or programs likely to result in the loss of an individual's work or result in system downtime, sending "chain letters" or "broadcast" messages to lists or individuals, or any other use that causes congestion of any networks or interferes with the work of others.
- D. Users may not distribute or send unlawful communications of any kind, including but not limited to cyber stalking, threats of violence, obscenity, child pornography, or other illegal communications (as defined by law). This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.
- E. Intentional access to or dissemination of pornography by College employees, temporary staff, contractors, or vendors is prohibited unless (1) such use is specific to work-related functions and has been approved the respective manager or (2) such use is specifically related to an academic discipline or grant/research project. This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.
- F. Users may not attempt to bypass network security mechanisms, including those present on the College Network, without the prior express permission of the owner of that system. The unauthorized network scanning (e.g., vulnerabilities, port mapping, etc.) of the College Network is also prohibited. For permission to perform network scans, user must receive prior approval by calling the Director of IT.
- G. Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder or as otherwise allowed by law. Information on the Digital Millennium Copyright Act can be found at:

<https://www.copyright.gov/legislation/dmca.pdf>

and the Copyright Act at:

<https://www.copyright.gov/title17/>

- H. Except as allowed under the Personal Use Policy or the Policy on Use of College Resources in Support of Entrepreneurial Activities. Users may not use the College Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-College organizations, unlawful activities, or uses that violate other College policies.
- I. Users may not extend or share with public or other users the College Network beyond what has been configured accordingly by Director of IT. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, and firewalls) to the College Network without advance notice to and consultation with the Director of IT. To contact the Director of IT, users must call Extension 315 and submit an IT request form.
- J. Users are responsible for maintaining minimal security controls on their personal computer equipment that connects to the College Network, including but not limited to: current antivirus software, current system patches, and strong passwords.
- K. Users may not violate any laws or ordinances, including, but not limited to, laws related to copyright, discrimination, harassment, threats of violence and/or export controls.
- L. Users will not share access codes, PINS, MFA Tokens, or passwords.
- M. Users will use MFA when possible, on all systems containing sensitive or restricted data.

Review and Penalties

The College reserves the right to review and/or monitor any transmissions sent or received through the College Network. Access to other transmissions sent or received through the College Network may occur in the following circumstances:

- A. In accordance with generally accepted, network-administration practices;
- B. To prevent or investigate any actual or potential information security incidents and system misuse, if deemed necessary by authorized personnel;
- C. To investigate reports of violation of College policy or local, state, or federal law;
- D. To comply with legal requests for information (such as subpoenas and public records requests); and
- E. To retrieve information in emergency circumstances where there is a threat to health, safety, or College property involved

Penalties for violating this AUP may include:

- A. Restricted access or loss of access to the College Network;
- B. Disciplinary actions against personnel and students associated with the College,
- C. Termination and/or expulsion from the College, and
- D. Civil and/or criminal liability.

The College, in consultation with its legal counsel, may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

Policy Updates

The College reserves the right to update or revise this AUP or implement additional policies in the future. Users are responsible for staying informed about College policies regarding the use of computer and network resources and complying with all applicable policies. The College shall

provide notice of any such modifications or amendments by email to the College community. Any such modification shall be effective immediately upon notice being provided regardless of whether subscriber actually reads such notice.

Policy History: Adopted by Board of Trustees 4/9/97, revised 6/9/99, 1/12/20, 10/13/04 6/11/14, 12/8/22, 4/13/23

Policy 280: COOPERATION with COMMUNITY GROUPS and AGENCIES

The Board of Trustees of Glen Oaks Community College supports the concept and purpose of cooperation and coordination between the College and other community groups and agencies in offering educational services and directs the President to implement those arrangements where possible and adequately report to the Board regarding same. Where contractual arrangements obligate the College to financial commitments or liabilities, said arrangements shall be specifically approved by the Board of Trustees prior to their implementation.

Policy History: Adopted by Board of Trustees 7/10/74, reviewed 10/13/04, 6/11/14, 12/8/22, 4/13/23

Policy 285: NEWS RELEASES

All information about the College provided to the public for publication purposes shall be released according to the following procedures:

Written Release of Information

There are two channels for official written releases. These are:

President's Office

The President may issue written announcements or informational articles to the media. These releases are to be signed by the President or a designated representative and may be mailed by the Executive Director of Communication & Marketing.

Office of Communications & Marketing

The final version of the written release will be prepared and submitted to the news media by the Executive Director of Communication & Marketing.

Verbal Release of Information

The President shall act as the official spokesperson for the College. In no instance may an employee of the College represent the College to the public in an official capacity unless designated by the President to do so.

Exceptions to the above are:

Executive Director of Communications & Marketing – on matters of general information regarding the College;

- A. Athletics - where the Athletic Director or his/her designee may release information regarding athletics; and
- B. Special events coordinators (e.g. the Speakers Program Coordinator) who are contacted for clarification of event scheduling.

Policy History: Adopted by Board of Trustees 2/01, revised 10/13/04, 6/11/14, 11/1/19, reviewed 12/8/22, 4/13/23

Policy 290: COPYRIGHT

Glen Oaks Community College recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio visual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

The Purpose And Character Of The Use

The use must be for such purposes as teaching or scholarship and must be nonprofit.

The Nature Of The Copyrighted Work

- A. Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers.
- B. A professor/instructor may make multiple copies not exceeding more than one per pupil, for classroom use or discussion if the copying meets the tests of “brevity, spontaneity and cumulative effect”. Each copy must include the notice of copyright present in the original work.

The Amount And Substantiality Of The Portion Used

In most circumstances, copying the whole of a work cannot be considered “fair use”.

The Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While Glen Oaks Community College encourages its employees to enrich the learning programs by making proper use of the supplementary materials, it is the responsibility of the College employees to abide by the requirements of the law. In no circumstances shall it be necessary for Glen Oaks Community College employees to violate copyright requirements in order to perform their duties properly. The College cannot be responsible for any violations of the copyright law by its employees. College employees who fail to follow this policy may be held personally liable for copyright infringement.

Legal References: P.L. 94-553 Federal Copyright Law of 1976(U.S. Code, Title 17)

Policy History: Adopted by Board of Trustees 2/13/02, revised 3/13/02, reviewed 10/13/04, 6/11/14, 12/8/22, 4/13/23

Policy 292: EMERITUS

The Glen Oaks Community College Board of Trustees establishes the rank of Emeritus faculty, staff, or Board of Trustees, to honor, upon retirement, such members of any of those groups who have made long-term contributions to Glen Oaks Community College and to encourage a continuing relationship with the College.

Eligibility:

To be eligible for nomination to this rank, the faculty or staff must have had a minimum of twelve years of continuous, honorable regular service as a member of the entity prior to retirement. The Board may grant President Emeritus or Trustee Emeritus status to a retired President or Trustee with less than twelve years of service.

Election:

Initial nominations for emeritus status should originate with the college unit or department in which the individual had their employment rank. Initial nominations should be forwarded to the President. The President forwards candidate nominations, which are confirmed by the Board of Trustees. The expectation is that a nomination for a qualified individual should occur within one year of the date of retirement.

In rare circumstances, and for demonstrated good cause, the Board of Trustees may award emeritus title and status to a faculty, staff, or member of the Board of Trustees who resigns his or her position for the purpose of accepting an appointment elsewhere or for other honorable purposes but does not meet the time-of-service requirement.

Privileges:

A faculty, staff, or Trustee Emeritus shall:

- A. Receive a printed resolution of the Board of Trustees' action granting the emeritus designation.
- B. Have his/her name and years of service displayed accordingly within the college.
- C. Retain discounted purchasing privileges in the college bookstore.

Emeritus designation does not confer any additional rights, privileges, remuneration, or other benefits beyond those set forth in this policy.

Policy History: Adopted by the Board of Trustees 9/8/10, revised 6/11/14, 9/12/19, 12/8/22, 4/13/23

Policy 294: IT PURCHASING

Purpose:

Glen Oaks Community College strives to provide quality and cost-effective hardware and software services to meet the needs of students, faculty, and staff while directly impacting the sustainability goals of the institution.

The purpose of this policy is to provide a framework for the procurement of all IT hardware, software, and any externally hosted systems or software for the College.

Scope:

This policy applies to the purchase of all IT (technology hardware; software; cloud or externally hosted systems, software and services) by faculty and staff using institutional, Research Foundation and any grant funds regardless of whether it is a fee-based purchase or zero-dollar acquisition (provided for free but still requires agreement to terms and conditions).

Technology hardware includes but is not limited to: desktop, laptop computers and peripherals, external storage drives, servers, tablets/PDAs, monitors, printers, plotters, scanners, projectors, multi-media players, flat panel displays/televisions, fax machines, desk phones, cameras and network devices.

Software includes but is not limited to any software application that is loaded on Glen Oaks Community College-owned technology hardware (desktops/laptops/tablets) or used in the cloud.

Departmental/Enterprise/Web Application Software is any software that will be housed on a College server. Usually, this type of software is multi-user, but it can also be dedicated for a specific business practice or purpose.

Cloud-based or externally hosted systems include, but are not limited to, any server or storage hosted outside of the College's data center infrastructure.

Research Foundation purchased technology includes any software, project specific computer for data analysis, field collection device or hand-held device for project communications.

The IT Department is the sole authority for placing orders for IT software and hardware on behalf of the College regardless of the source of funding.

All IT related purchases will need to have full approval of appropriate department supervisor and authorization prior to requisitioning.

All requests must be submitted through the ticket system currently in place.

All IT related hardware and software will be specified by the IT Department. Hardware and software will be made with consultation from the IT Department before purchase. Consultation from the IT Department could be indicated by a signature or email from the Department director. Any item purchased without previous IT Department consultation will not qualify for support or maintenance through the IT Department.

All requests for purchasing equipment or software, whether as individual items or as part of a larger project, must be sent to the IT Helpdesk who will process the request.

The Business Office will notify the IT Department of any purchase requisitions that are not signed indicating that the IT Department has been consulted.

Software:

- The IT Department will not install software unless it has been involved in the specification. Software cannot be installed by non-IT staff.
- The software/applications need to come from a legitimate source.
- The IT Department will determine if the software is compatible with the system in place.

Desktops, Laptops, notebooks and handheld devices:

- Faculty and Staff members are limited to a single desktop PC, a monitor, a wire keyboard and a mouse.
- Wireless keyboard and mice require a justification and approval from the requester's Department Vice-President with consultation from the IT department.
- Laptops will be assigned if the person needs to be out of the office for periods of time.
- The laptop assignment must be provided with a Justification and approval from the requester's Department Vice-President with consultation from the IT department.
- For those who need a laptop for a short period of time, the IT department will loan one for the activity duration.
- Handheld devices will be assigned with the corresponding justification and approval from the requester's Department Vice-President with consultation from the IT department.

Printers:

- Printers should be used for Glen Oaks Community College business purposes only. Non-work-related printing, copying, scanning or faxing is prohibited.
- Only the necessary pages in the document are to be printed and double-sided printing is to occur where possible.
- A networked printer will be made available to faculty and staff within close proximity to their work area.
- Black and white printers should be used in preference to color printers.
- Many of the printers/copiers on campus support Secure Print which allows setting a release code for a printed document. The document is held at the printer until the release code is entered, at which time the document prints. This allows for confidential documents to be printed securely in a shared workspace.
- Access to a color printer will be allocated to a limited number of staff.
- Using printers and desktop device resources to engage in political and/or religious campaigning or commercial advertisement is prohibited.
- Local printers will no longer be purchased or supported by the college without approval and documented justification from the Departmental Dean, in consultation with IT. Local printers that are currently in use and have been approved prior to the implementation of this policy will be supported by IT to the extent practical.

All faculty and staff will connect to the nearest available networked printer or copier as designated by IT.

Policy History: Adopted by Board of Trustees 3/8/18, revised 12/8/22, 4/13/23

Policy 295: DIGITAL ACCESSIBILITY

Statement

Glen Oaks Community College will promote and monitor the accessibility of its electronic and information technology (“EIT”), which includes third-party sites with whom GOCC contracts or links and any GOCC acquisition of online content provided or developed by third parties that the college chooses to make available on the website. GOCC has adopted the W3C WAI's Web Content Accessibility Guidelines 2.1, Level AA conformance standard (in accordance with the American Disabilities Act and the Rehabilitation Act of 1973) to determine whether all web content is accessible.

Students, prospective students, employees, guests, and visitors can report violations of the technical standards used by GOCC, file a formal complaint through its Section 504 and Title II grievance procedure, and/or contact a Web Accessibility Coordinator with any concerns.

Rationale

The Americans with Disabilities Act (ADA) and the 1998 amendment to the Rehabilitation Act of 1973 (Section 508) requires agencies and government supported organizations to provide individuals with disabilities access to information that is comparable to the access and experience available to others.

Entities Affected by this Policy

This policy affects all of GOCC’s faculty, staff, students, board members, contractors, and guests of the college.

Who Should Read this Policy

All GOCC faculty, staff, students, board members, contractors, and guests.

Related Documents

1. GOCC’s Acceptable Internet Use Policy
<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/internet-technology-use-policies/acceptable-internet-use-policy/>
2. Public Law 105-220, “Section 508 of the Rehabilitation Act of 1973, as amended in the Workforce Reinvestment Act of 1998”
<https://www.govinfo.gov/content/pkg/PLAW-105publ220/html/PLAW-105publ220.htm>
3. Section 503 of the Rehabilitation Act of 1973, as amended
<https://www.dol.gov/agencies/ofccp/section-503/law>
4. Web Content Accessibility Guidelines
<https://www.w3.org/TR/WCAG/>
5. Title 44, U.S.C., § 3501, “E-Government Act of 2002”
<http://www.gpo.gov/fdsys/pkg/PLAW-107publ347/pdf/PLAW-107publ347.pdf>
6. Title 36, Code of Federal Regulations (CFR), Part 1194, “Electronic and Information Technology (EIT) Accessibility Standards”
<https://www.ecfr.gov/current/title-36/chapter-XI/part-1194>

7. Title 48, CFR, 39.204, Federal Acquisition Regulations (FAR), "Acquisition of Information Technology"
<https://www.govinfo.gov/content/pkg/CFR-2002-title48-vol1/xml/CFR-2002-title48-vol1.xml#seqnum39.204>
8. Federal Acquisition Regulation, Final FAR Ruling 48, CFR Parts 2, 7, 10, 11, 12 and 39 (FAC 97-27; FAR Case 1999-607)
<https://www.ecfr.gov/current/title-48>
9. Public Law 105-220, Workforce Investment Act of 1998, Amendment to Section 508 of the Rehabilitation Act (29 USC 794d)
<https://www.govinfo.gov/content/pkg/PLAW-105publ220/html/PLAW-105publ220.htm>
10. GOCC-specific policies and directives that relate to accessibility, equal opportunity, and reasonable accommodations
<https://catalog.glenoaks.edu/college-policies-procedures/>

Contact

ADA Web Compliance Officer
Eric Connelly
Phone: (269) 294-4254
econnelly713@glenoaks.edu

Definitions

1. *Accessible*: refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.
2. *Americans with Disabilities Act*: a comprehensive, federal civil rights law that prohibits discrimination based on disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.
3. *Compliance*: adherence to the web accessibility standards and practices detailed in the Web Content Accessibility Guidelines 2.1 WCAG Priority 2, AA web accessibility standards.
4. *Content owner*:
 - a. Any individual capable of accessing and posting content on any of GOCC's online content.
 - b. Any third party responsible for posting content on behalf of GOCC.
 - c. A web-based service contracted by GOCC that serves a GOCC business and the GOCC employees responsible for administering those sites.
5. *Disability*: with respect to an individual: a physical or mental impairment as defined by the ADA that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.
6. *Electronic and Information Technology (EIT)*: EIT includes GOCC web content, including web pages, media and documents provided on all college websites and official social media platforms, as well as any linked information from 3rd party websites that are not maintained by the college; online learning content, including learning management systems, e-learning tools, and any electronically delivered media, communications and documents.

7. *Rehabilitation Act of 1973 (Section 508)*: prohibits disability discrimination by federal agencies, federal contractors, and other recipients of federal financial assistance. Types of prohibited discrimination include employment; education; building accessibility; and health, welfare, and social services.
8. *Remediation*: the process undertaken to retrofit, redesign, or remove the content from the website found to be out of compliance.
9. *Web Content*: Web Content is a sub-category of EIT that specifically addresses the text, images, multimedia, documents, and all information provided on all college websites both for public audiences and employee-only resources.

Procedures

Responsibility

ADA Web Compliance Officer or designee (hereinafter “Compliance Officer”) shall be responsible for ensuring that information and services offered via GOCC’s websites are compliant.

Proactive Monitoring

The Web Compliance Officer will monitor the EIT in order to evaluate compliance with accessibility standards and practices according to the Americans Disability Act of 1990 and the Americans Disability Act Amendment Act of 2009, Section 503 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act 1998 and the W3C/WAI/WCAG AA web accessibility standards.

Monitoring tools can be run at any interval but no less than each quarter. The Web Compliance Officer will then send a web-based information check sheet stating the degree of compliance to the Vice- President of Academics. If non-compliant, remediation will apply.

Anyone posting content must review content to ensure it meets the accessibility standards prior to publication or notification of any substantial change in accessibility standards.

Accountability

The Web Compliance Officer will regularly report, track, and evaluate the status of the EIT to ensure compliance with Priority 2, AA accessibility standards. The ADA Compliance Officer will review web content that is reported as non-compliant.

Where possible, the websites will have a link to report accessibility problems to the ADA Web Compliance Officer.

The Web Compliance Officer will notify the content owners of any instance of non-compliance. The content owner shall be responsible for remediation according to the guidelines and timelines established by the agreement with the ADA Web Compliance Officer. The Web Compliance Officer shall ensure that the remediation steps are taken within 30 days of discovery, or the Web Compliance Officer will remediate the issue directly. Lack of remediation on the part of contracted services and/or a hold on payment.

The Web Compliance Officer will be responsible for maintaining a record of reported instances of non-compliance and their ultimate resolution.

The IT Department may initially provide assistance to departments concerning content development. The IT Department will coordinate faculty training for those departments regarding the development and publication of accessible content. In addition, the IT Department will also train staff and faculty content developers in-person or provide the ability to take online training.

Remediation

The Web Compliance Officer shall ensure that the EIT that fails to comply with accessibility will receive remediation within 30 days of discovery.

When EIT cannot be made accessible within 30 days of discovery, the content owner will be responsible for providing alternative access to the information.

If not remediated within 30 days of discovery, the IT Department will bring the content into compliance and inform the Web Compliance Officer of the changes made. The Web Compliance Officer will follow up with the content owner(s) to ensure proper training is administered, so future issues of this nature do not occur.

If remediation is not possible, and alternative access is not an option, content will be published with information on available assistive services (Phone number, fax, email options).

Retrofit Accessibility

Content owners shall provide alternative ways for persons with disabilities to obtain services and information during any period where a EIT is undergoing retrofit in order to comply with accessibility standards.

Training

Content owners are required to maintain a working knowledge of accessibility standards. Glen Oaks Community College will provide mandated annual training for content owners who develop and maintain GOCC's EIT in order to ensure that those who post content understand accessibility standards. Annual training will be over the Policy and the content owner's roles and responsibilities to ensure that web design, documents, and multimedia content are accessible. The Web ADA Compliance Officer will facilitate training in-person, or the training may be completed online.

This replaces previous version of what was referred to: Policy 2.95 Web Accessibility Policy

Policy History: Approved by Board of Trustees 12/8/22, 4/13/23

Policy 296: INSTITUTIONAL REVIEW BOARD and PROTECTION of HUMAN SUBJECTS

Purpose

Glen Oaks Community College is committed to the protection and ethical treatment of students, employees, and others who may conduct or participate in research conducted by internal or external researchers. The purpose of the GOCC Institutional Review Board (IRB) is to assure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in research. The IRB will function according to the Code of Federal Regulations (CFR) Title 45, Part 46, Subpart A.

Policy Statement

All persons who wish to conduct research involving human subjects at GOCC must submit an IRB Research Proposal application. The IRB application will be reviewed by the GOCC IRB committee following established processes. The GOCC IRB functions to determine and assure:

1. The welfare and rights of all human subjects are adequately protected and informed consent given, when appropriate.
2. Human subjects are protected from unreasonable physical, mental, or emotional risk as a result of research, and the risks to research subjects are minimized.
3. Research outcomes hold significance to the college's interests.
4. The benefits, necessity, and importance of the research outweighs any potential risks to subjects.
5. Researchers are qualified to conduct research involving human subjects.
6. Participant selection is equitable.
7. Adequate provisions are made in regard to data collection, storage, and dissemination to ensure the safety and privacy of participants.

IRB approval must be obtained prior to commencing any work involving human subjects. Any modifications to an IRB approved research project must be approved prior to implementing those modifications.

This policy applies to all College faculty, administrators, staff, and students conducting research or for externally funded projects involving human subjects; persons who are not employees of the College but wish to access the facilities to engage human subjects for research.

The IRB shall be empowered and responsible to:

1. Determine whether proposed activity constitutes the definition of research.
2. Review, approve, request revisions, or deny approval of research proposals involving human subjects.
3. Determine if research activities are exempt from IRB oversight.
4. Provide oversight of human subject protection for ongoing research.
5. Ensure adherence to IRB established policies and procedures.

The membership of the Institutional Review Board will include the following:

1. IRB Chairperson (Director of Institutional Planning, Assessment, & Research)
2. An instructional faculty member in science area (e.g., biology, psychology, chemistry)
3. An instructional faculty member in nonscience area (e.g., history, English, art)
4. A faculty, administrator, or staff member selected by the President.
5. One representative external to the College

All members of the IRB must undergo training on the protection of human subjects made available by the U.S. Department of Health and Human Services Office for Human Research Protections, as outlined in the GOCC IRB Procedure Manual.

Definitions

Human Subjects.

A living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual or identifiable private information.

Research.

The systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that use human subject data that (a) is regularly and routinely gathered at the institution, (b) does not require new, additional, or significantly altered data collection procedures, or (c) is not sponsored by an external agency, is unlikely to constitute research. For example, the assessment of student learning is not research.

Institutional Review Board (IRB).

An IRB is the board responsible for reviewing and approving research that involves human subjects to ensure that all human subject research is conducted in accordance with federal, institutional, and ethical guidelines.

IRB Approval.

The determination of the IRB that the research has been reviewed and may be conducted at an institution within the constraints set forth by the IRB and by other institutional and federal requirements.

Risk.

The probability of harm or injury (physical, psychological, social, or economic) occurring as a result of participation in a research study.

Minimal Risk.

The probability of harm or discomfort anticipated in the proposed research is not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Policy History: Adopted by the Board of Trustees 1/11/24

300 – STUDENTS



Policy 301: ADMISSIONS

All high school graduates and those who have satisfactorily completed the General Education Development How (GED) Examination are eligible for admission to Glen Oaks Community College. Others may be admitted if they demonstrate the interest and capacity 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. Students who have previously earned an associate or bachelor's degree must provide only a copy of their college transcript.

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

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 the CTE Coordinator who will:
 - a. Determine eligibility for direct credit
 - b. Assist with enrolling in direct credit

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 students 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.

Returning military service members may be required to provide supporting documentation.

Policy History: Adopted by the Board of Trustees 1/13/93, revised 4/10/96, 9/14/05, 4/12/06, 7/19/11, 9/17/ 14, 11/1/19, 5/20, 8/11/22, reviewed 3/9/23

Policy 301A: NEW STUDENT ENROLLMENT POLICY

New students to the College must register 3 business days prior to the first day of classes each semester/accelerated semester. Payment in full or payment arrangements must also be made at that time. New students are first-time GOCC students (including former dual-enrolled students), returning students who have not attended GOCC for more than three years, college guest students, and transfer students. The Vice President of Student Services and/or Vice President of Academics may make exceptions to this policy if new students submit qualifying test scores/course equivalencies and pay in full or make payment arrangements within the published add period.

Policy History: Adopted by Board of Trustees: 10/14/15, 1/20, reviewed 3/9/23

Policy 302: PLACEMENT EVALUATION

College readiness and course placement will be determined through multiple measures including the College's placement test, ACT/SAT scores, high school GPA, specific high school course results, time out of high school, and student input. Additional valid instruments may be used for proper advising and course placement decisions. Glen Oaks Community College reserves the right to require special courses, when it is in the best interest of the student's academic success. An institutional course placement exam can help identify student strengths and weaknesses before beginning classes at the College.

A student is required to take the placement evaluation, unless:

1. The student has documented a bachelor's degree or higher from an accredited institution.
OR
2. The student is enrolling only in a course for which he or she has met the prerequisite by transferring math credit taken within five years from another college.
OR
3. The student is enrolling only in a course for which he or she has met the prerequisite by transferring English credit taken within ten years from another college.
OR
4. The student is enrolling only in courses with no prerequisites.
OR
5. The student is also enrolling in the appropriate English or mathematics corequisite courses.
OR
6. The student is taking Continuing Education or the Business Services and Outreach training courses.
OR
7. The student has received the **minimum** ACT or SAT scores listed below.

American College Testing (ACT)

English 18 or greater

Reading 19 or greater

Mathematics 22 or greater

College Entrance Examination Board (SAT)

Writing 430 or greater

Critical Reading 450 or greater

Mathematics 520 or greater

8. The student has met with an advisor to discuss guided self-placement options and has selected an option that both the advisor and student determine will lead the student to academic success.

Additional assessments may be required by the Academic Division offering the degree or certificate.

Policy History: Adopted by Board of Trustees 5/8/02, revised 9/14/05, reviewed 9/17/14, revised 4/13/23

Policy 303: ACADEMIC ADVISING

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. Academic Advisors are assigned to students at new student orientation. The assigned advisor will be able to assist their students at any point during their time at Glen Oaks Community College. Appointments are encouraged and can be made by contacting the advisor directly or by visiting the Student Services Office.

Academic Advising can help with many facets of college life, and advisors assist students in many ways. The advising department strives to:

1. Offer readily available advising to meet the needs of students.
2. Assist students with the development of meaningful educational plans and learning goals.
3. Assist students with transitions from their previous academic environment.
4. Assist students in choosing educational and career objectives compatible with their skills, interests, and abilities.
5. Assist students for education beyond Glen Oaks Community College.

It is encouraged that students be an active participant in their educational pathway. Students should use curriculum guides as well as the College's advising software to track their progress to degree completion. Curriculum guides for degrees and certificates are available in the Student Services Office or in the college catalog.

Policy History: Adopted by Board of Trustees 7/92, revised 9/14/05, 9/17/14, 3/9/23

Policy 304: ACADEMIC STANDING

[The following Academic Standing Policy does not apply to certain Allied Health and Nursing programs since they have their own academic standards for admission to, continuing in, and being dismissed from their programs.]

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. Toward this end, Glen Oaks has adopted the following Academic Standing Policy:

Academic Good Standing: Students with a calculated cumulative GPA of 2.0 or above will be considered in Good Standing.

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 to 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 to 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 to 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.

Policy History: Adopted by Board of Trustees: 12/14/16, reviewed 3/9/23

Policy 304A: 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 Success Coaches or Academic Advisors and must be completed by both the student and Success Coach or 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.

Policy History: Adopted by Board of Trustees: 12/14/16, revised 1/20, reviewed 3/9/23

Policy 305: TRANSFER of CREDITS from OTHER INSTITUTIONS

A student may request the transfer of credits earned at other institutions by requesting the Registration Office 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 the course placement evaluation exam or meet with a faculty member to assess the student's current knowledge.

The student has the responsibility to have an official copy of his/her transcript sent directly to the Registration Office. Students may be requested to provide syllabus or course descriptions for classes they wish to transfer. Students with international transcripts will be asked to obtain evaluation of credits from an evaluation service to determine possible transfer of credits.

Glen Oaks will consider transfer of credits from an institution which is accredited by an accrediting agency that is recognized by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education. To transfer from a foreign institution, the institution must be recognized by CHEA or a government or nongovernmental agency which is responsible for quality review of higher education institutions in that country. The College reserves the right to deny credit to any student. The student must submit an Application for Admission to Glen Oaks Community College before transcripts are evaluated.

1. Departments may waive prerequisite requirements allowing for credit.
2. Courses taken at another institution that are equivalent to below 100-level courses at Glen Oaks are not accepted in transfer.
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.

When courses transfer from other institutions to Glen Oaks and there is not an exact equivalent at Glen Oaks, the general discipline of the course will be used and transfer credit will be awarded. Students are encouraged to see the Registrar about any questions concerning the evaluation.

Policy History: Adopted by Board of Trustees 7/92, 1/13/93, revised 9/14/05, 9/17/14, 4/13/23

Policy 306: CREDIT for PRIOR LEARNING

Special credit options are available for students who obtain knowledge, skills, and abilities outside of a Glen Oaks degree program. Credit for prior learning eligibility criteria:

- A. Credit by Experience based on extensive training or experience in industry or business in a particular field.
- B. Credit by Certification based on industry recognized certifications.
- C. Credit by College-Level Examination based on recognized national and international testing services or the successful completion of an in-house exam representing the student learning outcomes for a specific Glen Oaks course.

The Vice-President of Academics may require students to meet with a Glen Oaks advisor or faculty member to discuss prior learning options and experiences. In all cases, the Vice-President of Academics will advise the Registrar of his/her decision and copies of the request will be placed in the student's personal file.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14, revised 4/13/23

Policy 306A: CREDIT by EXPERIENCE

Credit by Experience may be awarded to a student based on extensive training or experience in industry or business in a particular field. Students desiring to have their experience reviewed must assemble and submit a portfolio to the Office of Academics. Portfolios must clearly document the request and relevant life and work experiences and how they align to each student learning outcome for every Glen Oaks course applied for.

All submissions will be reviewed by the Vice-President of Academics and faculty in the respective department. If deemed appropriate by the student learning outcomes for all courses applied for, the Office of Academics will work with the student and faculty to establish a date, time, and location for a demonstration.

A grade of “CR” (credit granted) will be issued based on the satisfactory review of Credit by Experience. No record will be added to the transcript if the student’s portfolio or demonstration is unsatisfactory. The fee for reviewing Credit by Experience for each course is \$50.00.

Policy History: Adopted by Board of Trustees 4/13/23

Policy 306B: CREDIT by CERTIFICATION

Credit by Certification is the awarding of credit for selected courses because of formal, non-collegiate learning. Such learning is attested through the awarding of certificates, diplomas, or letters of completion in business and industry. Glen Oaks faculty review industry credentials against learning outcomes and set equivalencies. Certification equivalencies are stored in the Office of Academics and reviewed during the program review process for programs that have these course equivalencies as part of their core courses.

Credit by Certification may be awarded to a student based on earned business and industry credentials. Students desiring to have their certifications reviewed must submit an up-to-date copy of their certificate to the Office of Academics.

All submissions will be reviewed by the Vice-President of Academics or his/her designee.

A grade of “CR” (credit granted) will be issued based on the satisfactory review of the credential. No record will be added to the transcript if the student’s certificate does not apply to a Glen Oaks course. There is no fee for reviewing Credit by Certifications.

Policy History: Adopted by Board of Trustees 4/13/23

Policy 306C: CREDIT by COLLEGE-LEVEL EXAMINATION

Credit by College-Level Examination may be awarded to students based on the successful completion of a recognized national or international exam or the successful completion of an in-house exam representing the student learning outcomes for a specific Glen Oaks course. Nationally and internationally recognized exams include the Advanced Placement Program by the College Board (AP), the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST), the International Baccalaureate (IB), and the Cambridge Assessment.

At Glen Oaks Community College, a maximum of forty-five (45) semester hours of credit may be applied toward an associate degree through credit by college-level learning examination. Transfer of college-level examination credits is dependent on the policy in effect at the transferring college or university.

A grade of “CR” (credit granted) will be issued based on the satisfactory review of a received AP, CLEP, DANTES, IB, or in-house exam and the credit earned may count toward degree requirements. No records will be added to the transcript if the student’s exam score(s) is not satisfactory. There is no fee for reviewing AP, CLEP, IB, or Cambridge Assessment exams. The fee for an in-house exam is \$50.00.

Advanced Placement

The Advanced Placement Program is administered by the College Board, a private educational agency. High schools can participate in the program by following specific guidelines. At the completion of AP high school course work, a student may sit for that course’s Advanced Placement Examination. The results of this test are reported to the student, the high school, and to the college. The program expects that participating colleges will grant advanced standing or degree credit to candidates who earn AP Exam scores of 3 or better. The College Board AP Exam scores are defined as:

- 5 = Extremely well qualified
- 4 = Well qualified
- 3 = Qualified
- 2 = Possibly qualified
- 1 = No recommendation

College Level Examination Program

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. Evaluation of credits will be based on recommendations by the American Council on Education, transfer college, and if they are appropriate to the student’s program of study. Further information concerning this program includes testing sites may be obtained by contacting the advising department or through the CLEP website. The student is responsible for having official transcripts sent to the Registration Office from the College Board.

DANTES Subject Standardized Tests

The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST) is a service of Prometric, the recognized global leader in technology-enabled testing and assessment services. DSST exams are funded for active-duty military; however, adult learners, homeschooled

students, and military veterans are also eligible to earn Glen Oaks credits through DSST. Students do not have to pay tuition for the credits granted. Evaluation of credits will be based on the recommended percentile score determined by the American Council on Education (ACE), and if they are appropriate to the student's program of study. Further information concerning this program including testing sites may be obtained by contacting the advising department.

International Baccalaureate

The International Baccalaureate (IB) Diploma Program is a global program that provides education to students 16-19 years of age. The IB provides a theoretical foundation and academic rigor in many subjects for students preparing for college. In many cases, exam results equate to the knowledge, skills, and abilities a student would attain in classes within the first two years of college. Glen Oaks recognizes subjects taken at the higher level (HL) for college-level examination and awards credit for Glen Oaks classes after a review of the IB exam scores and related Glen Oaks curriculum by departmental faculty, the Academics Office, and the Registrar.

Further information concerning this program including IB subjects and Glen Oaks course equivalencies may be obtained by contacting the advising department.

Cambridge Assessment

The Cambridge Assessment is a globally recognized exam created by Cambridge University, offered in a variety of subject areas. Glen Oaks recognizes Cambridge Assessment results for college-level credit and awards credit for Glen Oaks classes after a review of Cambridge Assessment exam scores and related Glen Oaks curriculum by department faculty, the Academics Office, and the Registrar.

Further information concerning this program including Cambridge subjects and Glen Oaks course equivalencies may be obtained by contacting the advising department.

Credit by Examination

Students may receive credit for a course offered by Glen Oaks Community College by requesting and then successfully completing an in-house comprehensive examination in the subject matter area. Whether a course is eligible for credit by examination will be determined by the Vice-President of Academics and the faculty who teach the course. The following steps must be taken:

1. Student completes the "Credit by Examination" form in Etrieve.
2. The faculty member receives the form in Etrieve.
3. If approved, the Vice-President of Academics receives the form in Etrieve.
4. If approved, the Registrar receives the signed form and communicates the process with the student and faculty member.
5. The student then pays the non-refundable Credit by Examination fee.
6. And the student takes the comprehensive exam. A grade of "CR" (credit granted) will be issued based on the satisfactory student performance on the comprehensive exam 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. The fee for an in-house comprehensive exam is \$50.00.

Policy History: Adopted by Board of Trustees 4/13/23

Policy 307: ADVANCED STANDING

Advanced Standing or a “course waiver” means there are reasons which have been accepted for the student to be excused from taking a course specifically identified in the student’s program of study.

Advanced standing permits the student to select advanced course only and does not grant college credit for any courses which may be bypassed. In all cases, the degree requirements regarding total credit hours remain as stated in the catalog and students are required to elect other courses to replace those courses waived in order to meet graduation requirements.

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 include:

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 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 course offered at Glen Oaks Community College.

The Vice-President of Academics may require examples of work, a proficiency test, or the student to meet with a subject matter expert in the 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.

Policy History: Adopted by Board of Trustees 7/92, revised 9/14/05, 9/17/14, 1/20, revised 4/13/23

Policy 310: RESIDENCY, TUITION/FEES and REFUNDS

In-District

A resident or in-district student is a student who resides within the Glen Oaks Community College District. 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 a copy of the property tax statement to the Registration Office at the time of registration).

Service Area

Service-area residents include Branch, Calhoun, Cass and Kalamazoo County 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.

International

This category includes foreign students on a student VISA, unless they become a U.S. citizen or are a Resident Alien.

General Information

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, utility bill with student name and mailing address identified or rent receipt (indicating mailing address) to the Registration Office and completing the necessary form in Etrieve.

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 Registration Office and request the refund through the Cashier's Office within the 10% period.

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.

An International Student in this country on a Student VISA will be assessed the International tuition rate.

TUITION AND FEES

Students will be assessed on a per semester contact hour basis, effective Fall 2025-26:

Per semester contact hour*

In-district	\$139.00
Service area	\$171.00
In-State	\$207.00
Out-of-State	\$244.00
International	\$294.00
<u>Dual Enrollment</u>	
On-Campus/In-District	\$135.00
At High School w/ GOCC Faculty	\$135.00
At High School w/ High School or CTE Teacher	\$20.00

Students residing in on-campus student housing, with the exception of international students, will be charged the In-District tuition rate.

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

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.

Reduced Tuition for Senior Citizens

CREDIT COURSES: Glen Oaks Community College provides a specific Senior Citizen tuition benefit. This benefit provides In-District residents who are sixty-two (62) years of age or older at the time of

registration, waived tuition, technology fees, general fees, and student 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 senior citizen is to enroll in the course 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 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 & 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.

Other Fees

- Student ID Card Fee: First card is free, thereafter, there is a \$5.00 replacement ID charge.
- Credit by Examination Fee: \$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.

Registration / Payment

New students are expected to register in person for each semester prior to or on the registration dates given in the college calendar. Students are not admitted to class until they are properly registered. Any exceptions to this policy must be approved by the Registrar. Returning students have the option to register online. Payment in full for tuition & fees or enrollment in a payment plan must be completed within 48 hours of registration. All fee charges are subject to change without notice.

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 the course syllabus and determine if they would like to continue in the course or not. 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 during the first 10% of the academic period may receive a full refund of 100% of 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, or stop attending, 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 the Federal Return of Funds policy and calculation is available in the Consumer Information Guide on the Financial Aid website or from the Financial Aid Office.

Students who registered for a course that is canceled by the college will be refunded all tuition and fees related to the canceled 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, Chief Financial Officer/Controller and Director of Financial Aid. The decision of the committee determines whether the refund is approved 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.

Policy History: Adopted by Board of Trustees 1/13/93, 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, 8/9/00, 4/11/01, 9/12/01, 2/13/02, 7/02, 9/11/02, 12/11/02, 5/12/04, 11/10/04, 4/13/05, 9/14/05, 4/12/06, 2/29/08, 6/8/11, 9/17/14, 4/8/16, 17, 4/1/18, 4/11/19, 1/20, 6/20, 4/8/21, 6/21, 8/12/21, 4/14/22, reviewed 3/9/23, 5/9/24, 10/17/24, 11/21/24, 4/10/25

Policy 313: 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 which may stop the student from registering.

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 Student Concern procedure of the College for the challenge.

Policy History: Adopted by Board of Trustees 6/14/78, revised 9/14/05, reviewed 9/17/14, revised 1/20, reviewed 3/9/23, 7/1/24

Policy 314: COURSE FEES

Course fees support costs unique to a specific course such as lab supplies, course-specific software or technology, etc. Students will be assessed on a per-course basis. Effective Fall for 2025-26:

Course	Title	Fee
AGT-101	Hydraulic Theory & Operation	\$75.00
AGT-103	Fundamental of Engines	\$75.00
AGT-104	Vehicle/Equipment Electrical/Electronic Fundamentals	\$325.00
AGT-109	Heating, Venting & Air Conditioning Systems	\$75.00
AGT-112	Seedling & Tillage Equipment	\$75.00
AGT-113	Hydraulic Systems	\$75.00
AGT-116	Combine Maintenance & Repair	\$75.00
AGT-119	Vehicle/Equipment Electrical/Electronic Systems Operation & Diagnostics	\$75.00
AGT-122	Precision Farming Systems & Techniques	\$75.00
AGT-125	Tractor Drivelines	\$75.00
AGT-207	Advanced Hydraulics	\$75.00
AGT-213	Diesel Engine Performance - Analysis & Tune-Up	\$75.00
AGT-216	Equipment Shop Project	\$75.00
ALH-104	Nurse Aide	\$60.00
ALH-106	Medication Aide	\$20.00
ALH-112	Emergency Response	\$65.00
ALH-238	Medical Assistant Practicum	\$150.00
ALH-241	Laboratory Procedures	\$65.00
ALH-245	Fund Clinical Office Skills	\$65.00
ART-104	OBJECT DRAWING	\$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	\$50.00
ART-240	Painting	\$50.00
ART-260	Advanced Photography: Commercial & Fine Art	\$25.00
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

Course	Title	Fee
AUTO-225	Automotive Electrical Systems	\$80.00
AUTO-226	Automotive Heating & Air Conditioning	\$90.00
AUTO-245	Automotive Valve Train & Head Rebuilding	\$70.00
AUTO-246	Automotive Cylinder Block Rebuilding	\$90.00
AUTO-250	Introduction to Automotive Transmission	\$70.00
BIO-101	Human Biology	\$50.00
BIO-120	Biology	\$60.00
BIO-121	General Biology I	\$60.00
BIO-122	General Biology II	\$60.00
BIO-210	Anatomy & Physiology I	\$50.00
BIO-211	Anatomy & Physiology II	\$50.00
BIO-230	Microbiology	\$60.00
CADD-215	BASIC AUTOCAD	\$65.00
CADD-216	ADV AUTOCAD	\$65.00
CADD-217	COMPTR AID MODELING-INVENTOR	\$65.00
CADD-218	CMPTR AID MODELING-SOLIDWORKS	\$65.00
CADD-219	ADV CAD 3D MODELING	\$65.00
CADD-220	ARCHITECH DRAWING	\$65.00
CHEM-133	General Chemistry I	\$125.00
CHEM-134	General Chemistry II	\$125.00
CHEM-210	Organic Chemistry I	\$135.00
CHEM-211	Organic Chemistry II	\$135.00
CIS-100	Using the Internet	\$40.00
CIS-101	Introduction to Computers & Software	\$40.00
CIS-112	Cisco I	\$40.00
CIS-113	Cisco II	\$40.00
CIS-114	Cisco III	\$40.00
CIS-117	Visual Basic Programming for Microcomputers	\$40.00
CIS-121	Computer Science I	\$40.00
CIS-122	Computer Science II	\$40.00
CIS-132	PROGRAMMING IN JAVA	\$40.00
CIS-151	Ethical Hacking I	\$40.00
CIS-152	Ethical Hacking II	\$40.00
CIS-161	Cybersecurity Operations	\$40.00
CIS-162	Intro to Computer Forensics	\$40.00
CIS-165	Hybrid Server Core	\$25.00
CIS-172	Linux Operating Systems	\$40.00
CIS-200	Config Windows Desktops	\$40.00
CIS-214	Presentation Graphics & Publishing	\$40.00
CIS-220	Computer Technician Essentials	\$40.00
CIS-221	Data Structures	\$40.00

Course	Title	Fee
CIS-224	Computer Repair Essentials	\$40.00
CIS-227	Concepts of Spreadsheets (Excel) Level I	\$40.00
CIS-233	Concepts of Data Processing (Word) Level I	\$40.00
CIS-236	Concepts of Word Processing (Word) Level II	\$40.00
CIS-240	Introduction to Networking	\$40.00
CIS-241	Inst/Config Windows Ntwrk	\$40.00
CIS-242	Managing & Maintaining a Network Server	\$40.00
CIS-243	Admin Windows Server	\$40.00
CIS-244	Advanced Management of a Windows Network	\$40.00
CIS-245	Network Security	\$40.00
CIS-247	Implementing an Advanced Server Infrastructure	\$40.00
CIS-248	Computer Networking Capstone	\$40.00
CIS-252	Web Page Design Level I	\$40.00
CIS-253	Web Page Design Level II	\$40.00
CIS-265	Hybrid Server Advance	\$25.00
CIS-270	PC Operating Systems	\$40.00
CIS-272	Linux Operating System Admin	\$40.00
CIS-290	Computer Support Tech Capstone	\$40.00
ELEC-116	RESIDENTIAL TECHNOLOGY	\$10.00
ELEC-117	INDUSTRIAL/COMMERCIAL WIRING	\$10.00
ELEC-120	ELECTRIC MOTOR CNTRL	\$10.00
ELEC-122	INTRO TO MOTORS/TRANSFORMERS	\$10.00
GEOG-142	Physical Geography	\$15.00
MACH-110	Machine Tool Safety	\$90.00
MACH-130	Drill Press and Band Saw	\$125.00
MACH-135	Turning on the Lathe	\$70.00
MACH-140	Electronic Discharge Machining	\$70.00
MACH-145	Vertical/Horizontal Milling	\$195.00
MACH-150	Surface Grinding	\$105.00
MACH-155	Cylindrical Grinding	\$70.00
MACH-160	Tool and Cutter Grinding	\$80.00
MACH-165	CNC Programming and Machining	\$90.00
MACH-170	Machine Tool Projects	\$90.00
MACH-175	Mastercam	\$110.00
MACH-180	Plasma Cutter	\$90.00
NUR-101	Fundamentals of Nursing	\$229.00
NUR-109	Pharmacology I	\$50.00
NUR-111	Medical-Surgical Nursing I	\$266.00
NUR-204	Nursing Role Transition	\$150.00
NUR-211	Medical-Surgical Nursing II	\$150.00

Course	Title	Fee
NUR-221	Medical-Surgical Nursing III	\$150.00
PHED-100	Fitness/Wellness Lab	\$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-251	Physics I	\$60.00
PHYS-253	Physics II	\$60.00
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	\$60.00
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	\$100.00
WELD-145	Gas Tungsten Arc Welding	\$110.00
WELD-150	Pipe Welding	\$90.00
WELD-155	Special Application	\$60.00
WELD-190	Welding for the Skilled Trades	\$60.00

Policy History: 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, 8/13, 5/14, 4/6/16, fees updated - CTE & DE - 8/10/16, 4/13/17, 4/12/18, 8/27/18, 4/11/2019, 3/12/2020, 4/8/2021, 4/14/2022, new ALH courses added 8/11/2022, 5/11/23, 5/9/24, 10/17/24, 3/13/25

Policy 315: SCHOLARSHIP

PHILOSOPHY

Glen Oaks Community College is committed to serving a diverse student body with a variety of talents, skills, abilities, and backgrounds. To help achieve this goal, institutional scholarships are awarded to qualified applicants.

TYPES OF SCHOLARSHIPS

PRESIDENTIAL/DEAN'S SCHOLARSHIPS

The Presidential and Dean's scholarships are intended for recent high school graduates who have outstanding academic records. The scholarship may be used for all education related expenses and can be renewed for up to two academic years. One Presidential Scholarship and two Dean's scholarships will be awarded to graduates from each St. Joseph County public high school and a St. Joseph County private high school. If funds remain, scholarships may be awarded to recent graduates who reside outside of St. Joseph County.

Eligibility Criteria, Application & Selection Process:

- a. Graduating high school senior.
- b. President's minimum 3.5 GPA and Dean's minimum GPA of 3.0 after the first semester of the applicant's senior year.
- c. Scholarship application, official high school transcript, application for admission to Glen Oaks Community College, and a short essay must be submitted by the annual scholarship deadline.
- d. Other factors that may be used in selection include class rank, financial need, recent academic improvement, and/or ACT/SAT results.
- e. Current high school graduates who meet one of the following criteria may apply: (a) received an ACT Composite Score of 24 or higher or and SAT [M & V] score of 1110 or higher; or (b) be ranked in the top ten percent of the graduating class from high school; or (c) be a member of the high school's National Honor Society.

Selection/Announcement Process:

Selection will be made by the scholarship committee based on the above criteria. Awards will be announced via a letter from the Financial Aid Office. Presidential Scholarship recipients will also receive a letter from the President of Glen Oaks Community College. The winners who accept the awards will be invited to a reception and be awarded a certificate. A press release will be issued.

Enrollment and Renewal:

Students must enroll in a minimum of 6 credit hours at Glen Oaks during each semester the scholarship is awarded. The award will be pro-rated each semester based upon GOCC enrolled credits as shown below. The student must also maintain the required GPA as specified in the scholarship criteria (i.e., Presidential GPA requirement of 3.5 or above; Dean's GPA requirement of 3.0 or above).

Recipients who do not meet the above GPA criteria will be issued a warning semester. Two consecutive semesters below the required GPA will result in cancelation of the scholarship.

Presidential Scholarship (per semester)

Full-time (12 or more credits) = \$2,000

¾ time (9-11 credits) = \$1,500

Half-time (6-8 credits) = \$1,000

Dean's Scholarship (per semester)

Full-time (12 or more credits) = \$1,000

¾ time (9-11 credits) = \$750

Half-time (6-8 credits) = \$500

ATHLETIC SCHOLARSHIPS:

Information regarding Athletic Scholarships is available in the Athletic Department Office.

CAREER AND TECHNICAL EDUCATION SCHOLARSHIPS

Glen Oaks offers 14 CTE Scholarships to high school seniors enrolled in the CTE Program and who intend to continue in the same field as their CTE Program after graduation. The Glen Oaks Career and Technical Education (CTE) Scholarships require a minimum high school grade point average of 2.0 in an occupational field. The scholarship is applied to tuition & fees only.

Recipients must enroll full-time (12 credits) each semester at Glen Oaks. Recipients must maintain a 2.0 semester average at Glen Oaks Community College to continue receiving the scholarship each semester.

SUPERINTENDENT SCHOLARSHIPS

The purpose of the scholarships is to encourage additional education by faculty, administration and staff who work in St. Joseph County school districts. Each superintendent may recommend recipients for one scholarship from his/her district. This information will be forwarded to the Glen Oaks Financial Aid Office. Each scholarship will cover the tuition and general fees for ONE 3 or 4 credit hour class at Glen Oaks Community College. The scholarship does not cover course fees, books, and supplies.

The following districts will be included:

Burr Oak, Centreville, Colon, Constantine, Mendon, Sturgis, Three Rivers, White Pigeon and SJC Intermediate School District

Policy History: Revisions to Scholarship Policy adopted by Board of Trustees 5/11/94, 1/11/95, 9/13/95, 11/12/97, 1/14/98, 9/9/98, 11/11/98, 9/13/00, 4/11/01, 7/11/01, 4/17/02, 9/11/02, 10/9/02, 9/14/05, 9/17/14, 6/15/17, reviewed 3/9/23, 11/21/24

Policy 317: REGISTRATION

Registration for Academic Courses

To register means to complete the registration process in MYGOCC or submit a registration form in Etrieve and to 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 the Vice President of Academics, and the Registrar is to be notified in advance in writing by the authorizing person.

Note: Students are not officially admitted to a class unless they are registered. Full tuition payment is due or a payment plan must be completed at the time of registration. Students must also complete an Application for Admission and may be required to participate in course placement testing before their first registration will be processed. The registration period for all courses shall be determined by the Registrar.

Classes Beginning and/or Ending at Different Times of the Semester

Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates will be communicated by the Registration Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

Policy History: Adopted by Board of Trustees 7/92, revised 9/14/05, reviewed 9/17/14, 3/9/23

Policy 318: SCHEDULE CHANGE

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.

A change in registration for class(es) is not official until completed by the student in MYGOCC or processed by the Registration Office through Etrieve. The date this form is approved by the Registration 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.

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 an accumulated grade point average of 3.0 or better.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14, title updated 1/20, reviewed 3/9/23

Policy 319: WITHDRAWAL

A student finding it necessary to withdraw from the College must complete an official withdrawal form in Etrieve. 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 at the time of withdrawal.

All students are highly encouraged to meet with their instructor/professor before 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 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) but will appear on the student transcript as part of the student's permanent record.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14, revised 4/13/17, revised 4/13/23

Policy 320: STUDENT DEATH DURING a SEMESTER

1. Delete the address of deceased student from Student Information Screen and type "DECEASED" in the city field of the permanent address.
2. The Registration Office will complete Withdrawal Forms in Etrieve for all classes in which a deceased student is currently enrolled and indicate deceased. The transcript will be posted with the "W" grade.
3. Current instructors of the deceased student will be notified via e-mail.
4. Note on deceased Student File the "Deceased" status.

Release of Information

Per Family Educational Rights and Privacy Act (FERPA) regulations:

Under common law regarding privacy rights, the privacy interests of an individual expire with that Said individual's death. Accordingly, the disposition of records held by an institution and pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Because FERPA would no longer apply, the institution may exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or other third parties.

Persons inquiring will need to provide photo identification and proof of relationship to the deceased.

Release of Information is processed at the discretion of the college.

Questions on the release of information for deceased students should be directed to the Registrar.

Policy History: Adopted by Board of Trustees 7/92, revised 9/14/05, reviewed 9/17/14, revised 10/12/17, reviewed 3/9/23

Policy 321: ATTENDANCE

Students are expected to attend the courses for which they register. Students who do not attend their classes are reported to the Registration Office and to the Office of Financial Aid. Failure to attend will result in being marked as “never attended.” Additionally, a student receiving financial aid may have their award decreased or completely reversed.

When a faculty member recognizes that a student’s absence record equals that of the number of hours in a course, the faculty member can request that a formal notice be sent from the student’s advisor or the Vice-President of Academics advising the student about this matter.

If there is no change in the student’s behavior, and if the individual misses 15 percent or more of the class time in any given course, the faculty member teaching that course has the option of dropping the student from the class. The student will receive a “W” grade for the course.

If a student decides not to attend a course, the student is responsible for dropping the course. If a student stops attending and does not formally drop a course, they will be charged the full tuition amount for the course(s).

Note: See 3.21A for Nursing Student Attendance Policy

Policy History: Adopted by Board of Trustees 7/92, revised 7/02, 9/14/05, 9/17/14, 1/20, revised 4/13/23

Policy 321A: ATTENDANCE for NURSING STUDENTS

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.

Policy History: Adopted by Board of Trustees 8/13/97, revised 2/20/03, 9/14/05, reviewed 9/17/14, revised 5/20, reviewed 1/12/23

Policy 321B: GRIEVANCE PROCEDURE – NURSING STUDENTS

Students must try to resolve clinical 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 Dean of Health Sciences and the party/parties involved.

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

Policy History: Adopted by Board of Trustees 8/13/97, revised 7/02, 2/20/03, 9/14/05, 9/17/14, 1/20, reviewed 5/20, title update 1/12/23

Policy 321C: NURSING and ALLIED HEALTH SUBSTANCE ABUSE

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.

Policy History: Adopted by Board of Trustees 4/12/06, reviewed 9/17/14, revised 5/20, reviewed 1/12/23

Policy 321E: NURSING and ALLIED HEALTH CRIMINAL BACKGROUND CHECK

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 student 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 perspective 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:

1. Abuse, neglect, assault, battery
2. Criminal sexual conduct
3. 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.
4. 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.

Policy History: Adopted by Board of Trustees 4/12/06, revised 2/10, 2/13, 2/16, reviewed 5/20, 1/12/23

Policy 322: GRADING SYSTEM

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:

- 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 323](#) for description of when to use)
- W Withdrawal
- V Visitor (Audit)
- IP In progress; no credit (see [Policy 323](#) for description of when to use)
- CR Credit granted
- NC No credit

Policy History: Adopted by Board of Trustees 7/92, revised 2/20/03, revised 9/14/05, reviewed 9/17/14, 1/12/23

Policy 322A: GRADES – NURSING PROGRAM REQUIREMENTS

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 with 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.

Policy History: Adopted by Board of Trustees 8/13/97, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, revised 5/20, reviewed 1/12/23

Policy 322A: NURSING COURSE PROGRESSION GRADING POLICY within the NURSING DIVISION

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:

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.

Policy History: Adopted by Board of Trustees 8/13/97, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17. Reviewed 5/20, 1/12/23

Policy 323: INCOMPLETE and IN-PROGRESS COURSEWORK

Incomplete Work

A student performing satisfactorily 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 no grade change is initiated, the “I” becomes a 0.0 on the student’s record and the student must register and repeat the course to receive a grade and credit for degree purposes. The student must initiate this process by completing the “Student Request for Incomplete Grade” form in Etrieve for consideration by the instructor. The instructor will specify in writing the unfinished coursework that must be completed and the deadline for completion, which shall be no later than the end of the following semester. The instructor and the Vice President of 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 Open Entry/Open Exit may 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. A student will receive no academic credit for an “IP” grade, and it will not affect the student’s grade point average. If the In-Progress course requirements are not met by the end of the following semester, the “IP” grade becomes a No Credit (NC) grade.

Policy History: Adopted by Board of Trustees 7/92, revised 11/1/99, 9/19/00, 8/11/04, 9/14/05, 9/17/14, title updated 1/20, form via Etrieve 8/22, revised 4/13/23

Policy 324: GRADE APPEAL PROCEDURE

Within a month of receipt of the grade, the student will appeal the grade to the course instructor and present 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 discussion 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.

Some reasons for a grade appeal might be:

- a. The grade was calculated in a manner inconsistent with the course syllabus or the changes to the syllabus.
- b. 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.

Policy History: Adopted by Board of Trustees 7/92, revised 10/01, reviewed 9/14/05, revised 9/17/14, title updated 1/20, reviewed 1/12/23

Policy 325: REPEATED COURSES

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.

Policy History: Adopted by Board of Trustees 7/92, revised 9/14/05, reviewed 9/17/14, 3/9/23

Policy 326: AUDIT OF COURSES

A student who desires to attend classes but does not desire to take final examinations or receive grades or credit may register as an auditor. An auditing student is expected to attend class and participate in class discussion or lab activities. 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 such 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.

Policy History: Approved by Board of Trustees 7/92, reviewed 9/14/05, reviewed 9/17/14, 3/9/23

Policy 327: ACADEMIC INTEGRITY

Ethical conduct is the obligation of every member of Glen Oaks Community College. Violations of academic integrity constitute breaches of ethical conduct. Academic integrity requires that all academic work be the product of an identified individual or individuals. This policy demonstrates Glen Oaks Community College's expectations for academic integrity and guarantees fair procedures for handling these concerns.

The definitions and guidelines presented here represent a specific policy for the entire institution, but individual faculty members are encouraged to clarify in their course syllabi any policies or procedures particular to their course or academic program. Academic honesty is assumed in an educational institution whether specifically stated or not.

I. Purpose

The purpose of this operational policy is to establish a procedure for academic integrity violations.

II. Scope and Jurisdiction

This policy applies to all enrolled students at Glen Oaks Community College.

III. Definitions

- A. Cheating: includes, but is not limited to the attempt or actual:
 - 1. use of any unauthorized assistance in taking quizzes, tests, or examinations
 - 2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 - 3. acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff
 - 4. copying work of another person or source
 - 5. engagement in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purpose of academic credit
 - 6. allowance of, or participation in, cheating by or with other students
 - 7. payment, or offer of payment, to a third party for completion of coursework
- B. 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.
- C. Academic negligence: unknowingly or unintentionally claiming credit for the work or effort of another person.
- D. Fabrication: The falsification of information in an academic exercise. This includes the invention of information or data for an academic exercise without authorization from the instructor.
- E. Generative AI: a type of artificial intelligence (AI) technology that produces text, images, audio, code, or other synthetic data to generate new content.
 - 1. Expectations regarding the use of generative AI tools are determined by course instructors. Note that expectations on plagiarism, cheating and acceptable assistance may vary across courses and instructors. Students should refer to the course syllabus or speak with the instructor on expectations of the use of AI tools. Deviations from the instructor's guidelines will be considered a violation of the Academic Integrity Policy.

IV. Academic Integrity Procedure

The following processes outline the roles and responsibilities of individuals involved in the academic integrity procedure:

- A. The faculty member, or designee, determines if a student has violated the Academic Integrity Policy (i.e. cheating, plagiarism, academic negligence, fabrication, or unacceptable use of AI).
- B. The faculty member, or designee, discusses the violation and policy with the student and helps the student learn proper methods for presenting their work and the work of others.
- C. The instructor imposes one of the following penalties within the confines of the course:
 - 1. Grade of zero on the assignment or exam
 - 2. Requirement of an alternate assignment
 - 3. Failure of the course
- D. The instructor files an [Academic Integrity report](#) through the Report a Concern button on the [College's website](#). Instructor attaches documentation of the violation (e.g. assignments, papers, and/or projects) to the report.
- E. The Vice President of Student Services will determine if the violation is a first, second, or third offense and will follow due process procedures as outlined in [Policy 342](#), the Student Code of Conduct.

V. **Sanctions**

In addition to course penalties, the College may impose sanctions, including but not limited to:

- A. Verbal Warning
- B. Written Warning
- C. Probation
- D. Suspension from the College
- E. Expulsion from the College

For further information on due process proceedings and a complete list of sanctions, See [Policy 342](#) Student Code of Conduct.

Policy History: Adopted by the Board of Trustees 2/22/24

Policy 328: ACADEMIC FORGIVENESS PROGRAM

The Academic Forgiveness program pertains to students who did not perform to their academic potential earlier in their studies at Glen Oaks but who have since demonstrated a higher level of achievement. The program is intended to help students improve their academic standing, achieve their educational goals, and encourage student success and completion. By removing previously earned credit hours and GPA calculations, students are given the opportunity to have their cumulative grade point average reflect their more recent improved academic performance.

A student may petition one time for academic forgiveness if the following circumstances apply:

- A marked change in the student's academic performance must be present, as evidenced by the successful completion of 12 or more credit hours, with a 2.0 grade or better earned in each of the most recently completed classes constituting the 12 or more credit hours. This will be referred to in the policy as a "period of recent success." Courses below the 100-level cannot be counted toward the 12 credit hours.
- The student must be enrolled in classes at Glen Oaks Community College the semester in which the petition is filed.

Students who have completed and earned a degree from Glen Oaks are not eligible.

When the above circumstances apply, the student may request that 0.0-1.5 grades that were earned prior to the period of recent success be forgiven. This is a one-time irreversible option. In some cases, forgiveness of 1.0 or 1.5 grades may affect a student's financial aid eligibility. It is the student's responsibility to confirm whether his/her eligibility will be impacted.

The process for petitioning for academic forgiveness is as follows:

1. Meet with an advisor to determine if academic forgiveness is an appropriate option.
2. If deemed appropriate, the student will fill out an academic forgiveness form through Etrieve, specifying which 0.0-1.5 grades earned prior to the period of recent success are included in the request.
3. The advisor will receive, approve, and send the form to the appropriate academic dean or the Vice-President of Academics for review.
4. If approved, the Registrar will receive the form and update the student's record. The forgiven courses and grades will appear on the student's transcript with a notation stating, "not calculated in GPA."
5. If a student disagrees with the advisor's evaluation, he/she may appeal directly to the Vice-President of Academics, whose decision will be considered final and will terminate the process within the College.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14, 5/11/22, 4/13/23

Policy 329: INDEPENDENT STUDY REQUESTS

Independent study classes demonstrate mastery of a course's objectives independently and without the structure of a classroom or regular meetings with the instructor. In general, independent studies are more work than a traditional course and should be requested only as a last resort. However, an independent study may be a student's best option for completing a required or desired course prior to it being offered. To request an independent study:

1. The student must submit an independent study request form to an instructor through Etrieve.
2. The instructor will review the request and if he/she approves will add details for how the student will meet the course's student learning outcome and how the student's learning will be assessed and then submit the form for the Vice-President of Academics review.
3. If the Vice-President of Academics approves, approval receipts will be forwarded through Etrieve to the student, instructor, and Registrar.
4. The following regulations apply:
 - a. Any student is limited to one Independent Study course per semester and may take no more than 12 Independent Study credit hours during his/her enrollment at Glen Oaks.
 - b. The normal number grading system will apply.
 - c. Independent Study course options will not be approved for a semester's regular course schedule.

Policy History: Adopted by Board of Trustees 7/92. Position titles updated 07/02, revised 9/14/05, 9/17/14, title updated 1/20, revised 4/13/23

Policy 330: HONORS - 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 semester GPA of 4.0. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the GPA 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 semester GPA of 3.5 to 3.99. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the GPA are not used to determine full or part-time status.

Policy History: Adopted by Board of Trustees 2/13/91, revised 5/12/93, revised 9/14/05, reviewed 9/17/14, revised 3/9/23

Policy 331: CERTIFICATE/DEGREE REQUIREMENTS

Degree Requirements

Graduation requirements for an associate's degree:

1. A cumulative grade point average of at least 2.0. Please note that specific programs may require a higher GPA.
2. A minimum of 60 credits.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

NOTE: Courses below 100-level do NOT meet general education, degree specific, or program requirements and may not be used towards the minimum requirement of 60 credit hours.

Certificate Requirements

Graduation requirements for a certificate:

1. A cumulative grade point average of at least a 2.0.
2. Satisfy the credit requirements of the certificate.
3. A minimum of 25% of the certificate must be earned at Glen Oaks Community College.

Any substitution of certificate/degree requirements must be approved by the Vice-President of Academics.

Policy History: Adopted by Board of Trustees 1/13/93, revised 7/02, reviewed 9/14/05, revised 9/17/14, 2017, 1/20, revised 4/13/23

Policy 332: CATALOG AFFECTING CREDITS and GRADUATION

Each student's academic requirements are based on the catalog which is in force during the student's first semester at Glen Oaks Community College. Exceptions may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in the college programs. 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. Students who do not enroll in courses for two consecutive years must fulfill the requirements of the catalog in force at the time of readmission or may elect a subsequent 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.

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's 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 advisor. The written approval of the additional 15 credits must be forwarded to the Registration 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.

Policy History: Adopted by Board of Trustees 1/13/93, revised 8/10/94, revised 9/14/05, reviewed 9/17/14, revised 4/13/23

Policy 334: GRADUATION RECOGNITION

At graduation each year, recognition is given to each student who has maintained a high academic cumulative grade point average. Recognition is given as Cum Laude (3.00-3.49 GPA), Magna Cum Laude (3.50-3.74 GPA), and Summa Cum Laude (3.75-4.00 GPA).

Policy History: Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, 9/17/14, 3/9/23

Policy 335: TRANSCRIPT FEES

Students must complete and pay for a transcript request through the National Student Clearinghouse link provided on the Glen Oaks website. Official transcripts are sent directly to the receiving institution or organization and are not normally issued to the student. An official transcript issued to the student will have an indication on the transcript that it was issued to the student. Student copies of transcripts are available without charge.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, 5/8/13, reviewed 9/17/14, revised 2/21/19, reviewed 3/9/23, revised 2/13/25

Policy 336: THE MICHIGAN TRANSFER AGREEMENT (MTA)

The Michigan Transfer Agreement was designed to facilitate the transfer of general education requirements between Michigan public colleges and universities. Students who complete an Associate of Arts, an Associate of Business, or an Associate of Science degree at Glen Oaks Community College often will have most if not all of the general education requirements satisfied at their transfer institution upon completing the MTA requirements. MTA requirements include:

- One course in English Composition
- A second course in English Composition or one course in Communications
- Two courses in Social Sciences (from two disciplines)
- Two courses in Natural Sciences including one with laboratory experience (from two disciplines)
- Two courses in Humanities/Fine Arts (from two disciplines excluding studio and performance classes)
- One math course in College Algebra, Statistics or Quantitative Reasoning, or an advanced level course in any of these areas will also be accepted.

Policy History: Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, 9/17/14, 3/9/23

Policy 338: GUARANTEE - TECHNOLOGY TRAINING

Any graduate of an Associate of Applied Science in Technology degree that is judged by his/her employer as lacking in technical job skills normally expected of a job-entry-level employee will be provided further skills training up to 16 credit hours by Glen Oaks Community College without charge.

The Degree

The graduate must have earned an Associate of Applied Science in Technology Degree within three years of the notification of lack of preparation (in a college-recognized specialty area) as evidenced by the area of concentration designation on the student transcript.

Note: Graduate's initial date of employment must be within one year of his/her graduation date.

The Employment

The employer must certify in writing that the employee is lacking in the entry level job skills which are relevant to the student's coursework. These job skills must have been identified in writing at the time of initial employment and must specify the area(s) of skills deficiency within 90 days of the graduate's initial employment.

Affective behaviors such as attitude, judgment, interpersonal relations, etc. will be considered "technical job skills" for purposes of the guarantee provided that formal instruction in appropriate affective behaviors is included within the specialty area.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14, revised 4/13/23

Policy 339: STUDENT HOUSING

The David H. and Patty A. Devier Student Suites offer two-bedroom and four-bedroom suite options with private bedrooms, furnished living spaces, and a full kitchen. The suites accommodate 106 residents, 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 contract. All Students living on campus in student housing, with the exception of international students, will pay 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 three (3) 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.

Policy History: Adopted by Board of Trustees 8/10/17, revised 8/12/21, 3/10/22, reviewed 3/9/23

Policy 340: ALCOHOL and DRUG ABUSE

PHILOSOPHY

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 Learning Commons 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.

Policy History: Adopted by Board of Trustees 6/12/91, revised 9/14/05, 9/17/14, 8/10/17, 1/10/19, reviewed 3/9/23

Policy 341: CAMPUS SECURITY

Report Procedures

When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the Safety and Security Office or designee at 269-467-9945, ext. 233 or 221, 312 or call 269-223-0263. If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff's Office (269-467-9045).

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 4:00 p.m. The building is closed on Fridays when the college is operating on "Summer Hours" typically after 1st week in May through 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. Glen Oaks facility, room, or space reservations for an event or a meeting can be made by contacting the President's Office.

Authority of Campus Security

Designated Campus Security Personnel have the authority to confront individuals related to an 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 Finance & Administration.

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 Possessions

Policy History: Adopted by Board of Trustees 3/11/92, revised 9/14/05, reviewed 9/17/14, revised 1/20, reviewed 3/9/23

Policy 342: STUDENT CODE of CONDUCT

The purpose of the Student Code of Conduct at Glen Oaks Community College (GOCC) is to foster a positive and safe learning environment for the College community by clearly articulating conduct prohibited by the College and identifying the rights of individuals in the process consistent with that purpose.

GOCC upholds all federal, state, and local laws and expects students to abide by such laws. The College reserves the right to hold students accountable for violations of federal, state, and local laws when the conduct has a direct impact on the College or the college community. Additionally, students are expected to comply with the Student Code of Conduct, and any specific regulations adopted by GOCC.

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 these procedures have been established.

SCOPE AND JURISDICTION

The Student Code of Conduct applies to individuals from the point of admission to the College and thereafter as long as the individual has a continuing educational interest in the College. The Code applies to high school partner programs, including but not limited to, dual enrollment and Early Middle College. Registered Student Clubs and Organizations are also held accountable to the Student Code of Conduct. The Student Code of Conduct shall also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

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 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 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.

In cases of noncompliance with the Student Code of Conduct, the College will impose sanctions that are consistent with the impact of the offense on the College community (See Article IV (C)). The college reserves the right to pursue criminal and/or civil action where warranted.

ARTICLE I: DEFINITIONS

- A. *College*: Glen Oaks Community College.
- B. *Student Code*: the College's Student Code of Conduct.

- C. *Student*: individuals from the point of admission to the College and thereafter as long as the individual has a continuing educational interest in the College.
- D. *College official*: any person employed by the College, performing assigned administrative or professional responsibilities.
- E. *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).
- F. *College premises*: all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).
- G. *Harassment*: repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating, humiliating, insulting, isolates people, or undermines their reputation through verbal or nonverbal communication.
- H. *Judicial Board*: 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 the Vice President of Student Services (or a designee) if requested by the accused.
- I. *Policy*: 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.
- J. *Cheating*: includes, but is not limited to the attempt or actual:
 1. Use of any unauthorized assistance in taking quizzes, tests, or examinations
 2. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 3. Acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
 4. Engagement in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purposes of academic credit
 5. Allowance of, or participation in, cheating by other students
 6. Payment, or offer of payment, to a third party for completion of coursework
- K. *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.
- L. *Academic negligence*: unknowingly or unintentionally claiming credit for the work or effort of another person.
- M. *Complainant*: any person who submits a report alleging that a student violated this Student Code or any other rule or policy of the College. When a student believes they have been a victim of another student's misconduct, they 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 allegation. Requests to receive information regarding the Respondent must be in writing and submitted to the Student Services Divisional office.
- N. *Respondent*: any student accused of violating this Student Code, or any other rule or policy of the College.

ARTICLE II: STUDENT CODE AUTHORITY

- A. The Vice-President of Student Services (or a designee) shall determine whether a Judicial Board shall be authorized to hear each matter.
- B. 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.
- C. Decisions made by the Judicial Board and/or the Vice-President of Student Services (or a designee) shall be final, pending the appeal process.

ARTICLE III: PROHIBITED CONDUCT

A student or Registered Student Club or Organization, who commits any of the following acts of misconduct, shall be subject to disciplinary action. GOCC's disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of the Student Code of Conduct. For example, if both violations result from the same factual situation, proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

A. Violations of the Code of Conduct

1. **Abuse of the Student Code Process:** Any interference of the Student Code of Conduct process including but not limited to:
 - a. Falsification, distortion, or misrepresentation of information during the Student Code of Conduct process.
 - b. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
 - c. Attempting to discourage an individual's proper participation in, or use of, the Student Code process.
 - d. 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.
 - e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Judicial Board Hearing.
 - f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - g. Influencing or attempting to influence another person to commit a violation of the Student Code process.
2. **Academic Dishonesty:** Cheating, plagiarism, academic negligence, and any other forms of academic dishonesty.
3. **Acts of dishonesty including, but not limited to:**
 - a. Misrepresentation of facts or furnishing false information to any College official, faculty member, staff, or office.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - c. 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.
 - d. Withholding material information from the college officials and/or processes.

4. **Alcohol:** Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication.
5. **Bullying:** Systematic intentional behavior that includes, but is not limited to, repeated unwanted physical, verbal, or written acts which are hostile or offensive, targeted at an individual or group and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as excluding behaviors such as ignoring or dismissing individuals or groups. Hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property. Behaviors that are intimidating, threatening, disruptive, humiliating, sarcastic, or vicious may also constitute hostile behavior. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, insults, or epithets. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures, or mocking.
6. **Discrimination:** 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, sex (sex or gender, affiliation, expression or orientation), political affiliation, veteran status, or any other characteristic covered by law.
7. **Disorderly Conduct:** Disorderly, lewd, indecent, or obscene conduct or expressions.
8. **Disrupting Normal Operations of the College:** 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. Refer to [Policy 344](#) Freedom of Expression Policy which promotes free exchange of ideas and safe and efficient operation of the College.
9. **Disruptive Behavior:** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities or functions, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
10. **Drugs:** 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.
11. **Failure to Comply with College Officials:** Failure to respond appropriately to reasonable and lawful requests 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.
12. **Failure to Engage in Responsible Social Conduct:** Failure to engage in conduct that reflects credit upon the College community.
13. **Failure to Pay:** Failure to pay fines, fees, or other debt to the college.
14. **Failure to Return College Property:** Failure to return college property loaned to the student.

15. **Firearms:** 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 vehicles are covered by this policy at all times regardless of whether they are on College property.
16. **Gambling:** Encouraging, promoting, or participating in unauthorized gambling on GOCC premises or at GOCC-sponsored events or activities.
17. **Harassment:** Repeated, malicious mistreatment, verbal abuse or conduct that is threatening, intimidating, humiliating, insulting, isolating, or undermining another's reputation through verbal or non-verbal communications. Any verbal or physical conduct that shows hostility, intimidation, threat, or aversion toward another individual.
18. **Hazing:** 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.
19. **Obstruction:** Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
20. **Sexual Harassment, Sexual Misconduct and Retaliation:** Violations of the College's Sex/Gender-Based Discrimination and Harassment Policy. Conduct that does not rise to the level of a Title IX violation (conduct that is not severe or pervasive and is not sexual assault as defined by the Clery Act) may be processed via the Student Code of Conduct. Sexual harassment includes, but is not limited to:
 - a. Intentional touching of a sexual nature, repeated/unwelcomed advances, or comments of a sexual nature that create an intimidating, hostile, or offensive campus, educational or working environment for another person.
 - b. 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.
 - c. Retaliation against anyone who files a complaint or participates in an investigation relating to this provision.
21. **Tampering with safety equipment:** Tampering with any safety equipment including but not limited to fire alarms, fire extinguishers, video surveillance cameras, and emergency exits.
22. **Technology Theft or Abuse:** Theft or other abuse of technology and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.

- f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the Network Acceptable Use Policy.
23. **Theft: Attempted or actual theft of property of the College or property of a member of the College community or other personal or public property, on or off campus.**
 24. **Tobacco: Use of combustible tobacco products or smokeless tobacco products in College facilities and on the College premises. The only exception is one's personal vehicle.**
 25. **Unauthorized Presence/Use of College Facilities: Unauthorized entry into, presence in, or use of College facilities or equipment which has not been reserved or accessed through appropriate College officials. Unauthorized presence on campus premises during non-instructional hours or failure to properly supervise guests on College premises. Possession, duplication, or the use of keys to any College premises.**
 26. **Unauthorized Use of College Property: Unauthorized use of the name, logos, or publications of the College or a College-related agency.**
 27. **Violation of College policy, rule, or regulation: Any violation of published College policy or rule including those posted in a course syllabus. Violation of any federal, state, or local law.**
 28. **Voyeurism: Spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature. This includes 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.).**
- B. *Violation of Local, State, and Federal Laws***
1. 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.
 2. 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.
 3. 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

A. *Procedures and Due Process*

1. Any member of the College community may file a report against a student for alleged violations of the Student Code. An allegation of a Student Code 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 system. Any report of a violation of the Student Code should be submitted as soon as possible after the event takes place, preferably within a week.
2. The college utilizes the college-supplied email system for all communications. Students are expected to check their college email on a regular basis. When communication is sent to a student's email account, it is considered delivered.
3. 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 fall within the jurisdiction of this code and/or if the allegation can be informally resolved. An informal resolution shall be final and there shall be no subsequent proceedings.
4. If it is determined that the allegation falls within the jurisdiction of the Student Code, 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 and 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.
5. During this investigative meeting, the Respondent meets one on one with the Vice President of Student Services (or a designee). A parent or an 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 submitted prior to the scheduled meeting to allow a parent or advisor to attend any proceedings.
6. If the Respondent is unable to meet with the Vice President of Student Services (or a designee) in person, alternative arrangements may be made to facilitate the meeting, such as video or teleconference, at the sole discretion of the Vice President of Student Services (or a designee).
7. After conducting a thorough, reliable, and impartial investigation, the Vice President of Student Services (or a designee) will use a preponderance of the evidence standard to determine whether it is more likely than not that a violation of the Student Code of Conduct occurred. The Vice President of Student Services will then notify the student of the determination of responsibility.
8. 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 to prevent
9. future registration of courses. The Vice President of Student Services (or a designee) will then review the facts available without the benefit of the student's participation. 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 impose sanctions associated with those charges.

10. If the Respondent 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.
11. In cases where the College is acting as the Complainant, the Vice President of Student Services may offer the accused student the option to accept responsibility. If the accused student accepts responsibility and the sanctions, the accused student will not have any options for appeals.
12. If a student denies responsibility or does not agree with sanctions imposed, the student may appeal the findings and/or sanctions to 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
13. 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.
14. If the Complainant requests an alternate form of resolution, and the Respondent agrees, the parties will engage in informal resolution. If the informal resolution 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.

Judicial Board Hearing

In cases in which the Respondent is accused of a violation of the Student Code, and potential sanctions include suspension or expulsion, the Respondent may request a judicial board hearing. A Judicial Board may also be requested when a student denies responsibility for a violation of the Student Code or disagrees with the imposed sanctions.

Prior to a Judicial Board hearing, the Respondent shall be entitled to the following:

- a. A written notification of how the alleged violation came to the College's attention;
- b. A written statement of charges so that the Respondent may prepare a defense;
- c. The student shall be entitled to an expeditious hearing of the case.

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:

- a. The Vice President of Student Services 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, the Vice President of Student Services will relinquish the Chair, and a temporary Chairperson will be appointed.
- b. Two GOCC employees (a combination of faculty and/or staff) selected by the Vice President of Student Services.

1. Judicial Board hearings shall be conducted by the Judicial Board according to the following guidelines:
 - a. The Judicial Board hearing will be scheduled at the convenience of the sitting Board members; all efforts will be made to schedule the hearing within 3 weeks.
 - b. All Judicial Board hearings shall be conducted in private.
 - c. The Complainant and Respondent have the right to be assisted by one advisor they choose at their own expense (if applicable). The Complainant and/or the Respondent is responsible for presenting the information. Parents or advisors are not permitted to speak or to participate directly in any Judicial Board hearing. Delays will not 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,

excluding deliberations. Admission of any other person to the Judicial Board hearing shall be at the sole discretion of the Chair (or a designee).

- d. 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.
 - e. The Judicial Board may arrange for witnesses to present pertinent information during the hearing. 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 at the sole discretion of the Chairperson of the Judicial Board.
 - f. 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.
 - g. All procedural questions are subject to the final decision of the Chairperson of the Judicial Board.
 - h. Requests for a continuance shall be at the discretion of the Chairperson of the Judicial Board.
 - i. 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. The Board may also suggest a different charge to the Chairperson if they believe the facts support charge(s) different from the charge(s) for which the student was originally charged. The Judicial Board will also recommend an appropriate sanction(s) to the Chairperson.
 - j. 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.
 - k. 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.
 - l. If a disruption occurs during the hearing, the Chairperson, in the Chair's role discretion, may have the disruptive party removed from the hearing.
2. There shall be a single verbatim record, such as a digital recording or written transcript of a digital recording, of all Judicial Board hearings. Deliberations shall not be recorded. The recording 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.
 3. If the Respondent, with notice, elects not to appear before a Judicial Board appeal 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.

4. 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.
5. Once the Judicial Board has determined by the preponderance of evidence standard whether the Respondent violated the Student Code of Conduct, the Judicial Board will make recommendations to the Chairperson regarding an appropriate sanction.
6. After receiving the recommendations of the Board, the Chairperson will decide the most appropriate sanction proportionate to the violation.
7. The Vice-President of Student Services (or designee) will notify the Respondent of the findings. This notice will include a determination of whether a violation occurred, any sanction(s) applied for the violation(s), and information on the appeal process (if applicable).

Sanctions

1. In cases of noncompliance with 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 considered. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:
 - a. *Verbal Warning*— Student is given a verbal warning and a notation is made in the student's disciplinary file.
 - b. *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.
 - c. *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.
 - d. *Loss of Privileges*— Denial of specified privileges for a designated period of time.
 - e. *Restitution*— Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. *Discretionary Sanctions*— Work assignments, essays, service to the College, Community Service, or other related discretionary assignments.
 - g. *College no contact orders*— Prohibits contact between the Respondent and the Complainant (when appropriate). Contact includes but is not limited to in person contact, telephone calls, email, texts, social media-based messages or postings, other electronic communications, and third-party communications including through proxies.
 - h. *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.
 - i. *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.
 - j. *College Expulsion*— Permanent separation of the student from the College.

- k. *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.
- l. *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.
- m. More than one of the sanctions listed above may be imposed for any single violation.
- n. The following sanctions may be imposed upon groups of organizations:
 - Those sanctions listed above in article IV (C)(1) (a-l).
 - Loss of selected rights and privileges for a specified period of time.
 - Deactivation. (Loss of all privileges may be issued, including College recognition, for a specified period of time.)
 - Once the Judicial Board has determined that a student and/or group or organization has violated the Student Code, 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.
 - Following the Judicial Board hearing, the Vice President of Student Services (or designee) shall notify the Respondent, group and/or organization in writing of the decision/finding and of the sanction(s) imposed, if any, by the Judicial Board.

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.

1. Interim suspension may be imposed only in the following circumstances:
 - a. to ensure the safety and well-being of members of the College community or preservation of College property; or
 - b. to ensure the student’s own physical or emotional safety and well-being; or
 - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. 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.
3. During the interim suspension, a student shall be denied access to the campus and premises (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.
4. 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. An interim suspension may be appealed to the Vice President of Student Services in writing within five business days of the date the interim suspension was imposed. The interim suspension shall remain in place during the pendency of the appeal. The decision of the Appellate Officer will be final.

Appeals

A decision reached by the Vice President of Student Services (or a designee) may be appealed by either 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 Office. The Vice President will forward the case to a Judicial Board for review.

In matters in which the Judicial Board made the initial determination, the Complainant or Respondent may appeal the decision, in writing, within five (5) business days to the Vice President of Student Services. The appeal will then be reviewed by an Appellate Officer of the College.

During an appeal, the sanctions imposed will remain in effect.

Appeals are only permitted for the following reasons:

1. A material deviation from written procedures that jeopardized the fairness of the process.
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available.
3. A demonstrable bias by the Vice President of Student Services and/or a member(s) of the Judicial Board.
4. A sanction that is (substantially) disproportionate to the severity of the violation

The Judicial Board or Appellate Officer, as appropriate, will review each accepted basis of appeal and determine whether to grant or deny the appeal. A written notification will be sent to party(s) within ten (10) business days of the date the party's appeal was due.

If an appeal is upheld, the matter shall be returned to the Vice President of Student Services to reopen the hearing to allow for reconsideration of the original determination and/or sanctions. All attempts will be made to assign a new Judicial Board in cases of bias. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

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 constitutes a violation of this Student 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

- A. Any question of interpretation or application of the Student Code shall be referred to the Vice President of Student Services (or a designee) for final determination.
- B. The Student Code shall be reviewed every year under the direction of the Vice President of Student Services (or a designee).

Policy History: Adopted by Board of Trustees 3/10/93, revised 6/9/99, 10/9/02, 9/14/05, reviewed 9/17/14, revised 10/12/17, 10/15/19, 9/10/20, reviewed 3/9/23

Policy 344: CAMPUS UNREST, DISSENT and PROTEST

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:

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

When the person is in fact in violation of such rules; and

When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and

When the person thereafter willfully remains in or on such premises, building or other structure; and

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."

Policy History: Adopted by Board of Trustees 11/18/70, revised 9/14/05, 9/17/14, 1/20, reviewed 3/9/23

Policy 344A: FREEDOM of EXPRESSION POLICY

Purpose

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 speeches made by, on behalf of, or endorsed by the College.

Scope

This policy applies on all of the College Campus.

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.

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 the 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.

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.

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.

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.

Policy History: Adopted by Board of Trustees 1/11/18, revised 1/20, reviewed 3/9/23

Policy 345: FIREARMS on CAMPUS

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.

Policy History: Adopted by Board of Trustees 11/17/71. Revised 9/19/73, 9/14/05, 9/17/14, 10/9/20, reviewed 3/9/23

Policy 346: BULLETIN BOARD/DIGITAL MESSAGING

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 Student Services.

APPROPRIATE CONTENT MATERIALS INCLUDE:

GOCC-sponsored events and activities, student organization events or fundraisers, speakers, 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) Tech Wing Entryway, 4) Learning Common Entryway, 5) D-Wing, 6) G-Wing, and 7) 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 Denise DeVries ddevries350@glenoaks.edu or

Eric Connelly – econnelly713@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.

Policy History: July 1992, revised July 2002, revised 9/14/05, reviewed 9/17/14, revised 11/12/20, reviewed 3/9/23

Policy 347: STUDENT GOVERNMENT

The students of Glen Oaks Community College 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. It is organized to achieve student input into college decision-making and to sponsor events to benefit students. Members may serve on college committees and coordinate activities for co-curricular and extra-curricular programs.

Policy History: Adopted by Board of Trustees 1/13/95, revised 9/14/05, reviewed 3/9/23

Policy 348: 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 the 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 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/parent¹ 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 procedures 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.

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.

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.

Policy History: Revised 1/12/77, 1/79, 9/14/05, 7/02, reviewed 9/17/14, revised 1/20, reviewed 3/9/23

Policy 349: PROCEDURE for RETENTION and DISPOSAL of RECORDS (STUDENT SERVICES)

Document retention will be based on the 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.

Policy History: Adopted by Board of Trustees 7/92, revised 9/14/05, reviewed 9/17/14, 3/9/23

Policy 352: ATHLETIC GRANT-IN-AID REQUIREMENTS

Student-athletes must maintain and complete a full-time course load (12 min.) with a minimum 2.0 grade point cumulative and semester average to keep institutional grant-in-aid. Those that do not complete 12 credits (min) at a 2.0 GPA will lose their grant-in-aid immediately.

Athletes must also be present at all athletic functions (practice, games, tournaments, meetings) unless excused by coach or Athletic Director in order to maintain their scholarship. If the scholarship is canceled during a semester in which the student athlete is under contract, the student will be billed the cost of the scholarship for that semester.

Prospective student athletes that are not satisfactory status for Satisfactory Academic Progress will not be eligible to receive an athletic scholarship.

Student athletes must adhere to all College, NJCAA, MCCA, and all local, state, or federal laws. The scholarship is subject to cancellation if a student athlete is found to be in noncompliance.

Procedure:

Grades are processed at the end of each semester to check for NJCAA eligibility requirements. Those students that have not passed 12 credits with a 2.0 grade point average will lose their athletic grant-in-aid immediately. Student-athletes may be eligible to compete per NJCAA and MCCA requirements but would not receive institutional grant-in-aid until they reestablish a 2.0 semester and cumulative GPA while completing a full-time course load.

Student-athletes will be notified that their aid has been reduced due to academic shortcomings at the end of each semester by the Athletic Director or designee. Any athletic grant-in-aid the student athlete was expected to receive during the next semester will be returned to the appropriate department.

Additional verbiage would be stated in the letter of intent that would consist of this:

“This scholarship is contingent on the student athlete taking 12 credits or more in the “insert term”, and passing each class with a 2.0 or higher, and becoming NJCAA eligible to participate in the “insert term” season of “sport”. Scholarship is contingent on maintaining satisfactory academic progress (Above a 2.0 in at least 12 credits at Glen Oaks Community College each semester and maintaining academic eligibility in accordance with NJCAA guidelines). The student athlete must be present at all scheduled and/or called contests, practices, sessions, and meetings of the sport and athletic department in which he/she participates unless excused by the coach. This scholarship is subject to cancellation if the student athlete is found to be in non-compliance with any of the above-mentioned requirements, violation of any College policy, and/or any local, state, or federal law. If the scholarship is cancelled during a semester in which the student athlete is under contract, the student athlete will be billed for the cost of the scholarship for that semester.”

Policy History: Adopted by Board of Trustees 11/11/15, reviewed 3/9/23

Policy 355: CHILDREN on CAMPUS

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.

Policy History: Adopted by Board of Trustees 8/13, reviewed 9/14, 3/9/23

Policy 360: ACCEPTABLE USE

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

- A. *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.
- B. *Creativity Encouraged*. The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes.
- C. *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, digital media, 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.
- D. *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.
- E. *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.
- F. *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

- A. *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. Ensure your password meets or exceeds complexity requirements. If MFA is available, use it.

- B. *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.
- C. *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:
 - 1. Modifying system or network facilities or attempting to crash systems or networks.
 - 2. 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.
 - 3. Tampering with software protections or restrictions placed on computer applications or files.
 - 4. Using College information technology resources for personal for-profit purposes.
 - 5. Impersonating another user or otherwise falsifying a username in email;
 - 6. 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.
 - 7. 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.
 - 8. Sending mail that is deliberately designed to interfere with proper mail delivery or access.
 - 9. 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.
 - 10. 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.
 - 11. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening.
 - 12. 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.

13. 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.
14. Physically damaging information technology resources.
15. 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
16. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.

D. *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:

1. Use occurs outside of the employee's work schedule.
2. Use does not interfere with work being performed by another employee.
3. Use is not for pay or profit.
4. Use does not consume excessive supplies—as determined by a supervisor, employees may be asked to replace supplies consumed beyond an incidental level.
5. Use does not violate software licensing agreements.
6. Use does not expose confidential or personnel information to others who should not have access to such information.

IV. Policy Administration

A. *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:

1. Enforcing policies against harassment and threats to the safety of individuals.
2. Protecting against or limiting damage to College information technology resources.
3. Complying with a court order, subpoena, or other legally enforceable discovery request.

4. 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.
 5. Safeguarding the integrity of computers, networks, hardware, software and data.
 6. Preserving information and data.
 7. Upgrading or maintaining information technology resources.
 8. Cooperating with law enforcement authorities in reporting and investigating suspected criminal activity.
- B. *Servers*. All servers and cloud services must be approved by the College. Root/Admin access must be given to the Vice President of Finance & Administrative Services or designee for all servers on the Glen Oaks Community College network.
- C. *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.
- D. *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.
- E. *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 the use of electronic media. This policy does not preclude enforcement under such laws.

V. Indemnification and Warranties

- A. Glen Oaks Community College makes no warranties of any kind whether expressed or implied, for the computer services it provides.
- B. Glen Oaks Community College assumes no responsibility for any direct or indirect damage 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.
- C. 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 & Administration 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.

Policy History: Adopted by Board of Trustees 5/14/08, revised 9/17/14, 1/20, reviewed 3/9/23

Policy 365: STUDENT CONCERN POLICY

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 concerns that effectively allow formal student complaints to be received, tracked, and handled in a timely manner. The College shall periodically review its concern policies and procedures 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 first to 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 395](#)). Student concerns about a final grade in a course shall be handled under the College’s Grade Appeal Procedure ([Policy 324](#)).

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.

3. Based on the student's selected report type and parties involved, the report will be routed to the office of the appropriate department (Student Services, Academics, or Human Resources).
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.
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 judgment. 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.

Policy History: Adopted by Board of Trustees 2012, 9/17/14, 1/20, 2/29/20, 8/12/21, reviewed 3/9/23

Policy 370: SOCIAL SECURITY NUMBER

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.

Policy History: Adopted 9/14/05, reviewed 9/17/14, 3/9/23

Policy 372: STUDENT TRAVEL

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:

- A. 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.
- B. Student Athletes must have appropriate documents on file with the Athletic Office prior to travelling for athletic events.
- C. All College sponsored travel must be chaperoned by a College faculty or staff member.
- D. 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.

College Sponsored Student Travel

To ensure 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.

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:
 1. College Vehicles – Only College employees may operate college vehicles.
 2. Rental Vehicles – If rented with College funds, only College employees can drive; the employee must comply with all terms of the rental contract.
 3. 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.
 4. Regularly Scheduled Carriers – Regularly scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
 5. 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.

Policy History: Approved by Board of Trustees: 2/13/20, reviewed 3/9/23

Policy 375: GENDER IDENTITY

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 Gender Identity 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
thowden906@glenoaks.edu
269-294-4230

Jamie Yesh
Director of Human Resources
jyesh093@glenoaks.edu
269-294-4229

Definitions

- A. Sex: The classification of people as male or female as assigned at birth.
- B. 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.
- C. Gender Expression: External manifestations of gender, expressed through one's name, pronouns, clothing, haircut, behavior, voice, or body characteristics.
- D. 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.
- E. 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.
- F. 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 support. 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.

Policy History: Approved by Board of Trustees: 2/9/17, revised 1/19, 1/20, reviewed 3/9/23, title revised 10/23 from Transgender Policy to Gender Identity Policy

Policy 380: SERVICE ANIMAL

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, refer to the 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.

Policy History: Approved by the Board of Trustees 6/15/17, revised 1/20, reviewed 3/9/23

Policy 385: EMOTIONAL SUPPORT ANIMAL

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.

Policy Statement

Persons with verifiable mental or psychiatric disabilities may seek an emotional support animal consistent with the provisions of this policy.

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.

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.

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.

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.

Policy Implementation

The SSSD Office is responsible for implementing this policy. Success requires the cooperation of all students, staff, and faculty.

Policy History: Adopted by Board of Trustees 6/15/17, revised 8/11/22, reviewed 3/9/23

Policy 390: MISSING STUDENT

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 resides 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 Vice President of Student Services 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.

Policy History: Approved by the Board of Trustees 9/17/17, revised 1/20, reviewed 3/9/23

Policy 395: SEX DISCRIMINATION, HARASSMENT, and RETALIATION

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
Student Services, A53
62249 Shimmel Rd.
Centreville, MI 49032
Thowden906@glenoaks.edu
269-294-4230

Jamie Yesh
Title IX Coordinator
Administrative Office, A36
62249 Shimmel Rd.
Centreville, MI 49032
jyesh093@glenoaks.edu
269-294-4229

Candy Bohacz
Title IX Coordinator
Administrative Office, A37
62249 Shimmel Rd.
Centreville, MI 49032
cbohacz417@glenoaks.edu
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>

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 by clicking on the Report a Concern tab on the home page. This report is submitted 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 making 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 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. 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
 - a. 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.
 6. 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 audio visually 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, and if a 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.

Policy History: Approved by the Board of Trustees 8/13/20, revised 8/25/21, reviewed 3/9/23

Policy 396: SEX OFFENDER COMPLIANCE POLICY

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>

Registered sex offenders who are members of the College community, upon enrollment at the College, must notify the Vice President of Student Services or Campus Security 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.

Policy History: Approved by the Board of Trustees: 11/14/19, revised 1/20, reviewed 3/9/23

Policy 397: RELIGIOUS ACCOMMODATION

Purpose

Glen Oaks Community College is a home for a diverse community of students, faculty and staff. The College values and supports diversity, including the diversity of spiritual expression and practice. Therefore, it is the policy of the College to enable students to observe those days set aside by their chosen religious faith. In the absence of a simple and dignified way to determine the validity of individual claims, the claim of a religious conflict should be accepted at face value.

Scope

This policy applies to all enrolled students or those seeking admission to the college.

Applicability

This policy states institutional and individual expectations for faculty, staff, and students to enable students to observe religious days set aside by their chosen religious faith. Faculty and staff must be sensitive to the observance of these days so that students who are absent from classes on these days are not disadvantaged.

- A. Students may request accommodations for up to three days of absences each semester for reasons of faith, religion, spiritual belief, or organized activities connected to their religious denomination, church or other religious/spiritual organization.
- B. Students must notify their instructor in writing of the dates they require religious accommodations within the first fourteen (14) calendar days of the course.
- C. Students who notify their instructor(s) of their intended absences due to religious beliefs and activities will receive alternate accommodations for missed exams or other academic requirements resulting from such absences. There is no academic penalty for taking absences under this policy.

Student Concerns

If a student feels that they have not received a religious accommodation allowed by this policy, they should notify the College of any concern or complaint by selecting the Report a Concern button at glenoaks.edu and completing the [General Complaint or Request for Assistance form](#).

Policy History: Adopted by the Board of Trustees 2/22/24

400 INSTRUCTION



Policy 410: ACADEMIC CALENDAR

TIMELINE: The Academic Calendar is established two years prior to the beginning of the academic year scheduled. Two academic years are established at the same time. Example: calendar year 2024-25 and 2025-26 would be established in 2023.

CALENDAR COMMITTEE: The Calendar Committee is a standing committee under the College Council. Its membership is set as follows:

- Vice President of Academics
- Exec. Dir. Of Academic Records / Registrar
- Vice President of Student Services
- Two Faculty Members
- Financial Aid Director
- Dean of Health Sciences
- President's Executive Associate
- GOSSE Representative
- HR Representative
- Executive Director of Communications & Marketing (Ex-Officio)
- President (Ex-Officio)

COMMITTEE MISSION: The Calendar Committee's mission is to establish the academic calendar for the college, taking into consideration all factors especially serving the students and community to the greatest extent possible.

COMMITTEE OPERATION: The Calendar Committee meets on demand to establish the academic calendar for the two years set in the future. Additional meetings will be held to consider academic calendar revisions, prior to the published date of a given academic calendar.

CALENDAR APPROVAL: The Calendar Committee will recommend the future two years' academic calendars to the College Leadership for approval. Leadership will review the recommendation and may / may not ask the Calendar Committee to consider changes. When approved, the College Leadership will forward the proposed academic calendars to the GOCC Board of Trustees (BOT) for their review. After the BOT has approved the academic calendars, the calendars are published on the college website and in other college publications as appropriate. Any future academic calendar changes must follow this same process

Policy History: Approved by the Board of Trustees 10/8/14, titles updated 11/20, 5/11/23

Procedure 420: CURRICULUM REVIEW and APPROVAL

The following summarizes the process for creating new or revising existing courses and programs (I-credit courses and programs; II – non-credit/continuing education courses and programs):

Credit Courses & Programs

1. *Origination of Proposal.* Proposals may originate from faculty, members of the college's shared governance bodies, and/or administrators. Input may result from coordination with national agencies, senior universities, or any member of the Glen Oaks Community College constituency.
2. *Course Proposal Review.* Course proposals are reviewed using the Course Master form located in the college's curriculum management system. While not exhaustive of all details on the Course Master, Procedure 4.20A details required fields for the form.
3. *Program Proposal Review.* After going through internal curriculum review processes, new program proposals or programs that are being proposed for deactivation must be presented for consideration to the Board of Trustees. Existing program modifications that are proposed to change credit hours by at least 25% must be presented to the Board of Trustees for consideration. The Vice President of Academics presents the change to the President and after consultation and study, the President brings the desired change to the Board of Trustees for a final decision.

Non-credit Courses & Programs

Origination of Proposals. Proposals will be submitted to the Director of Business Outreach and Services.

1. The proposal will be thoroughly discussed with the originators by the Director of Business Outreach and Services.
2. The Director of Business Outreach and Services will return the proposal with comments for further work if necessary.
3. The Director of Business Outreach and Services approves the proposal.
4. New courses or programs are recorded on the college's taxonomy form and sent to the Office of Academics.
5. Report to the Board of Trustees when appropriate.

Procedure History: Adopted by Board of Trustees 7/92, revised 5/31/00, 4/13/05, 10/8/14, titles updated 11/20, 5/11/23

Procedure 420A: COURSE MASTER

COURSE PREFIX & NUMBER:

COURSE TITLE:

Semester Credit Hours Required:

Lecture Hours	Lab Hours	Other (e.g., Co-op, Clinical, etc.) Specify:
Per Week:	Per Week:	Hours Per Week:

Course or courses this CM replaces, if any:

COMMON COURSE DESCRIPTION:

PREREQUISITE COURSES:

CO-REQUISITE COURSES:

GENERAL COURSE GOALS:

COMMON COURSE OUTCOMES:

The number (in parenthesis) after each of the competencies/outcomes represent reference to Glen Oaks Student Learning Outcome by the number as follows:

- A. Our students will think critically.
- B. Our students will communicate effectively
- C. Our students will exhibit information competency
- D. Our students will recognize diverse perspectives

Upon successful completion of this course, students should be able to:

INSTRUCTIONAL METHODS (please check all those that apply):

- Lecture
- Laboratory
- Lecture/Lab
- Clinical
- Online
- Hybrid Online
- Hybrid

ATTENDANCE: Policies on attendance will be formulated by the instructor in accordance with GOCC attendance policy and communicated on the course syllabus to the students.

ACADEMIC DISHONESTY: Policies on academic dishonesty can be found in the student code of conduct published in the college catalog.

CORE COURSE TOPICS:

Procedure History: Revised 4/13/05, 8/22/14, 10/8/14, title updated 11/20, 5/11/23

Policy 421: SCHEDULING

Scheduling of college credit classes is the responsibility of the Vice President of Academics. Scheduling of non-credit courses, seminars, conferences, and workshops is the responsibility of the Director of Business Outreach and Services.

The Vice President of Academics in consultation with the Faculty and Student Services, will prepare the academic course schedules. These recommended schedules are prepared in consultation with academic area faculty.

The Director of Business Outreach and Services will schedule non-credit courses on an as needed basis and inform the Vice President of Academics as appropriate when involving administrators and participating faculty.

Non-credit seminars, workshops, and customized training requests frequently occur during the course of the academic semester. These requests are the responsibility of the Director of Business Outreach and Services. Non-credit opportunities will be scheduled on an as-needed basis.

Revisions to existing schedules and course cancellations are the responsibility of the Vice President of Academics.

Policy History: Adopted by Board of Trustees 7/92, revised 4/13/05, 10/8/14, title updated 11/20, 5/11/23

Policy 430: NON-CREDIT INSTRUCTORS

All instructors for non-credit and business and contract training programs are selected for their expertise in their field and for their interest and ability to communicate with peers. Some are experienced teachers or presenters and others are new to teaching adults.

Training for new instructors in Business Outreach and Services is individually designed by the Director of Business Outreach and Services according to their needs. Components of training may include:

1. Orientation to the College including the College's mission, vision, values, the attributes of an excellent teacher, pay status, payroll procedures, responsibilities of instructor and department staff, books and handout preparation, available facilities and equipment, evaluation and issuing certificates to students. This orientation may occur in a group setting or one-on-one.
2. Course of program development focused on goals, objectives, expected end results and a class outline. New instructors may work one-on-one with the Director of Business Outreach and Services in one or more sessions to develop their specific program.
3. Evaluation and improvement including course, program, and individual evaluation. Instructors will incorporate in course or program participant feedback that will be shared with the Director of Business Outreach and Services. Instructors will evaluate their courses/programs themselves and participate in planning improvements to be used when they or another instructor may teach the topic again. The Director of Business Outreach and Services will evaluate the instructor and provide recommendations for further training as necessary.

Policy History: Adopted by Board of Trustees 7/92, revised 4/13/05, 10/8/14, 5/11/23

Policy 431: COURSE SYLLABI (CREDIT AND NON-CREDIT)

The Assistant to the Vice President of Academics/Faculty will provide course masters and sample syllabi for all regularly scheduled credit courses upon request.

Prior to the start of each semester, faculty members are required to update or revise course syllabi for that semester. All syllabi will be submitted electronically within the first week of the course. The Assistant to the Vice President of Academics/Faculty will ensure all syllabi are collected and contain elements required for all classes.

The Vice President of Academics or Director of Business Outreach and Services will provide course syllabi for all non-credit courses, seminars, and workshops upon request. In the case of a new course, the faculty member will provide a draft outline to the Vice President of Academics & Director of Business Outreach and Services before the course is approved and considered for scheduling.

Policy History: Adopted by Board of Trustees 7/92, revised 4/13/05, 10/8/14, titles updated 11/20, 5/11/23

Procedure 432: CANCELLING a CLASS SESSION

When it is imperative to cancel a single class session, the instructor must notify the college through the Absence Phone Line by 3:00 p.m. for the cancellation of evening classes and by 7:30 a.m. for day cancellations.

In some cases, classes may be "traded" with another available instructor or a substitute when a faculty member is ill or an absence from class is essential. This may alleviate the necessity of canceling. In no case should the instructor arrange for a substitute without the knowledge and approval of the appropriate academic dean or the Vice President of Academics.

The procedure to be followed is:

- A. Instructors who are unable to meet with their class shall notify the Absence Phone Line adhering to the above times.
- B. The Assistant to the Vice President of Academics/Faculty shall notify the Administrative Assistant to the Vice President of Academics of the cancellation.
- C. The Assistant to the Vice President of Academics/Faculty will message all students who are affected by the cancellation.

Procedure History: Adopted by Board of Trustees 7/92, revised 4/13/05, 10/8/14, titles updated 11/20, 5/11/23

Policy 437: CLASSROOM CONTACT HOURS

An instructional contact hour constitutes 55 minutes. Lecture classes that meet for 100 minutes or longer will be scheduled to include a 5-minute break. Lab and other hands-on classes will not include a scheduled break due to the flexible nature of class activities in these classes.

Policy History: Adopted by Board of Trustees 4/95, revised 4/13/05, 10/8/14, 5/11/23

Procedure 443: ADVISORY COMMITTEES

The Glen Oaks Community College Board of Trustees, under the authority and responsibility of the policies and procedures of the College, hereby acknowledges and supports the establishment of Advisory Committees to assist staff in achieving the mission of the College and in the development, review, revision, and delivery of instructional programs.

- A. The principal purposes of an Advisory Committee shall be to:
 - 1. Promote cooperation between and among the instructional programs of Glen Oaks Community College and representative stakeholders and partners.
 - 2. Promote quality instructional programs.
 - 3. Improve the content and the delivery of instruction programs.
- B. Specific objectives of this Advisory Committee are to:
 - 1. Provide input to the College about the skills, competencies, knowledge, attitudes, and other attributes needed.
 - 2. Assist the College in maintaining currency in staff, content, facilities, and equipment.
 - 3. Assist in the evaluation of programs by rendering assessments of the goals, curriculum, operations, facilities, equipment, and the Advisory Committee.
- C. Committee Membership
 - 1. The membership of an Occupational Advisory Committee shall consist of at least seven individuals who represent employers of present and potential graduates of the program. Members shall also include individuals who are employed in job areas which are similar to those entered into by program graduates. Nursing advisory groups will be in accordance with state requirements and will include a nursing student from each year.
 - 2. The membership of a non-occupational program advisory committee shall include individuals who represent area high schools, other area 2- and 4-year colleges and appropriate community members.
 - 3. At least one designated faculty member shall serve as an ex-officio member of the Committee.
 - 4. The Vice President of Academics, or his/her designee, shall be an ex-officio member of the Committee.
- D. Committee Membership Appointment and Term
 - 1. All Committee members will be invited to participate by the College staff. Those individuals choosing to serve will be recognized by the Vice President of Academics, or his/her designee.
 - 2. The terms of Committee membership will be a minimum of one year.
 - 3. Members unable to complete their term of service will notify the appropriate academic dean or the Vice President of Academics.
- E. Committee Meetings
 - 1. Two regular meetings of the Committee may be held during the academic year (between September 1 to May 1). These meetings will typically be held in November and March. Additional meetings may be called by the Vice President of Academics, the appropriate academic dean, or upon the written request of a Committee quorum. Where applicable, committee meetings should be planned in conjunction with the St. Joseph Intermediate School District CTE advisory meetings to increase collaboration and maximize the use of community employers and partners.

2. Written notices of meetings shall be sent to all members at least one week before each meeting.
3. A quorum, which is required for approval of all Committee action, will consist of a simple majority of the Committee membership.

Procedure History: Adopted by Board of Trustees 8/12/92, revised 4/13/05, 10/8/14, titles updated 11/1/19, title update 11/20, 5/11/23

Procedure 450: EVALUATION of PROGRAMS

All academic programs will be evaluated on a five-year cycle. The process will involve the College's committee specifically tasked with program review and the assessment of student learning. The process will ensure all Glen Oaks Community College courses are reviewed on at least a five-year timeline, and will incorporate in elements including student success, retention, and graduation. During the process, faculty will review data, reflect, and establish goals to accomplish within the next five years.

Programs that are approved by the State of Michigan as Perkins eligible will also be reviewed through the Program Review in Occupational Education (PROE) process. In this evaluation process, implemented through the Perkins Career and Technical Education (CTE) postsecondary program, occupational programs are evaluated in many ways including 1) student technical skill attainment, b) the number of credentials, certificates, or degrees students complete, c) student retention or transfer, d) student placement into the workforce, and e) career placement and degree completion for nontraditional students. This is an ongoing evaluation process involving reliable reporting instruments and requiring analysis and reporting to the state.

Additional methods that the College uses to evaluate the Nursing Program:

- Clinical agencies utilized by the nursing program for student placement will be evaluated by students and faculty upon completion of each clinical rotation using an Agency Evaluation Form. See Procedure 4.50A for form details. Copies of the completed evaluation forms are kept in the Nursing Office.
- Nursing students are required to take Kaplan nursing exams at the end of each semester. The exams are for overall student and curriculum evaluation purposes. Students who do not achieve a minimum score of 60% on the Kaplan Diagnostic Test administered at the end of the fourth semester of the nursing program are required to follow the guidelines in the Nursing Program Handbook to remedy deficiencies.
- Each year shall elect one representative, and the nursing faculty will select a second representative, who may attend the Nursing Division and Health Advisory Committee meetings. They are to bring concerns/ideas/suggestions/praises of their classmates to the attention of the faculty. Representatives will be responsible for reporting the outcome of these items to the students they represent.

Procedure History: Adopted by Board of Trustees 7/92, 8/13/97, revised 4/13/05, revised 10/8/14, 5/11/23

Procedure 450A: NURSING DIVISION AGENCY EVALUATION FORM

The purpose of this questionnaire is to determine your evaluation of the clinical agencies.

CLINICAL AGENCY:

LOCATION:

COURSE NAME & NUMBER:

OBJECTIVES:

1. Provide information which may be shared with the clinical agency to support and enhance student learning.
2. Validate the clinical agency as an appropriate learning environment.
3. Promote open communication between GOCC Nursing Division and the clinical agency.
4. Encourage staff awareness of student learning needs.
5. Assure the clinical learning environment supports the End of Program Student Learning Outcomes.
 - a. Client-Centered Care – Nursing graduates will coordinate client-centered care to diverse populations and across the lifespan.
 - b. Safety – Nursing graduates will integrate nursing care that promotes safe practice.
 - c. Teamwork & Collaboration – Nursing graduates will collaborate within nursing and interdisciplinary teams in the delivery of optimal care.
 - d. Evidence-Based Practice – Nursing graduates will integrate current evidence-based practice in clinical decision-making.
 - e. Critical Thinking – Nursing graduates will demonstrate critical thinking to affect optimal client outcomes.
 - f. Informatics & Technology – Nursing graduates will incorporate the use of information and electronic technology to support decision making.

DIRECTIONS: Near the conclusion of the clinical rotation, reflect upon the experiences you have had and using the following scale, place the appropriate number on the line provided.

(4) Strongly agree

(3) Agree

(2) Disagree

(1) Strongly disagree

1. Unit/agency was appropriate for the learning needs of students (Critical Thinking).
2. Staff members served as professional role models (Teamwork & Collaboration).
3. Staff collaborated with students in meeting learning needs (Teamwork & Collaboration).
4. Staff were encouraged to practice at their current educational level (Safety).
5. Current client information was shared with students and instructor (Client-Centered Care).
6. Staff communicated effectively (Client-Centered Care, Teamwork & Collaboration).
7. Staff supported various teaching modalities (Critical Thinking).
8. Unit/agency provided appropriate conference space (Client-Centered Care, Critical Thinking).
9. Adequate reference material was available (Evidence-Based Care, Informatics & Technology).
10. Sufficient supplies and equipment were available for client care (Client-Centered Care, Safety).

COMMENTS: Your written comments and suggestions are encouraged as a means of evaluating learning environment and experiences. Please provide comments on the back of this sheet.

Policy 452: STANDING COMMITTEE RESPONSIBILITIES

The Vice President of Academics will assign full-time faculty to standing committees as referred to in the collective bargaining agreement between the Southwest Michigan Education Association and the Glen Oaks Community College Board of Trustees.

Definition of Standing Committee: A Standing Committee is a permanent committee that is required to meet at least annually to fulfill the mission of the College.

Standing Committees (as determined by the Leadership / College Council)

- Program and Assessment Review Committee
- Fiscal Priorities
- Curriculum Committee
- College Council
- Strategic Enrollment Management (SEM)
- Online Learning Advisory Committee
- Accessibility Committee
- Emergency Operations Committee

Definition of Ad Hoc Committee: All committees formed that are not Standing Committees will be designated Ad Hoc Committees. Ad Hoc Committees will be established on demand and will be disbanded when their charge is completed.

Policy History: Adopted by Board of Trustees 7/02, revised 4/13/05, reviewed by College Council 9-14, revised 10/8/14, 5/11/23

Policy 490: DISRUPTIVE BEHAVIOR in the CLASSROOM

In order to effectively manage a class, faculty must be clear about the authorities they have to address disruptive behavior in the classroom.

Disruptive behavior is defined as any student conduct in the classroom that precludes professors/instructors from performing their instructional functions. Professors/instructors should use their professional judgment in determining what behavior is considered disruptive. Professors/instructors should indicate what behavior they consider to be disruptive in the course syllabus.

Professors/instructors have the right to ask a disruptive student(s) to leave a particular class. If the student refuses, the professor/instructor should call extension 111 to contact security (i.e., maintenance) to escort the student(s) out of the classroom.

Upon the second occurrence by the same student, the professor/instructor has the right to file a Concern Report about the student's behavior. The complaint should include a detailed description of the student's behavior and the actions the professor/instructor took to remedy the situation. The Vice President of Student Services will begin an investigation and afford the student(s) due process to resolve the problem and/or determine possible sanctions.

Additionally, professors/instructors who observe students who show signs of personal distress or who are engaging in harmful behaviors should file a Concern Report on the College's website. The Vice President of Student Services will convene the Behavioral Intervention Team (BIT). This Team gathers information, assesses the level of threat a student's behavior poses, intervenes with students and connects them to support services, and makes referrals as needed. A few examples of such behaviors include:

- Threats of harm (direct or indirect) or physical violence
- Any mention of suicide or other acts of self-harm
- Intoxication/impairment that disrupts the learning or work environment
- Writing or discussing violence, weapons, or harm to others
- Behaviors presenting as possible psychological issues.

Always call 911 if any incident or emergency is life threatening. After emergency response teams have responded and/or the threat has been removed, complete a Concern Report via the Report a Concern button on the College website.

Policy History: Adopted 3/01, reviewed 4/13/05, revised 10/8/14, title updated 11/20, 5/11/23

500 PERSONNEL



Policy 500: CODE of CONDUCT

It will be the duty of all trustees and employees of the college, while acting as employees or otherwise discharging their employment related obligations, to devote their full professional services and their individual skills to the service of the college. All such officers and employees will at all times so conduct themselves in the discharge of their duties as to reflect credit upon and to further promote the interest of the college.

Employees must, at all times, comply with all applicable laws, policies and regulations. Glen Oaks Community College will not condone the activities of employees who, for whatever purpose or goal, knowingly and willfully violate the law or college policy. Employees uncertain about the application or interpretation of any legal or policy requirements will refer the matter to their supervisor or other appropriate staff, who will, if necessary; themselves obtain expert professional advice and counsel.

General Employee Conduct

Glen Oaks Community College, as an employer, has a reasonable expectation that its employees will conduct themselves in a manner consistent with the best standards of their respective professions, college policies, and the expectations of our community and clientele. Hiring processes will seek to engage individuals with high professional and behavioral standards.

Conflict of Interest

Glen Oaks Community College has a reasonable expectation that all employees will perform their duties conscientiously, honestly, fairly, and in accordance with the best interests of the college as a whole, consistent with our mission, vision, and values. Employees are prohibited from using their position with the college for the purpose of advancing the personal interests of themselves or any other party, in a manner contrary to law or college policy. Employees will recuse themselves in any such circumstance that would be improper or objectively give the appearance of impropriety, or that would impugn the college's academic integrity, or as directed by their supervisor. Employees with questions or concerns pertaining to conflict of interest should contact the Human Resources Department for guidance.

As a general policy, the college will not assign an immediate family member to a direct reporting relationship with another immediate family member (any individuals meeting this definition at the time of the adoption of this policy will be "grandfathered" unless there is evidence of abuse of the familial relationship for personal or familial purpose, or violation of other policy). Immediate family is defined as spouse, child (including biological, adopted, foster, step, or legal ward), parent (including in-laws), brother, sister, son-in-law, daughter-in-law, grandparent (including in-laws), grandchild, aunt or uncle, or relative living at the employee's residence where the employee has day-to-day responsibility for the individual.

A status meeting the above referenced definition of immediate family member that develops after a reporting relationship has been established will be communicated to the supervisor of the position, who will take appropriate steps to ensure no preferential treatment takes place, up to and possibly including restructuring or reassignment of position (may be governed by negotiated agreement).

Employees are required to advise the Human Resources Office if a proposed assignment would result in a direct reporting relationship with an immediate family member or if such a circumstance develops.

I. Relationships with Clients and Vendors

Glen Oaks employees will avoid any actual conflict of interest or appearance thereof with clients,

vendors, or other parties connected to or involved with the college.

Employees will avoid acquiring a financial interest in any business that has a current contractual relationship with Glen Oaks Community College if such investment could influence or reasonably create the impression of influencing their decisions on behalf of Glen Oaks Community College, or violate the Michigan Contracts of Public Servants with Public Entities Act or other applicable law.

Sample textbooks or equipment obtained by agents of the college for examination purposes will not be sold for the employee's profit.

II. Outside Activities, Employment, and Directorships

Employees are not prohibited from other employment, so long as such employment creates no interference with the performance of the employee's duties and responsibilities to Glen Oaks and creates no conflict of interest that may interfere with the employee's exercise of judgment in the best interests of Glen Oaks Community College and the college's clientele.

A member of the instructional or administrative staff employed on a full-time basis is expected to give full-time service to the college. However, it is recognized that members of the instructional and administrative staff are sometimes asked by outside agencies, businesses, and industries to provide consulting and other professional services.

Normally such activity is encouraged when it:

- contributes to the professional development of the individual, or
- contributes an expertise not commonly available to the solution of a societal problem, or
- has carryover value resulting in the improvement of instructional programs of the college.

For full-time members of the instructional and administrative staff, outside consulting, professional work, or work for which the individual receives compensation over and above the individual's normal compensation from the college, time spent on such outside activities must be in addition to, rather than a part of, the normal full effort expected for college work. Outside work must in no way interfere with the performance of an individual's college duties. Possible conflict-of-interest situations should be avoided. No outside consultation or other professional activity should be undertaken where such activity is, or may be construed to be, competitive with any service of the college. Advanced authorization for outside consulting, teaching, or other professional work must be received from the appropriate supervisor. Any such collateral employment will be submitted for supervisor approval annually via provided collateral employment form.

When communicating publicly on matters which may involve the college, in the absence of written documentation or express authorization by the president or his/her designee or other certain understanding that the views expressed are those of the college, employees will state clearly and unequivocally that they are expressing their personal viewpoint and not an official position of the college.

III. Gifts, Entertainment, and Favors

No employee may solicit or accept gifts of significant value (i.e., in excess of \$50.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest. Typical business marketing tools, such as the provision of common office supplies at booths, sponsoring of professional or public service gatherings and workshops, and provision of meals, snacks, and beverages at such events, are not considered to create an undue influence so long as such activities are clearly aimed at and are participated in by at least three separate entities with

comparable market interest.

Employees may not receive outside payment or compensation of any kind for services provided as a Glen Oaks employee, except for nominal honorariums for professional speaking or advice approved by the president or his/her designee, and under no circumstances when the remuneration could influence, or reasonably appear to influence, decisions in favor of any person or organization seeking business with or the services of Glen Oaks Community College.

IV. Prompt Communications

Any employee who becomes aware of an action, activity, or circumstance on the part of another Glen Oaks employee which is reasonably perceived as illegal or contrary to Glen Oaks policy is expected to promptly notify whichever of the following is most pertinent: their immediate supervisor, human resources, or the business office. Students, visitors, contractors, vendors, or guests who become aware of or are subject to conduct perceived to be illegal or inappropriate should immediately notify the Human Resources office.

V. Romantic Relationships

Glen Oaks Community College discourages romantic and sexual relationships between supervisor and employee or faculty and student. In the event of an allegation of sexual harassment, the college will carefully scrutinize any defense based on a claim that the relationship was consensual when the facts establish that an academic or employment power differential existed within the relationship.

Reporting "Romantic and sexual relationships in the instructional and supervisory" setting:

Faculty members are prohibited from exercising academic supervision over persons with whom they have a romantic or sexual relationship. (Academic supervision is defined as assigning grades or otherwise exercising decision-making power that affects the student's academic record, academic benefits, or progress toward graduation.)

Supervisors are prohibited from having supervisory responsibility over persons with whom they have a romantic or sexual relationship. (Supervisory responsibility is defined as any relationship wherein one person has the power or authority to alter or influence the responsibilities, duties, terms, and/or conditions of employment of another. Those with supervisory responsibility, defined in this policy, are not limited to direct or first-line supervisors.) A faculty member or supervisor who has a romantic or sexual relationship with a person over whom he or she has academic or other supervisory responsibility must notify his or her immediate superior of the relationship. The faculty member or supervisor must be removed immediately from all decision-making processes and supervisory roles concerning the person with whom he or she has the relationship. The college requires the resolution of all conflicts of interest created by the relationship. Failure to report the relationship, cooperate in the transfer of supervisory responsibility, and resolve all conflicts of interest are grounds for discipline, up to and including termination, under appropriate college policies.

Policy History: Adopted by Board of Trustees 3/11/92, revised 11/10/93, 11/04, 9/13/06, 10/2/14, 9/14/23

Policy 501: HIRING

Job Descriptions

An official job description shall be established for each administrative position, a copy of which shall be stored in official Human Resources files and also in Section 7 of the Policy and Procedures manual. Major change(s) in any previously established job description shall be deemed redefinition of the respective position and as such is (are) subject to the provision of Changes in Organization Section. Job descriptions shall include:

- Job title
- Supervisor
- Supervisory responsibility
- Specific area(s) of responsibility
- Minimum qualifications required for the job including a statement whether these minimums can be waived.
- Pay scale
- Equal Opportunity Statement

Equal Opportunity Employer

Glen Oaks Community College shall comply with Equal Opportunity Employer hiring criteria.

Notice of Vacancies

Prior to a vacancy being announced, a Personnel Requisition Form shall be completed and returned to the Human Resources Department.

The College shall prepare, publish and distribute notices of all administrative vacancies approved by the Human Resources Department. All notices of vacancy shall be posted internally at least five (5) days prior to filling of the position. All notices of vacancy shall contain the following: job title, specific area(s) of responsibilities, qualifications required per official job description, pay-scale, and documents to be submitted with application.

Qualifying for a Vacancy

The Vice-President of that area or the College President shall appoint an individual to serve as the Chairperson of the Search Committee. The Chairperson, under direction of the Vice-President or College President, shall be responsible for determining the eligibility of the applicants. The Search Committee shall be composed of no less than two (2) administrators to review applications, interview candidates and recommend appointees for the vacancy to the Vice-President of that area or the President in areas where no vice-president exists.

Selection Process

An applicant's acceptability will be determined during the screening process by the Search Committee as a whole. Validated transcripts of academic work, professional certificates, verified related work experience, and interviews may be used by the Search Committee to document acceptability of the applicants.

The Search Committee, led by the Chairperson, will formulate a written recommendation to the Vice-President of that area or the President. Such recommendations shall include a listing of preferred applicants with supporting rationale. Upon review, interview and reference checks, the Vice-President of that area will make a recommendation to the President. The President shall meet with all finalists and discuss applicant strengths and weaknesses with the appropriate Vice-President or direct supervisor prior to a job offer being made.

Salary

Compensation Philosophy:

The Compensation Philosophy of the College is to fairly compensate all employees. The compensation shall be based on performance, years of experience in position, and a comparison to the relevant job market. All recommendations are subject to approval by the President and CFO/Controller.

Policy History: Adopted by Board of Trustees 3/11/92, revised 3/13/02, revised 11/04, 9/13/06, 10/2/14, 9/14/23.

Policy 501A: LEADERSHIP SUCCESSION PLAN for the PRESIDENT'S POSITION

- 1) The Board of Trustees may designate a President's Council member to act for the President in the event of an extended absence or an incapacitating illness.
- 2) The College Board will establish a Steering Committee comprised of three board members. A chair of the Committee will be appointed.
- 3) The College Board will establish a "charge" to the Steering Committee. This charge will include, but is not limited to, the following items:
 - A) Investigate the use of a consultant and determine if the use of a consultant is advisable. If a consultant is to be used the Steering Committee will research consultant firms and make a recommendation to the full board. If it is determined that a consultant will not be used the Steering Committee will oversee the search.
 - B) Based on the recommendations of the selected consultant the Steering Committee will recommend to the full board that a Search Committee be established. The Steering Committee will recommend the size and composition of the Search Committee. The Search Committee will include at least ten members and will include the following: the three board members on the Steering Committee, Faculty, GOSSE members, Administrators, and community members. The Board will approve the size and composition of the Selection Committee.
 - C) The Faculty & GOSSE unions will be asked to provide a member or members for the Search Committee. The remaining positions on the Search Committee will be filled by the Steering Committee members.
 - D) If a consultant is being used the Steering Committee Chair will be the liaison with the selected consulting firm.
 - E) The Steering Committee either will work with the consulting firm to determine a process and timeline or will develop a process and timeline.
 - F) The Search Committee will work with the consultant, if applicable, to evaluate applicants and conduct initial interviews.
 - G) The Search Committee will recommend final unranked candidates to the College Board.
- 4) The College Board will interview the candidates recommended to them by the Search Committee.
- 5) The College Board will select the new President from among the recommended candidates or request that the Search Committee provide them with a new group of unranked candidates.

Policy History: Adopted 6/6/07, revised 9/11/13, 10/2/14, revised 9/14/23

Policy 502: ADMINISTRATIVE APPOINTMENTS

Initial Administrative Appointments for employees are to be signed by the President of the College within the framework of the budget and guidelines as established by the college for each position specified in the budget.

Administrators

Generally, each administrator will be given a statement of annualized salary in dollars, job title, and general employment expectations.

ORIENTATION PERIOD

A. Administrators

Orientation Process

Every new employee goes through an initial period of adjustment in order to learn about the College and about their work responsibilities. During this time the employee will have an opportunity to find out if they are suited to, and like, their new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial orientation period is twelve months.

During this time, new employees will be provided with training and guidance from their Supervisor. In addition, they will be formally evaluated in accordance with [Policy 503](#). They may be discharged at any time during this period if their Supervisor concludes that they are not progressing or performing satisfactorily. Under appropriate circumstances, the initial orientation period may be extended.

At the end of the initial orientation period, the employee and their supervisor may discuss their performance. Provided their job performance is "satisfactory" at the end of the initial orientation period, they will continue in our employment.

PLEASE NOTE THAT THE SUCCESSFUL COMPLETION OF THE ORIENTATION PERIOD DOES NOT CHANGE THE AT-WILL STATUS OF EMPLOYEES.

Employees who have completed their orientation period–Will be subject to the Due Process for employment related issues.

Employees who are transferred/promoted to a new position after completion of the initial orientation period will be required to satisfy a subsequent 12-month orientation period subject to the conditions explained in the previous Orientation Process section.

C. Faculty and Support Staff – Refer to the appropriate collective bargaining agreement.

Salary

PRESIDENT'S COUNCIL

- President
- Vice-President of Academics
- Vice-President of Student Services
- Chief Financial Officer / Controller
- Executive Director of Communications & Marketing
- Executive Director of Institutional Planning, Assessment & Research
- Director of HR

- Director of Business Outreach & Services
- Director of Institutional Innovation
- Foundation Director
- Director of Building & Grounds
- Director of IT
- Executive Associate to the President

Annual wage increases for the administrators who report directly to the President will be determined by the President. The criteria used will be performance of stated goals for the prior year and judgment of performance on other work-related responsibilities. Annual wage adjustments for recently hired Vice-Presidents or other direct reports to the President may be accelerated at the discretion of the President to equalize the pay to others at these levels.

The level of performance on these goals may result in merit pay, of equal percentage rate, for each of the Vice-Presidents or other direct reports to the President.

ADMINISTRATIVE/SUPERVISORY

Annual wage increases for the administrative/supervisory personnel will be distributed by a formula determined by the President and the administrative/supervisory personnel.

Policy History: Adopted by Board of Trustees 3/11/92, revised 1/13/93, 3/9/99, 3/13/02, reviewed 11/04, revised 10/2/14, 9/14/23

Policy 503: PERFORMANCE EVALUATION

Evaluation shall be a continuous process which shall include as a minimum a written and oral evaluation of each administrator by their immediate supervisor according to the timeline below. The immediate supervisor may render additional evaluations whenever he/she deems it necessary.

Time Frame:

First evaluation at 60 days.

Second evaluation at 6 months.

Then, one evaluation once a year until the third year.

Afterwards, one evaluation every three years or as **deemed appropriate by supervisor**.

Procedure:

The performance evaluation form approved by the Performance Evaluation Committee shall be used.

Each administrator shall have the opportunity to read and discuss his/her evaluation with his/her supervisor prior to the submission of the evaluation to the Human Resources Department. Such discussion shall be termed the evaluation interview. The evaluation interview shall be scheduled in advance between the two (2) principals.

At the termination of the evaluation interview, both principals shall sign the written evaluation document. The evaluated administrator's signature shall denote only that the evaluation was conducted according to procedure (as stated herein) and does not necessarily imply or denote agreement with the evaluative content therein.

Written evaluations will be reviewed by the President, if deemed appropriate by the area Vice-President before the evaluation is sent to the Human Resources Department for inclusion in the administrator's personnel file.

The following applies to all written evaluations of any administrator:

1. All written evaluations of administrators must be signed by both the rating supervisor and the administrator evaluated.
2. An administrator shall have the opportunity to review all evaluations of him-herself and the opportunity to respond, stating his/her position in writing prior to any evaluation being placed in his/her personnel file.

Ongoing informal evaluation is encouraged.

Policy History: Adopted by Board of Trustees 3/11/92, revised 11/04, revised 10/2/14, 9/14/23

Policy 504: DUE PROCESS

Employees will perform their assigned job and comply with college policy, rules, regulations and policies of the college and the law. The President, or designee, will administer appropriate disciplinary action resulting from misconduct by employees. Such action will be in accordance with established personnel procedures.

Each violation of employment policies, procedures or standards will be dealt with on an individual basis considering all the circumstances involved in the incident. Additionally, the impact on students, co-workers and the community, as well as the general image of Glen Oaks, will be considered in disciplinary actions. Therefore, there may be incidents which are deemed serious enough that immediate suspension or termination will take place. In other circumstances, the progressive discipline and/or corrective action procedures listed below may be followed.

Please note that the following progressive disciplinary/corrective action process does not modify the at-will status of employees. Additionally, progressive discipline/corrective action steps may be skipped or combined if deemed appropriate by the college.

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with the College's values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Glen Oaks Community College reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on the College.

Step 1: Counseling and Verbal Warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or violation of College policies and procedures. The supervisor is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Thereafter, the supervisor will prepare written documentation of a step 1 meeting. The employee will be asked to sign this document. The employee's signature is needed to demonstrate the employee's understanding of the issues and corrective action needed.

Step 2: Written Warning

While it is hoped that the performance, conduct or attendance issues that were identified in step 1 have been corrected, Glen Oaks Community College recognizes that this may not always be the

case. A written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During step 2, the immediate supervisor will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues, as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations. A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action may be issued if the situation merits. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and Final Written Warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the appropriate Vice-President and President.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Non-exempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status. It will be within the discretion of the President to suspend any employee with or without pay.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Glen Oaks Community College will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Glen Oaks reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment should be done in conjunction with the Human Resources Department and must be approved by the appropriate Vice-President and the President.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Glen Oaks Community College and its employees.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. By way of illustration and not limitation, acts such as theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided with copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file in the Human Resources Department.

Policy History: Adopted by Board of Trustees 3/11/92, reviewed 11/04, revised 10/2/14, 9/14/23

Policy 505: CHANGES in ORGANIZATION

The President, following consultation with the President's Council, may determine that it is in the best interest of the College to eliminate, redefine, reclassify, or create any administrative position, or to effect other organizational changes in the administrative structure.

Before any reorganization is implemented, the affected administrators shall be given an opportunity to meet with the President and/or appropriate Vice-President to discuss criteria and possible alternatives. Items to be discussed may include:

1. The specific change(s) being recommended.
2. Rationale supporting the change(s).
3. Related job descriptions for the affected administrator.
4. Implementation date(s).
5. An organizational chart reflecting all changes.
6. How much compensation will be provided for added duties and/or responsibilities.

Policy History: Adopted by Board of Trustees 3/11/92, reviewed 11/04, revised 9/13/06, revised 10/2/14, 9/14/23

Policy 506: LAYOFF

In order that the College might offer continuous employment for its administrators, the Board of Trustees of Glen Oaks Community College has attempted to employ the exact number of administrators that is necessary to competently administer the educational process at Glen Oaks Community College. In the future there may be a need for a reduction in administrators because of an absence of student enrollment or an absence of sufficient finances with which to continue some of the college services. The Board of Trustees, therefore, has established a layoff procedure which recognizes the individual administrator's duration of service, educational background and abilities.

After avenues to increase revenues, reduce expenditures or increase enrollment have been analyzed by the Board of Trustees, and if the Board of Trustees determine that these avenues will be ineffective, the President, after meeting with a selected committee, shall submit to the Board of Trustees a proposed layoff procedure for administrators. The President shall consider the impact of the proposed layoff procedure upon all employees of the College, including administrators, faculty, secretarial-clerical, maintenance and custodial, when drafting the proposed layoff procedure. The final layoff procedure, as proposed by the President, shall be presented to the Board of Trustees of Glen Oaks Community College for its consideration.

If the Board of Trustees declares that a layoff of administrators is necessary, the Board shall give as much advance notice to the affected administrators as is possible. Whenever it is necessary to decrease the size of the administrative staff, temporary administrators and probationary administrators shall be the first to be laid off, PROVIDED that the remaining administrators have the then, present ability to perform the duties of the laid-off temporary administrators and/or the laid-off probationary administrators. All laid-off administrators shall be allowed to continue their health insurance coverage pursuant to the federal COBRA provisions.

Policy History: Adopted by Board of Trustees 3/11/92, reviewed 11/04, revised 10/2/14, 9/14/23

Policy 507: ENROLLMENT in GLEN OAKS CLASSES

The College provides tuition waivers for eligible employees upon employment. For eligible full-time employees, their spouses, and dependent children (including the natural-born, adopted or stepchild under the age of 24-26, the benefit is equal to 100% of the academic course tuition charge.

The benefit for eligible part-time instructors'/staff/, either hired directly by Glen Oaks as an employee or placed on assignment at GOCC by EduStaff, is tuition and fee (except for course fees and those associated with competitive degrees and certificates (Nursing and Allied Health) for ONE course during the semester of employment.

The benefit for eligible part-time employees (at least 50% Full-Time Equivalency), their spouses, and any children under the age of 26 (according to the language stated above), is equal to 50% of the academic course tuition charge. Eligible employees are those belonging to the Administrative, Faculty Senate, or GOSSE classifications. For dependents, no fee waiver applies. For employees, all fees are waived. This tuition waiver benefit does not apply to Business Services courses and seminars. Glen Oaks will waive costs for a given course one time only, provided that a grade of 2.0 or better is attained. Employees will be required to sign a document agreeing to pay back to Glen Oaks through payroll deduction the amount of tuition and fees for a course where a grade of 2.0 or better is not attained.

Prior to the semester in which course(s) is being taken, all eligible employees and their spouses dependents children planning to use this benefit must visit the Financial Aid Office in person to sign the appropriate forms authorizing this benefit and complete the necessary registration procedures. The Financial Aid Office must obtain authorization from the Human Resources Department before approving the tuition remission request. Employees are required to present proof of dependent children to the Human Resources Office, such as marriage license, birth certificate, adoption certificate, etc.

Employees using this benefit are expected to schedule courses outside of their normal work hours. When a supervisor is requiring the employee to complete a course as part of a performance improvement plan, and it is only offered during work hours, an exception may be granted, and the employee will not be required to use vacation/personal time to cover missed work. However, if an employee is seeking, on their own initiative, to take a course either for work improvement or in pursuit of a job-related degree, upon approval from the supervisor, the employee will be required to use vacation/personal time or a written flex time arrangement to cover work missed. In the event an employee is not satisfied with the supervisor's decision, they may make an appeal to either the appropriate Vice-President or President (whichever would be considered the next level supervisor for that employee).

Board of Trustees and Foundation Board members may receive free tuition under the guidelines outlined above for full-time employees. If the given board member is age 62 or above, than

[Policy 310](#) Residency, Tuition and Fees (Senior Citizen waiver) will be applied instead of [Policy 507](#). Work-study students, departmental assistants and temporary personnel are not eligible.

In order to recognize years of service to Glen Oaks Community College, employees who have reached at least ten or twenty years of service are eligible for the following benefit in the event they leave employment with the College:

10+ years of service: 50% waiver of academic course tuition for the employee, their spouse, and their eligible dependent children.

20+ years of service: Waiver of academic course tuition for the employee, their spouse, and their eligible dependent children.

Glen Oaks will pay for a given course one time only, provided that a grade of 2.0 or better is attained.

Employees covered by a negotiated agreement will receive tuition waiver benefits as outlined in the negotiated collective bargaining agreement.

Policy History: Approved 10/12/14, revised 9/14/23

Policy 509: TUITION REIMBURSEMENT

GOCC has established a tuition reimbursement program to help eligible employees improve job skills and enhance opportunities for advancement. This program is open to eligible employees who wish to voluntarily pursue educational courses on training from an accredited college, university, or trade school. The tuition reimbursement program is administered by Human Resources. This program is contingent upon the annual appropriation of funds for this purpose and is subject to change at any time.

Eligibility

- Regular full-time employees
- Employees on leave (unless specifically approved for an educational leave) are not eligible for this benefit.
- Completion of a minimum of one year of employment as a regular status employee.

Course Requirements, Other Provisions

- Course must be from an accredited college, university, or trade school.
- Course must be for credit or extended education purposes. Audited classes are not eligible.
- Course must be directly related to employee's current job or deemed to increase the employee's knowledge skills and abilities to potential advancement opportunities within the college.

OR

- The course must be required to fulfill specific requirements for a degree program that the employee is currently enrolled in and the degree program is related to the employee's job or to a position available within the college.
- Courses must not interfere with the employee's job responsibilities and must be taken on the employee's own time.
- Under special circumstances, the President may authorize an employee to attend classes during normal working hours; however, it is the responsibility of both the individual employee and the supervisor to ensure that the employee makes up all lost time.

Process

- The employee should meet with his/her supervisor and in some cases Human Resources to request consideration for tuition funding. If applicable, employee should complete the Degree Application and Approval Form with an outline of required courses.
- Prior to registration, employees are required to complete a Course Schedule Approval Form and submit the form to their Supervisor with their course schedule. Supervisor submits to Human Resources. Alternatively, if enrolling in a degree program, the employee is required to submit an outline of all courses required (along with corresponding descriptions) for advance approval of the degree program. Once the degree program is approved, the employee will follow the process for individual classes with the exception of providing course description(s) as the courses will be approved in advance.

- Within sixty (60) days of completion, the employee is required to submit the Course Completion with 2.0 grade or better, Reimbursement Request Form and grade(s) to Human Resources for final review of eligible tuition reimbursement with itemized tuition/fee statement.

Reimbursement

- Approval of tuition reimbursement requests are contingent upon the availability of tuition reimbursement funds specifically budgeted for this purpose. Should funding become insufficient to meet reimbursement requests due to increased demand, budget cutbacks, or for any other reason, reimbursements will be processed on a first-come, first-served basis.
- Reimbursement eligibility is subject to conditions, requirements and processes, as explained in this policy.
- Reimbursement is limited to \$5,250 per fiscal year, per employee.
- Upon completion: Reimbursement will be made on the basis of one hundred (100%) percent of the tuition cost (not to include registration fees, books, lab fees, etc.).
- Employees who receive tuition support or financial assistance from alternate sources must report such amount and shall not be eligible to be reimbursed for any amount that they do not have to repay.

Repayment Obligation

- Employees who drop or fail receive less than a 2.0 grade for a course will not be eligible for reimbursement and will not receive reimbursement.
- Employees who do not submit final grade(s) within sixty (60) days of completion of course(s) will not receive reimbursement.
- Employees who leave employment by their own initiative shall be required to reimburse the college according to the following schedule:
 - Within one year of completion of the course(s): 100%
 - Within 24 months of completion of the course(s): 75%
 - Within 36 months of completion of the course(s): 50%
 - No repayment will be required after 36 months

NOTE: This policy may differ for those employees who are members of recognized unions, organizations, or associations as per contract.

Policy History: Adopted by the Board 3/5/15, revised 9/14/23

Policy 510: E-MAIL

Purpose

The purpose of the email policy is to ensure the proper use of Glen Oaks Community College email system and make users aware of what Glen Oaks deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within The College network.

Scope

This policy covers appropriate use of any email sent from a Glen Oaks Community College email address and applies to all employees, vendors, and agents operating on behalf of Glen Oaks Community College.

Policy

- All use of email must be consistent with Glen Oaks Community College policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- The College email account should be used primarily for Glen Oaks Community College business-related purposes; personal communication is permitted on a limited basis, but non-college related commercial uses are prohibited.
- All College data contained within an email message or an attachment must be secured according to the Data Protection Standards.
- Email should be retained only if it qualifies as a Glen Oaks Community College business record.
- Email that is identified as a Glen Oaks Community College business record shall be retained according to the College Record Retention Schedule.
- The College email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Glen Oaks Community College employee should report the matter to their supervisor immediately.
- Users are prohibited from automatically forwarding Glen Oaks Community College email to a third-party email system. Individual messages which are forwarded by the user must not contain Glen Oaks Community College confidential or above information.
- Users are prohibited from using third-party email systems and storage servers: (iCloud, Hotmail, Yahoo, etc.) to conduct Glen Oaks Community College business, to create or memorialize any binding transactions, or to store or retain email on behalf of Glen Oaks Community College. Such communications and transactions should be conducted through proper channels using the College approved documentation.
- Using a reasonable amount of Glen Oaks Community College resources for personal emails is acceptable, but non-work-related email shall be saved in a separate folder from

work-related email. Sending chain letters or joke emails from a Glen Oaks Community College email account is prohibited.

- Glen Oaks Community College employees shall have no expectation of privacy in anything they store, send or receive on the institution's email system.
- Glen Oaks Community College may monitor messages without prior notice. The College is not obliged to monitor email messages.

Policy History: Adopted by Board of Trustees 3/8/18, reviewed 9/14/23

Policy 511: REMOTE WORK

Eligibility

To be eligible for remote work, an employee must be in a Remote Eligible Position. Remote work will not be appropriate for all positions within the college, due to the nature of the work and/or the amount of student and employee interaction necessary to provide an appropriate campus community to our students. Remote work is not an entitlement, or a college-wide benefit, and in no way alters the terms and conditions of employment with the College. The College must approve any remote work arrangements, and all approved remote work must be carried out in accordance with the signed Remote Work Agreement (see below.) A remote work arrangement may be changed or discontinued by the College at any time, with or without cause (at will). Every effort will be made to provide 30 days' notice of such change; there may be instances, however, when no notice is possible.

Additionally, the Supervisor and/or the corresponding Vice-President may designate time periods where remote work is not allowed (e.g., due to the needs of the department).

To be eligible, the employee must meet the following criteria:

- Must be employed in an administrative position.
- Most recent performance evaluations must have an average rating of meets or exceeds expectations (employees who are on a performance improvement plan or have a recent disciplinary action on file will not be eligible).
- Must have a satisfactory attendance record.
- Must have reliable home internet service.
- No position will be eligible to be permanently fully remote.
- Most of the work is quantifiable and/or results can be measured by work output or compliance with deadlines.
- Must have above average job knowledge and technical/computer knowledge to ensure remote work is effective.

Remote Work Agreements must be approved by the Supervisor, corresponding Vice-President, and the College President.

The college IT Department is only responsible for the support and repair of college equipment. The IT Department is not responsible for troubleshooting the remote worker's home internet or equipment.

EMPLOYEE EXPECTATIONS

1. Remote work arrangements are not intended to be a substitute for childcare, medical leave, or other paid leaves of absence. Remote work should be conducted at the home address listed on file for the employee, in a secure, confidential environment that protects the college's data, employees, and student privacy. If an employee needs to work in a location other than the designated workspace, the employee must obtain approval, in writing, in advance, from their supervisor and corresponding Vice-President.
2. Confidential documents, records, or files may not be physically housed or stored off campus. Additionally, meetings with clients, vendors, students, or other employees shall not be held at the employee's homework site.

3. The employee must be actively working and be accessible via phone and email during the College's core business hours and/or during their scheduled shift as agreed to with their supervisor. The employee must communicate their schedule and how they may be contacted to other employees, students, or others doing business with the College through appropriate communication methods (e.g., voicemail, automatic email replies, email signatures, phone list, etc.).
4. The employee must be willing and able to report to work in person, as needed, to attend meetings, campus events, or otherwise meet the needs of the department and/or the college.
5. If remote work is interrupted or not possible due to technology issues, internet connection issues, power outages, etc. the employee must either report to campus for in person work or utilize paid leave for the hours not worked. Employees will not be eligible for mileage reimbursement when required to report to on-campus work.
6. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
7. The employee shall be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, lighting, and repairs/modifications of the home office space.

SUPERVISOR RESPONSIBILITIES

1. Monitoring the effectiveness of the remote worker and the impact on the department.
2. Determining how they will measure productivity of the remote worker.
3. Establish and document the modality and frequency they will meet with the remote work to ensure the employee is included on key communications, initiatives, and connection to the department and/or team.
4. Perform a review of the remote work arrangements after the 90-day trial period, and annually thereafter.

PROCESS

- The Employee and Supervisor will complete a Remote Work Agreement Form and obtain signed approval from the corresponding Vice-President and College President. (A Remote Work Agreement is only necessary for those employees who will be working remotely on a regularly scheduled, long-term basis (i.e., an agreement is not required for short periods, limited assignment work, or one-off scenarios such as a COVID Isolation).
- The Remote Work Agreement will be submitted to the Human Resources Department for review and filed in the employee's personnel file.
- Remote Work Agreements are subject to a 90-day trial period to assess impact and effectiveness.
- Remote Work arrangements will be subject to an annual review, which must be submitted to HR.

Policy History: Adopted by Board of Trustees 12/8/22, reviewed 9/14/23

Procedure 511A: REMOTE WORK AGREEMENT FORM

Employee Information:		
Name:	Request Date:	
Position:	Department:	
Supervisor:	Start Date:	End Date:
Requested Remote Work Arrangement:		
Remote Work Schedule:		
	<u>Remote Work Schedule</u>	<u>On Campus Work Schedule</u>
Sunday	_____ to _____	_____ to _____
Monday	_____ to _____	_____ to _____
Tuesday	_____ to _____	_____ to _____
Wednesday	_____ to _____	_____ to _____
Thursday	_____ to _____	_____ to _____
Friday	_____ to _____	_____ to _____
Saturday	_____ to _____	_____ to _____
Supervisor Responsibilities:		
90-Day Review Date: _____		
What metric will be used to measure productivity/success?		
What modality and frequency will be used to maintain communication with the remote worker?		
Approvals:		
<p>By signing this request, I state that I have read the remote work policy and understand the responsibilities and obligations therein and agree to the terms and conditions set forth. I believe that my work can be completed within the above schedule and location with no loss of customer service or disruption to others in my department, the College, or external customers.</p> <p><i>I understand that it is my responsibility to make my remote arrangement a success. The college may terminate or modify the remote work agreement at any time, with or without cause.</i></p>		
Employee:	Date:	
Director/Supervisor	Date:	
Vice-President	Date:	
College President:	Date:	

600 – ADMINISTRATIVE SERVICES



Policy 601: DEPOSIT and INVESTMENT of FUNDS

The Board of Trustees hereby authorizes the Vice-President of Finance or his designee to invest the idle funds of the community college district in accordance with Public Act 299 of 1984.

Policy History: Adopted by Board of Trustees 9/14/88, revised 2/05, title update 2020.

Policy 601A: CASH HANDLING POLICY

It is the policy of Glen Oaks Community College to ensure that sufficient controls are in place to maintain compliance with governmental internal control standards.

“Cash handling” includes **all monies** received by any Glen Oaks Community College (the College) employee on behalf of the College, whether coin, currency, check, money order, traveler’s check, or credit card payment. This includes monies collected on behalf of the College departments, athletics and student groups. All cash handling is to be monitored by the business office. When applicable, all cash handling should be done by the College Cashier.

The College does not support the use of petty cash funds. Any department or group requiring a cash fund or cash “drawer” to enable the ability to collect fees, fines or to sell a product must obtain approval from the business office and follow appropriate procedures for establishing and maintaining a cash fund. The business office reserves the right to monitor and audit these cash funds at any time.

All fundraisers and raffles must be preapproved by the business office. Fundraisers and raffles must be conducted in compliance with state regulations and follow appropriate College procedures. Failure to follow these requirements may result in the loss of fundraising privileges.

All employees that have cash handling responsibilities are expected to annually review their actual cash handling procedures to ensure compliance with College policy.

Policy History: Adopted by Board of Trustees 3/20/13.

Policy 602: USE of FEDERAL FUNDS

No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the college shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

Policy History: Adopted by Board of Trustees 5/17/95, reviewed 2/05.

Policy 602A: FEDERAL SUPPLANTING REGULATION POLICY

Federal funds received under the Carl D. Perkins Vocational and Technical Education Act will be so used as to supplement, and to the extent practicable, increase the amount of state and local funds that would in the absence of such federal funds be made available for the use specified in the Act, and in no case supplant such state or local funds.

Policy History: Adopted by Board of Trustees 3/20/00, reviewed 2/05.

Policy 602B: PERKINS RESTRICTED FUND POLICY

1. Upon receipt of state approval to expend funds, the President authorizes the Vice-President of Academics and the Vice-President of Students (state approved Occupational Contact) to expend funds in accordance with the state approved allocations and application guidelines.
2. The Vice-President of Students must approve all expenditures.
3. All expenditures must be maintained in and tracked by approved allocation category as noted in the approved application.
4. Equipment inventories are maintained in accordance with Department of Education Dean's Guide.

Policy History: Adopted by Board of Trustees 3/20/00, revised 2/05, titles updated 6/14, titles updated 2020.

Policy 603: CASH DEPOSITS

Daily Cash/Check Out

The cash registers shall be closed and the cash drawers balanced daily. The cash drawers shall be checked by the Controller or designated individual (who shall not be the individual responsible for the cash drawer).

Bank deposits will normally be made whenever cash on hand exceeds \$3,000.00. Excess cash shall be kept in the safe until deposited.

Policy History: Adopted by Board of Trustees 7/92, revised 2/05.

Policy 604: ACCOUNTS PAYABLE CHECK SIGNING

College accounts payable checks will be issued with manual or machine signatures. Any two of the following Board of Trustees signatures must be on the check.

- (1) Chairperson
- (2) Vice-Chairperson
- (3) Secretary
- (4) Treasurer

Policy History: Adopted by Board of Trustees 1/13/93, revised 2/05, title updated 2020.

Policy 606: ADMINISTRATIVE PROCEDURE for PAYROLL TIME SHEETS

Purpose

The form, when signed by the employee and his supervisor, will signify an understanding by both parties regarding the reason for the employee's absence from his job. It will provide clear documentation for a charge to the employee's accumulated leave time, or for a reduction in the employee's salary because of authorized leave without pay.

Procedure

With the exception of sick leave, employees shall have prior approval for leave. The form shall be prepared and signed by the employee and also signed by the supervisor. The number of days' leave shall be entered, along with the dates. The employee shall turn the form in to their supervisor at the end of each month. The approved time sheets should be received by payroll by the first payday of the following month.

The filled-out examples are attached.

Policy History: 9/21/81, reviewed 2/05.

Policy 607: PAY PERIODS

Administrative and professional personnel will be paid biweekly. All monthly deductions will be divided equally between the first two pay periods of each month.

Policy History: Adopted by Board of Trustees 12/5/66, revised 6/5/68, reviewed 2/05.

Policy 610A: PURCHASING POLICY

Office of Origin: Dean of Finance and Administration/CFO

Statement

Glen Oaks Community College (the College) is committed to maintaining financial and business practices that assure equal opportunity to all proprietorships, partnerships, corporations, and/or companies that provide equipment, products, and / or services to the College.

The College is an Equal Opportunity institution, affording enrollment, employment, and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or sex.

College purchases of tangible property in excess of \$100,000 that are not intended for resale will require competitive sealed bidding with advertisement through appropriate media outlet. These purchases furthermore will require Board of Trustee (the Board) approval in writing and in advance of the purchase commitment.

When it is determined that it is neither practicable nor advantageous to solicit bids because of the unique or unquantifiable nature of an item or service required, the Competitive Request for Proposal or Request for Qualifications method may be used.

Strategic capital and program expansion projects that have been approved as part of the College's annual budget will not require subsequent Board approval. The Board will, however, be advised of the results of any such bids in excess of \$100,000.

Policy History: Adopted by Board of Trustees: 12/12/12

Policy 611: PURCHASING PROCEDURE

I. General

Under no conditions may an order be placed via telephone or otherwise without prior assignment of a purchase order number. If you desire to have the shipment marked for your attention, do so by typing "Mark shipment attention (name)" on the internal requisition form.

II. Need for Quotations and Bids

- A. Deans have the authority to purchase goods or services up to a limit of \$5,000. Bids will be at the discretion of the Vice-President of Finance depending on the goods or services required.
- B. The College President has the authority to purchase goods or services up to a limit of \$10,000. Bids will be at the discretion of the President depending on the goods or services required.
- C. All purchases not allocated for in the general operating budget of the college shall be called for by the Board of Trustees. Sealed bids shall be required, and shall be opened and read in public, at the time and place specified on the request for bid. Bids received after the specified time for bid opening and after the first bid has been opened shall be returned to the vendor unopened.

III. Role of the Deans

- A. Review all purchase requisitions from reportable staff.
- B. Evaluate purchase orders for merit based upon budgetary limitations and program priorities.
- C. Maintain a file of originator copy of purchase order noting purchase order number assigned.
- D. Administer discrepancies or adjustments in instructional budget, subject to the review of the Vice-President of Finance.
- E. Responsible for all purchases in accordance with above general provisions.

IV. Role of the Business Office

- A. Informative
 - 1. Provide staff with purchase requisition forms.
 - 2. Provide current budgetary information as approved by the Board of Trustees.
 - 3. Provide Executive Council members with monthly information as available regarding departmental expenditures and encumbrances.
 - 4. Answer questions and investigate discrepancies.
- B. Purchasing Process - Receive approved purchase requisitions from staff and process (assign purchase order number, code and mail).
- C. Responsible for general institutional purchases in accordance with above general provisions.
- D. Administer bidding procedures as required.

- E. Final checkpoint for budgetary control - Discuss any potential or actual problems with the appropriate administrators.

Policy History: Adopted by Board of Trustees 12/13/00, reviewed 2/05, titles updated 2020.

Policy 613: ASSET MANAGEMENT

Purpose

Asset management is the process of procuring, identifying, tracking, maintaining, and disposing of an asset owned by an enterprise. The *Asset Management Policy* provides the processes and procedures for governing the enterprise asset lifecycle while an enterprise is using an asset. An inventory must be created and maintained to support the enterprise's mission. This inventory must be current and reflect the current assets owned and operated by the enterprise.

Responsibility

The IT Department is responsible for all enterprise asset management functions. This information is relayed to other departments within the enterprise such as finance, accounting, and cybersecurity as required or needed. IT is responsible for informing all users of their responsibilities in the use of any enterprise assets assigned to them.

Acquisition



Implementation Group 1: Safeguard 1.1

1. The IT Department shall assign unique identifiers to all existing and newly acquired enterprise assets.
2. Each enterprise asset (e.g., desktops, laptops, servers, tablets), where applicable, must have an enterprise asset tag affixed to the device with this identifier.
3. Record the enterprise asset identifier alongside other relevant information within the IT inventory. This is to include:
 - a. Enterprise asset identifier
 - b. Date of purchase
 - c. Purchase price
 - d. Item description
 - e. Manufacturer
 - f. Model number
 - g. Serial number
 - h. Name of the enterprise asset owner (e.g., administrator, user), role, or business unit, where applicable.
 - i. Physical location of enterprise asset, where applicable
 - j. Physical (Media Access Control (MAC)) address

- k. Internet Protocol (IP) address
 - l. Warranty expiration date
 - m. Any relevant licensing information
4. IT must verify the enterprise asset inventory every year or more frequently.

Discovery



Implementation Group 1: Safeguard 1.2

1. Enterprise assets not included within the inventory must be investigated, as these assets may be unauthorized.
 - a. Assets not owned by the enterprise must be removed from the network unless temporary access is granted by The IT Department.
 - b. Assets owned by the enterprise but not kept within the enterprise asset inventory must be added to the inventory.
2. Users are required to connect their enterprise assets to the enterprise network on a weekly basis, where practical.
3. Permanently air-gapped systems must be approved by IT.
4. IT must address unauthorized assets on a weekly basis at a minimum.
5. IT must choose to remove the unauthorized asset from the network, deny the asset from connecting remotely to the network, or quarantine the asset.

Usage

In general, refer to the enterprise's *Acceptable Use Policy*. The following can substitute until an appropriate policy is created:

1. Users must handle all enterprise assets with care.
2. Annually, or more frequently, verification of each enterprise asset must be completed in-person or remotely unless an exemption is authorized by supervisory management.
3. It is the responsibility of the enterprise asset owner to:
 - a. Maintain control over the enterprise asset.
 - b. Contact IT with any problems such as malfunctions, needed repairs, and underutilized equipment or in the event of equipment loss.

Controlled Disposal

1. Enterprise assets to be decommissioned or retired must be returned to IT.
2. IT must make a copy of the user data, as needed.
3. IT will be responsible for the secure erasure of the primary memory storage device within the enterprise asset, where applicable.
4. IT will be responsible for updating the status of the enterprise asset within all enterprise management systems.
 - a. IT must ensure that records are retained in compliance with the *Record Retention Policy*.
5. Document the removal of the enterprise asset from the enterprise within the asset inventory.

Uncontrolled Disposal

1. All lost or stolen enterprise assets must be immediately reported to the appropriate business units, including IT, cybersecurity, and finance.
2. A report must be filed with law enforcement for all enterprise assets assumed stolen.
3. Lost and stolen enterprise assets must have their access to enterprise data revoked as soon as possible.
 - a. The enterprise assets must also be removed from the inventory.

Acronyms and Abbreviations

- CIS: Center for Internet Security
- CIS Controls: Center for Internet Security Critical Security Controls
- COTS: Commercial-off-the-shelf
- IaaS: Infrastructure as a Service (IaaS)
- ICS: Industrial Control System
- IG: Implementation Group
- IoT: Internet of Things
- IP: Internet Protocol
- IT: Information Technology
- MAC: Media Access Control
- PaaS: Platform as a Service (PaaS)
- SaaS: Software as a Service

Glossary

- Asset: Anything that has value to an organization, including, but not limited to, another organization, person, computing device, information technology (IT) system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards). Source: Asset(s) - Glossary | CSRC (nist.gov)

- **Asset inventory:** An asset inventory is a register, repository or comprehensive list of an enterprise's assets and specific information about those assets. Source: Asset Inventory | FTA (dot.gov)
- **Asset owner:** The department, business unit, or individual responsible for an enterprise asset. Source: CIS
- **Cloud environment:** A virtualized environment that provides convenient, on-demand network access to a shared pool of configurable resources such as network, computing, storage, applications, and services. There are five essential characteristics to a cloud environment: on-demand self-service, broad network access, resource pooling, rapid elasticity, and measured service. Some services offered through cloud environments include Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS).
- **Enterprise assets:** Assets with the potential to store or process data. For the purpose of this document, enterprise assets include end-user devices, network devices, non-computing/Internet of Things (IoT) devices, and servers in virtual, cloud-based, and physical environments. Source: CIS Controls v8
- **End-user devices:** Information technology (IT) assets used among members of an enterprise during work, off-hours, or any other purpose. End-user devices include mobile and portable devices such as laptops, smartphones, and tablets as well as desktops and workstations. For the purpose of this document, end-user devices are a subset of enterprise assets. Source: CIS Controls v8
- **Enterprise asset identifier:** Often a sticker or tag with a unique number or alphanumeric string that can be tracked within an enterprise asset inventory. Source: CIS
- **Mobile end-user devices:** Small, enterprise-issued end-user devices with intrinsic wireless capability, such as smartphones and tablets. Mobile end-user devices are a subset of portable end-user devices, including laptops, which may require external hardware for connectivity. For the purpose of this document, mobile end-user devices are a subset of end-user devices. Source: CIS Controls v8
- **Network devices:** Electronic devices required for communication and interaction between devices on a computer network. Network devices include wireless access points, firewalls, physical/virtual gateways, routers, and switches. These devices consist of physical hardware as well as virtual and cloud-based devices. For the purpose of this document, network devices are a subset of enterprise assets. Source: CIS Controls v8
- **Non-computing/Internet of Things (IoT) devices:** Devices embedded with sensors, software, and other technologies for the purpose of connecting, storing, and exchanging data with other devices and systems over the internet. While these devices are not used for computational processes, they support an enterprise's ability to conduct business processes. Examples of these devices include printers, smart screens, physical security sensors, industrial control systems, and information technology sensors. For the purpose of this document, non-computing/IoT devices are a subset of enterprise assets. Source: CIS Controls v8
- **Physical environment:** Physical hardware parts that make up a network, including cables and routers. The hardware is required for communication and interaction between devices on a network. Source: CIS Controls v8

- **Portable end-user devices:** Transportable, end-user devices that have the capability to wirelessly connect to a network. For the purpose of this document, portable end-user devices can include laptops and mobile devices such as smartphones and tablets, all of which are a subset of enterprise assets. Source: CIS Controls v8
- **Remote devices:** Any enterprise asset capable of connecting to a network remotely, usually from public internet. This can include enterprise assets such as end-user devices, network devices, non-computing/Internet of Things (IoT) devices, and servers. Source: CIS Controls v8
- **Servers:** A device or system that provides resources, data, services, or programs to other devices on either a local area network or wide area network. Servers can provide resources and use them from another system at the same time. Examples include web servers, application servers, mail servers, and file servers. Source: CIS Controls v8
- **User:** Employees (both on-site and remote), third-party vendors, contractors, service providers, consultants, or any other user that operates an enterprise asset. Source: CIS
- **Virtual environment:** Simulates hardware to allow a software environment to run without the need to use a lot of actual hardware. Virtualized environments are used to make a small number of resources act as many with plenty of processing, memory, storage, and network capacity. Virtualization is a fundamental technology that allows cloud computing to work. Source: CIS Controls v8

Policy History: Adopted by Board of Trustees: 9/8/22

Policy 615: DOCUMENT RETENTION and DESTRUCTION POLICY

The Sarbanes-Oxley Act (2002) addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. Nonprofit organizations, including higher education institutions are expected to have a written, mandatory document retention and periodic destruction policy. Policies such as this are intended to eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

General Principles:

1. Documents that have limited or transitory value (e.g. draft versions of reports or correspondence; routine acknowledgements or notifications; requests for information; transmittals of information; documents of which multiple copies are known to exist elsewhere; “courtesy” copies of faculty publications; “cc” copies of reports or memos; copies of widely distributed documents such as policies and procedures manuals; publications such as newsletters, programs, brochures, and promotional literature) need not be retained.
2. Multiple copies of a record need not be retained. For example, if a certain document is required to be filed in the office of the Dean of the College and/or Human Resources, for example, and the practice is that the document is in fact centrally filed in this way, then there is no reason for a department or for an individual faculty member to retain a copy of that document.
3. All sensitive, financial or confidential records should be shredded before disposal. This includes all documents that contain personal information (social security or University ID numbers; computer login IDs or passwords; home addresses or telephone numbers; indicators of academic performance, including course or assignment grades; faculty or staff performance evaluation information).

Electronic vs. Paper copies

While many colleges have developed record retention policies, not many of these policies address electronic documents. In general, however, materials that have value beyond one year should be maintained as paper documents. The danger is that electronically stored data will become corrupted or simply be allowed to survive in a particular medium after the technology to read that medium has disappeared from campus. It is important, therefore, that materials that may be needed over a period of many years (or even decades) be kept in written form, though perhaps primarily by way of backing up an electronic file.

When destroying documents that are electronic, including email, it is important to note that this is not the same as merely deleting the file or document from your software program. The deleted document remains on the local drive or on a server and may be able to be restored. Be aware that if it is necessary to completely destroy an electronic record you should consult with IT personnel for assistance.

Procedural time frames:

The following tables provide the minimum requirements. Records may be maintained for longer periods of time as desirable.

(A) Typical office document types:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with students and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Inventories of products, materials, and supplies	7 years
Invoices	7 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

(B) For academic offices and records the following should apply, consistent with applicable state and federal law or regulation and with applicable collective bargaining agreement(s):

Record Type	Retention Period	Record Format	Additional Notes
Faculty search files	Retain all files for 3 full years from date position is filled	Keep complete dossier from every applicant in written form (HR)	Duplication: Dean retains documentation only for successful candidates Disposal: Shred any confidential material when disposing of file
Faculty files (tenure-track)	1. Retain all materials from time of hiring until tenure consideration is complete	Include annual reviews (with supporting documentation), professional correspondence, etc.	Duplication: Dean also retains annual review forms
	2. Thereafter, selectively discard material that is >5 years old	Retain materials that you believe might be useful in future for decision-making	Disposal: Shred any confidential material when pruning file
	3. Upon faculty member's retirement or resignation, retain current file for 3 full years		Duplication: Dean will archive information indefinitely. Disposal: Shred any confidential material when pruning file
Faculty files (annual contract, non-tenure-track)	Retain all materials while faculty member is active and for 3 full years following most recent teaching assignment		Disposal: Shred any confidential material when disposing of file
Staff records	Retain all materials (including annual reviews) for first 5 years of employment, then prune judiciously and material >5 years old. Upon retirement or resignation, retain current file for 3 full years	Retain materials that you believe might be useful in future for decision-making	Duplication: Human Resources retains annual review forms Disposal: Shred any confidential material when pruning file

Course scheduling documents, and bulletin copy	Associate Dean should exercise discretion in assessing usefulness in providing background for future; no legal requirement for retaining any of these materials		Duplication: remember that much of this material can be obtained from the Registrar's office
Course syllabi	Syllabi must be retained indefinitely.	Associate Dean maintains complete files and is responsible for ensuring that syllabi are available in one location for (a) grade appeals and (b) requests from other institutions for information regarding transfer of credit.	
General routine correspondence not covered in other categories	Retain for 2 years from end of relevant correspondence "thread"		Disposal: Shred any confidential material when pruning file
Councils, Committees, Boards	Retain minutes, reports, etc. for two years.		Disposal: Shred any confidential material when pruning file
Student papers (advising files, papers, theses)	Retain single-course items until the period to appeal any relevant action has elapsed; retain advising files 1 year beyond graduation of the student in question		Disposal: Shred any confidential material when pruning file

Policy History: Adopted by Board of Trustees 5/13/09

Policy 616: WHISTLEBLOWER

The Glen Oaks Community College encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected or actual wrongful conduct. The college is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy. College faculty, staff, students, or volunteers may not retaliate against an individual who has made a protected disclosure or who has refused to obey an illegal order. College faculty, staff, students, or volunteers may not directly or indirectly use or attempt to use the official authority or influence of their positions or offices for the purpose of interfering with the right of an individual to make a protected disclosure to the individual's immediate supervisor or other appropriate administrator or supervisor within the operating unit, or other appropriate college official about matters within the scope of this policy.

It is the intention of the college to take whatever action may be needed to prevent and correct activities that violate this policy.

Guidelines

Definitions

- A. **Wrongful conduct** – A serious violation of college policy; a violation of applicable state and federal laws; or the use of college property, resources, or authority for personal gain or other non college-related purpose except as provided under college policy.

- B. **Protected disclosure** – Communication about actual or suspected wrongful conduct engaged in by a college employee, student, volunteer, agent, or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under applicable law and/or college policy.

Individuals who are aware of or have reason to suspect wrongful conduct should report the conduct to:

1. The disclosing individual's supervisor, either verbally or in writing, or
2. Any office listed in this policy under Procedure for Reporting Violations, either verbally or in writing, or
3. The appropriate governmental unit, law enforcement office, or state ethics commission after first providing a written communication about the wrongful conduct to the appropriate college administrator as identified in Procedure for Reporting Violations of this policy.

Individuals who wish to be protected by the federal Whistleblower Protection Act must provide a written report that provides sufficient detail to identify and describe the violation.

- C. **Retaliation** – Adverse action against an individual because she or he has made a protected disclosure or has participated in an investigation, proceeding or hearing involving a protected disclosure.

Intent of Policy

- A. This policy is intended to protect any individual who engages in good faith disclosure of alleged wrongful conduct to a designated college official or public body. More specifically it:
 - 1. Encourages individuals to disclose wrongful conduct engaged in by others to the appropriate college official so that prompt, corrective action can be taken by the college;
 - 2. Informs individuals how allegations of wrongful conduct can be disclosed;
 - 3. Protects individuals from reprisal by adverse employment action or other retaliation as a result of having disclosed wrongful conduct (individuals who self report their own misconduct are not afforded protection by this policy); and
 - 4. Provides individuals who believe they have been subject to reprisal or false allegations a fair process to seek relief from these acts.
- B. Any communication that proves to have been both unsubstantiated and made with malice or with knowledge of its falsity is not protected by this policy. This policy is also intended to protect individuals against false allegations of wrongful misconduct.
- C. Nothing in this policy is intended to interfere with legitimate employment decisions.

Regulations

- A. Acting in good faith. Anyone making a protected disclosure or filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy.
- B. False allegation. Any employee or volunteer who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of wrongful conduct or a subsequent false report of retaliation will be subject to disciplinary action, up to and including termination. Any student who makes false allegations in the non-employment setting will be subject to judicial action. Allegations that are not substantiated yet are made in good faith are not subject to corrective action.
- C. Retaliation. No individual who makes a protected disclosure will suffer harassment, retaliation, or adverse employment consequences. Any person who retaliates against any individual who makes a protected disclosure is subject to discipline up to and including termination. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the college prior to seeking resolution outside the college.
- D. Confidentiality. Protected disclosures may be made on a confidential basis by the complainant or may be submitted anonymously through the college's reporting line. Protected disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, and in accordance with the Michigan Public Records Act (PA 388 of 1976).
- E. Handling Protected Disclosures. The offices (listed in Procedure for Reporting Violations below) receiving the protected disclosure will notify the disclosing individual (if her or his identity is known) and acknowledge receipt of the reported violation or suspected violation within ten working days for most issues and within 48 hours for alleged criminal or

environmental violations. All reports will be promptly investigated within 45 calendar days and appropriate corrective action will be taken if warranted by the investigation.

Procedure for Reporting Violations

- A. Individuals should share their questions, concerns, suggestions, or complaints with a college administrator who can address them properly. In many cases the individual's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, individuals should take their concerns to the offices listed below that will investigate and/or address the concern as appropriate.
 - 1. Academic misconduct matters – Vice-President of Academics, 294-4250
 - 2. Athletics matters – Department of Athletics, Athletic Director, 294-4213
 - 3. Criminal matters – local law enforcement
 - 4. Employment matters – Human Resources, 294-4229 or 294-4232
 - 5. Financial matters – Chief Financial Officer, 294-4255
 - 6. Legal matters – President's Office, 294-4233
 - 7. Student matters – All matters involving students, in the non-student-employment setting, not covered by the offices listed above – Vice-President of Student Services, 294-4230
 - 8. All other matters – President's Office, 294-4233
- B. Supervisors who receive protected disclosures are required to contact the appropriate office listed in Procedure for Reporting Violations.

Individual Responsibilities

- A. Be knowledgeable about this policy.
- B. Report violations or suspected violations of the policy to the individual's direct supervisor or to the appropriate administrator or office as noted above.

Unit/Department Responsibilities

- A. Familiarize employees, students, and volunteers with this policy and incorporate into your orientation materials.
- B. Transfer findings of wrongful conduct or false allegations to be maintained by the appropriate office in the individual's personnel file.

Office of Human Resources Responsibilities

- A. Accept and investigate protected disclosures regarding employment matters.
- B. Accept and investigate complaints of retaliation for making protected disclosures.
- C. Provide training for managers and units about this policy.
- D. Provide information about this policy during new employee orientation and periodic professional development training.

Policy History: Adopted by Board 5/13/09, titles and phone numbers updated 2020

Policy 617: IDENTITY THEFT RED FLAG

POLICY AND PURPOSE

This policy is intended to meet the requirements of the FTC “Red Flag Rule.” Glen Oaks Community College has adopted this policy as approved by the Board of Trustees. Oversight of this policy is through the Board of Trustees and President, and amendments may be approved by the Board of Trustees.

Identity theft is a fraud committed or attempted using the identifying information of another person without authority. It is the policy of Glen Oaks Community College to undertake reasonable measures to detect, prevent, and mitigate identity theft in connection with the opening of a “covered account” or any existing “covered account,” and to establish a system for reporting a security incident.

BACKGROUND

Red Flag Rules

In 2003, the U.S. Congress enacted the Fair and Accurate Credit Transaction Act of 2003

(FACT Act) which required the Federal Trade Commission (FTC) to issue regulations requiring creditors” to adopt policies and procedures to prevent identify theft. In 2007, the

Federal Trade Commission (FTC) issued a regulation known as the Red Flag Rule. The rule requires “financial institutions” and “creditors” holding “covered accounts” to develop and implement a written identity theft prevention program designed to identify, detect and respond to “Red Flags.” That regulation became enforceable on May 1, 2009.

DEFINITIONS

Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made by a borrower periodically over time such as a tuition or fee installment payment plan.

Creditor – A creditor is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal, or continuation of credit.

Examples of activities that indicate a college or college is a “creditor” are:

- Participation in the Federal Perkins Grant program;
- Offering institutional loans to students, faculty or staff;
- Offering a plan for payment of tuition or fees throughout the semester, rather than requiring full payment at the beginning of the semester.

Identifying Information – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver’s license

or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, routing code or financial account number such as credit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

Red Flag– A red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.

Security Incident – A collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

IDENTIFICATION OF RED FLAGS

Broad categories of “Red Flags” include the following:

- Alerts– alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies.
- Suspicious Documents – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied.
- Suspicious Personal Identifying Information – such as discrepancies in address, Social

Security Number, or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; personal information of others already on file; and/or failure to provide all required information.

- Unusual Use or Suspicious Account Activity –such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.
- Notice from Others Indicating Possible Identify Theft –such as the institution receiving notice from a victim of identity theft, law enforcement, or another account holder reports that a fraudulent account was opened.

DETECTION OF RED FLAGS

Employees shall undertake reasonable diligence to identify Red Flags in connection with the opening of covered accounts as well as existing covered accounts through such methods as:

- Obtaining and verifying identity;
- Authenticating customers; and
- Monitoring transactions.

A data security incident that results in unauthorized access to a customer's account record or a notice that a customer has provided information related to a covered account to someone

fraudulently claiming to represent the college or to a fraudulent web site may heighten the risk of identity theft and should be considered Red Flags.

RESPONSE TO RED FLAGS

Unless otherwise directed by the college, the detection of a Red Flag by an employee shall be reported to the Vice-President of Finance and Administration. Based on the type of Red Flag, the IT Department and the Vice-President of Finance and Administration will determine the appropriate response.

SECURITY INCIDENT REPORTING

An employee who believes that a security incident has occurred shall immediately notify their appropriate administrator and, unless otherwise directed by the institution, the college. After normal business hours, notification shall be made to the institution security officer or other responsible off hour administrator. Upon review of the incident, the responsible administrator shall determine what steps may be required to mitigate any issues that arise in the review. In addition, referral to law enforcement may be required.

TRAINING AND PROGRAM REVIEW

All employees who process any information related to a covered account shall receive training following appointment on the procedures outlined in this document. Refresher training may be provided annually. Periodically the policy, procedure and training shall be reviewed to assess the need for changes or improvements.

Policy History: Adopted by Board of Trustees 5/8/13, titles updated 2020

Policy 618: ACCOUNTS RECEIVABLE and COLLECTIONS

It is the mission of Glen Oaks Community College to ensure that students pay their tuition in a timely manner, and to maintain a healthy bad debt ratio. By the start of class each semester, every student should be paid in full, be enrolled in a FACTS payment plan, have pending Financial Aid or have a letter of intent to pay from a Third Party. Throughout the semester a student's account balance may be adjusted by attendance, payments received from various financial aid and from third party agreements. These adjustments may result in a balance due to the College. The College will make every effort to communicate these changes and balances with the student and to collect those balances in a timely manner.

Policy History: Adopted by Board of Trustees 5/8/13.

Policy 620: TRAVEL GUIDELINES

Purpose/Rationale:

The purpose of this document is to establish and define the limits and the conditions related to travel; to guide the selection of the most cost-effective means of travel; and to identify allowable expenses for travel. This is an administrative procedure.

The travel environment is a constantly changing environment. To better meet the needs of our internal customers, and to continue to improve this process, we have updated these travel guidelines, which will take effect on January 1, 2008. The changes in the procedure are based on feedback received from the Business Office and from the college leadership on what works well and what doesn't. The Business Office has also identified travel areas that needed improvements or updating, such as meal per diems, and the use of Excel files for ease of filling out the forms.

Scope:

The travel guidelines apply to all Glen Oaks employees who travel on College business. Travel at GOCC is defined as any trip in excess of 100 miles one way and/or requiring overnight lodging.

Principles:

1. All employees must receive approval of their supervisor/department head prior to travel. Additional levels of approval may vary by department.
2. Travel on College business should be conducted in the most cost-effective manner that is feasible for the circumstances. Groups traveling together are encouraged to attempt to pool resources wherever possible--i.e. car pooling, room sharing, etc.

The greatest possible flexibility in arranging for the least expensive fares will be a chief consideration when scheduling your travel arrangements.

TYPES OF TRAVEL FORMS:

Note that the travel forms identified below are the official forms to be submitted, and are available in the Business Office and on our internal shared drive (in the *S:/forms/travel/* folder). In general, expense forms submitted to the Business Office (with all proper receipts and approvals) are processed within one week.

Form	Description	Distribution
Travel Authorization	<p>This form is used to document official approval of employee travel on college business.</p> <p>All college employees must have written approval from their supervisor and the Business Office (if</p>	<p>Business Office - only if travel advance or prepayment of expenses are requested.</p> <p>Department - the department should maintain a file copy.</p>

	advance or prepayment is requested) prior to travel.	
Expense Reimbursement Request	<p>This form is used for all travel expenses that the college employee is submitting for reimbursement.</p> <p>The form must be signed by the supervisor and person with budget authority (if different) prior to submitting to the Business Office for payment. Please include receipts.</p> <p>There are three sections to this form:</p> <p>Mileage expense - for mileage claimed</p> <p>Expenses - for all other types of expenses</p> <p>Account Distribution - to ensure correct GL Accounts are charged</p>	Business Office - signed original of expense form, plus receipts.
Mileage Reimbursement Request	Used for mileage only with no other expenses	Business Office

TRAVEL LIMITS AND CONDITIONS

No official travel (in excess of 100 miles one way and/or requiring overnight lodging) is to be undertaken until a Travel Authorization Form has been approved by the traveler's supervisor and the Business Office.

1.0 Personal Funds to be Supplied

Employees shall provide themselves with sufficient funds for all authorized expenses, except when authorized to obtain an advance.

1.1 Travel Advance

When requesting authorization to travel, an employee may request a cash advance (on the Travel Authorization Form) not to exceed the total approved by the appropriate supervisor/committee. No travel advance of less than \$50 will be approved. Upon completion of travel the employee must file

an accounting of expenses to the Business Office on an Expense Reimbursement Request Form. This form with appropriate receipts must be filed within seven (7) working days after completion of travel.

1.2 Reimbursable Expenses

Only the actual and necessary expenses essential to the ordinary comforts of a traveler in the performance of official duties will be reimbursed. In compliance with Internal Revenue Service (IRS) regulations, the college meal reimbursements are determined using established set amounts for daily meals, or "per diems" (see 1.6). Records must still be maintained that provide the time, place and business purpose of the travel. Meal costs beyond the established per diem allowances are the responsibility of the employee. Meal per diem is to be reduced appropriately when any meals are furnished as part of the program/meeting.

Travel shall be by the most direct route possible and any person traveling by an indirect route shall assume extra expenses incurred thereby. Expenditures for laundry, valet service, alcoholic beverages, typing, personal telephone calls, entertainment, theater and/or banquet tickets, recreational events, etc. (except when banquet costs appear on the program and are a part of the meeting) are considered personal costs and will not be reimbursed. Any exceptions to the above must be approved in writing by the President.

1.3 Official Station

All Glen Oaks Community College employees will consider the Centreville campus as their official station. No transportation costs will be reimbursed for commuting between an employee's place of residence and the College. Mileage reimbursements will be based on the shorter of the two distances from either the employee's home or the GOCC campus to the destination where traveling to on official college business. Meals and lodging within a distance of fifty (50) miles from the campus shall not be allowed except when authorized by the employee's supervisor.

1.4 Transportation by Common Carrier

Whether travel is by air or other means, persons in official travel status for Glen Oaks Community College are entitled to transportation and service, which meet reasonable and adequate quality standards for convenience, safety, and comfort. This general policy means that a traveler should use the same care in incurring expenses that a prudent person would exercise if traveling on personal business. College vehicles are not to be left in storage at common carrier departure points.

a. Travel by Air

Less than first class air accommodation will be used to the maximum possible. All reasonable efforts will be expended to make use of the lowest available fares unless the requirements of the lowest available fares would cause travel at unreasonable hours, excess circuitous routing, or result in added direct expenses offsetting any savings. Where more costly accommodations are necessary, satisfactory explanation must accompany the request for travel and approval must be obtained prior to booking travel.

Expenses as a result of changes to scheduled air travel reservations due to personal preferences; excess luggage charges; in-flight charges; personal items such as clothing, luggage, magazines, newspapers, toiletries, etc.; medical bills incurred during travel; "no-show" charges; losses such as

theft of personal property or lost luggage; and optional insurance coverage are all non-reimbursable expenses.

b. Taxicab or Limousine Service

Charges will be allowed provided the traveler provides written explanations or receives prior approval. Tip(s) shall be included in charges

1.5 Travel by Personal, Privately-owned Automobile

a. Limitation on Use

Employees are encouraged to use their personally owned vehicles (POV) if traveling by common carrier will cause undue delay or would be more costly. Employees may elect to use their POV in lieu of less costly common carrier provided they agree to accept the least costly common carrier fare as total payment for travel costs incurred. Travel time in excess of that required by common carrier must be taken as vacation or personal business time.

b. Mileage Rate

Mileage shall be reimbursed at the rate established by the IRS listed in the current IRS CODE, SECTION 162, regardless of number of passengers. For reimbursement of mileage expenses only and when no other related expenses are being claimed, the Mileage Reimbursement Form should be used. Official mileage is established by using Yahoo!Maps at www.yahoo.com and will be computed from and to campus unless the distance from the employee's home to the destination is shorter. The college mileage rate will be adjusted whenever a new IRS rate is posted.

c. Parking Charges

Necessary parking charges will be allowed. Receipts are required to substantiate claims. Meter charges will be allowed when date and place is listed on the Expense Reimbursement Request Form. Parking and traffic tickets are not reimbursable.

d. Toll Charges

Claims for reimbursement should be made using the standard reimbursement form. Reimbursement requests for amounts less than \$10 total need not be accompanied by receipts.

1.6 Meal Charges

Reimbursement for meal charges while on official college business or when approved via the standard Travel Authorization Form will be based on the established per diem rates as follows:

For travel within the continental United States the reimbursement rate will be:

Breakfast—\$12

Lunch—\$18

Dinner—\$28 for a total per diem of \$58

Itemized documentation and receipts are not required for this per diem method of reimbursing meal costs. Records must still be maintained, however, that provide the time, place and business purpose of the travel.

Recognizing that the employee incurs some eating expenses whether they are at work or home, the daily per diem rates are set to defray costs incurred, and not necessarily to reimburse to the full cost of the meals while traveling. Thus meal costs in excess of per diem rates will not be reimbursed and are the responsibility of the employee.

In some instances an employee may need to buy a meal for a customer, contact, etc., as a cost of doing business. In these instances, in compliance with IRS guidelines, a receipt must be submitted along with documentation stating the name/company of the guest, the business purpose of the meal and confirmation that business was discussed. Reimbursement of the employee's meal cost will be based on per diem rates above, and the guests' meal costs should be listed as other expenses on the Expense Reimbursement Request Form.

1.7 Lodging/Accommodations:

Accommodations for college employees will be based on the standard or conference rate. Should an employee desire an upgrade to a room other than standard, the employee will be reimbursed only for the standard single/double rate. The difference in rate will be at the expense of the employee and will not be reimbursed. If an employee is sharing a room with another college employee, the rate will be based on double occupancy rate. Personal room charges, such as in-room movies, mini-bar, dry cleaning, etc., on hotel bills will not be reimbursed.

1.8 Fees and Other Expenses:

Expenses incurred for telephone and fax for business communications while on college business are reimbursable within reason. An explanation of the business purpose should accompany the charge. Rental car expenses are reimbursable if prior approval is obtained. Registration and fees not paid prior to the trip are reimbursable.

1.9 Combining Personal Travel with Business Travel:

Personal travel may be combined with business travel, provided there are no additional costs to Glen Oaks as a result of the personal segment of the travel. Additional hotel, meals, transportation and incidental expenses incurred during the personal segment of travel will not qualify for reimbursement. GOCC will not reimburse for travel expenses for family members or friends accompanying the employee.

Policy History: Adopted by Board of Trustees 7/92, revision to mileage section 1.5 B on 6/9/04, reviewed 2/05, revised 9/14/05, 12/1/07.

Policy 621: REIMBURSABLE EXPENSES

1. Professional staff candidates, when invited to the campus for an interview, may be allowed necessary expenses for travel, lodging and meals upon written request.
2. Staff members, upon application and approval, will be reimbursed for authorized expenses related to their duties.
3. Newly employed full-time administrators and faculty whose residence is outside the Glen Oaks Community College District may be allowed fifty (50) percent of the cost of moving household goods provided that an estimate of the cost is submitted to, and approved by, the college previous to the moving day.

Policy History: Adopted by Board of Trustees 1/13/93, reviewed 2/05.

Policy 622: USE of SCHOOL SUPPLIES and FACILITIES

School facilities and supplies are for institutional purposes only and should not be used by employees for personal benefit. Exceptions to this are the use of offices and library, the use of telephones for local calls and the use of recreational or entertainment facilities when available.

Employees shall reimburse the school for personal long distance telephone calls or personal use of the copy machines.

Employees shall reimburse the school for the personal use of the school's fax machines at the rate of fifty cents (\$.50) per page local and \$1.50 per page long distance.

Policy History: Adopted by Board of Trustees 7/92, reviewed 2/05.

Policy 623: TERMS and CONDITIONS for USE of COLLEGE FACILITIES

1. Glen Oaks Community College facilities are constructed and maintained for the purpose of housing College related activities. Occasionally, when facilities are not being used for instructional purposes, permission may be granted for use by non-profit educationally related functions. The request for facilities usage shall be in writing and received by the College Business Office ten days in advance of the function. Charges for the facilities use will be determined by the Vice-President of Finance based on the assessed building fee and direct and indirect costs involved.
2. All persons, firms, corporations, organizations or associations using the facilities shall comply with and be bound by the following terms and conditions and College rules and regulations. The User understands that only the services, area and equipment specified on this application blank are to be utilized. No extras such as equipment, rooms, special areas or other conditions are involved in this agreement except as specified in the application, and any verbal agreement shall be confirmed in writing and properly approved by the College Business Office.
3. The College reserves the right to approve or reject all applications for the use of College facilities.
4. The User of the College's facilities hereby agrees to hold the College harmless from any loss, damage, liability, cost and/or expense that may arise or in any manner may be caused by the use of the College's facilities.
5. A College employee, or a designated individual, shall be on duty whenever a facility is being used.
6. The User of the College's facilities hereby agrees to provide competent and responsible adult supervision sufficient in number to supervise the contemplated activity. This supervision shall be agreed upon at the time usage is granted by the College.
7. Nothing is to be sold without written permission from the College Business Office.
8. Under no circumstances are any alterations of equipment or facilities to be made or any supplemental equipment used without permission from the College Business Office.
9. The User of the College's facilities hereby agrees that it shall not bring fireworks, explosives, guns, or weapons of any nature upon the College properties. No intoxicating liquors shall be kept, used or consumed, except in the "Nora Hagen House" or in its adjacent rear yard. Smoking shall be permitted only in designated areas.
10. The User of the College's facilities hereby agrees to use the College facilities only in conformity with the federal laws, the laws of the State of Michigan, and the laws of St. Joseph County. The User agrees to abide by all ordinances, rules or regulations of any governmental agency having jurisdiction over the College properties.
11. The User of the College's facilities hereby agrees to take reasonable care of all equipment and facilities and to assume all monetary liability for any damage which shall occur to the College's property. All damage to College property shall be promptly reported. A damage deposit may be required by the College prior to the use of College facilities and equipment.
12. The User of the College's facilities hereby asserts that they have read and understand all of the terms, conditions, rules and regulations contained in this Agreement and hereby agrees to abide by and conform to each and every term, condition, rule and regulation. The User

shall carry liability insurance in order to pay for all damage to the properties of the College and for any injury to persons, which may occur as a result of the contemplated usage.

Date: _____

Signature of Person Responsible: _____

Phone: _____

Policy History: Adopted by Board of Trustees 8/9/89, revised 2/05, titles updated 2020

Policy 623A: PROCEDURE for USE and CHARGES for the NORA HAGEN HOUSE

1. All for-profit businesses will be charged.
2. All not-for-profit organizations will be charged. (If the College has active membership in the organization, one meeting per year may be held at no charge.)
3. The Board of Trustees of the public schools may use the house once per year for planning purposes at no charge.
4. Exceptions to the above may be made with the approval of the President and the Vice-President of Finance.

Policy History: Adopted by Board of Trustees 7/92, revised 2/05, titles updated 2020

Policy 630: EMPLOYEE DISCOUNT

Glen Oaks Community College employees will receive an employee discount of twenty percent (20%) on all GOCC insignia merchandise sold at the Book Store. This discount is available to all full-time and part-time employees.

Policy History: Adopted by Board of Trustees 11/13/96, reviewed 2/05.

Policy 640: REGULATIONS for USE of COLLEGE-OWNED MOTOR VEHICLES

The following rules will be observed in the use of college-owned motor vehicles. In general these are patterned after State of Michigan rules, published by the Department of Management and Budget on April 1, 1976.

1. Drivers of Glen Oaks Community College vehicles are asked to observe the following guidelines:
 - a. A college-owned vehicle shall not be used for personal purposes.
 - b. A college-owned vehicle shall not tow any trailer except those owned or rented by the college.
 - c. Please observe all posted speed limits, traffic rules and regulations; also, all traffic and parking ordinances.
 - d. Please drive carefully and safely, and set a good example for all other drivers.
 - e. Please adjust your speed to driving conditions.
 - f. Always carry your valid driver's or Class III license. See Paragraph 6 (page 2) for Class III license requirements.
 - g. Do not consume or transport alcoholic beverages or other intoxicating substances in a college-owned vehicle.
2. Do not drive at speeds in excess of the speed limits posted by the State or municipalities. Fines for violations of any speed limit are the obligation of the driver, as well as other traffic violations incurred by the driver.
3. Add-on equipment such as radios, trailer hitches, etc. must have prior approval of the Director of Buildings and Grounds.
4. If you are involved in an accident, observe the following procedures:
 - a. Stop the car; follow steps normally required, including obtaining names and addresses of the other driver and any witnesses, and the name and address of the other driver's insurance company. Similar information should be given the other driver, using proof of insurance certificate in the car.
 - b. If personal injuries or fatalities are involved, make a phone report as soon as possible to the insurance company and to the Glen Oaks Director of Buildings and Grounds.
 - c. For all other accidents, report them as soon as possible to the Director of Buildings and Grounds.
 - d. A complete accident report must be submitted, as required by law.
5. Any instance of theft or vandalism must be reported immediately to:
 - a. Local police; and
 - b. Director of Buildings and Grounds.
6. A Class III driver's license is required for operation of any vehicle with a seating capacity of 16 or more persons.
7. No students will be permitted to operate college-owned vehicles without prior approval of the President of the College or his appointee, the Director of Buildings and Grounds.
8. When you use a Glen Oaks auto, please keep the interior clean and free of litter.
9. There is to be no smoking in college-owned passenger vehicles.

10. Permission to keep college-owned vehicles over a weekend needs to be obtained from the President, Vice-President of Finance or Director of Building & Grounds.

Policy History: Adopted by Board of Trustees 7/92, reviewed 2/05, titles updated 2020

Policy 641: OPERATION and PARKING of MOTOR VEHICLES on PROPERTY of GLEN OAKS COMMUNITY COLLEGE

STATE OF MICHIGAN

COUNTY OF ST. JOSEPH

ORDINANCE NO. 2

Chapter I General Provisions

Sec. 1.01. General Provisions.

The operation and parking of motor vehicles upon the property of Glen Oaks Community College shall be regulated by this ordinance, insofar as it may supplement applicable State Law. In the parking or operation of motor vehicles upon the property of Glen Oaks Community College, it shall be a violation of this ordinance for any person to do any act forbidden or to fail to perform any act required herein.

Sec. 1.02. Traffic Engineer.

The office of traffic engineer is hereby established. The traffic engineer shall be appointed in a manner prescribed by the ordinance making body and shall exercise the power and duties provided in this ordinance in a manner consistent with prevailing traffic engineering and safety practices and in the best interests of this governmental unit. In the absence of the appointment of a traffic engineer, the authority of such engineer shall be vested in the Sheriff of St. Joseph County.

Sec. 1.03. Duties of Traffic Engineer.

It is the general duty of the traffic engineer to plan and determine the installation and proper timing and maintenance of traffic control devices; to conduct engineering analyses of traffic accidents and to devise remedial measures; to conduct engineering investigations of traffic conditions; to plan the operation of traffic on the streets of this governmental unit, including parking areas; to cooperate with other officials of this governmental unit in the development of ways and means to improve traffic conditions; and to carry out the additional powers and duties imposed by the ordinances of this governmental unit.

Sec. 1.04. Schedule

The parking offenses and fines to which this Chapter is applicable are set forth in the following schedule, effective June 1, 1998:

ORDINANCE OFFENSE

	SECTION	PENALTY
Obstructing traffic	6.02	\$20.00
Prohibited parking (Signs unnecessary)	6.03	
a. on pedestrian walkway		\$20.00
b. in front of drive		\$20.00
c. within intersection		\$20.00
d. parking on yellow lines, near traffic sign or signal or in safety zones		\$20.00
e. double parking (taking two parking spaces)		\$20.00
f. blocking emergency exit		\$50.00
Loading Zone Violation	6.04	
(not to exceed 5 minutes)	6.05	
	6.06	\$20.00
Parking more than 48 hours without permission	6.08	\$20.00
Unlawfully Parking in Handicapped space	6.11A	\$100.00

History

Adopted by Board of Trustees 2/11/98.

Chapter II Definitions

Sec. 2.01. Words and Phrases.

The following words and phrases, as indicated in the respective sections hereinafter set forth in this Chapter, when using this ordinance shall, for the purpose of this ordinance, have the meanings respectively ascribed to them.

Sec. 2.02. "Curb Loading Zone".

"Curb loading zone" means a space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.

Sec. 2.03. "Driver"

"Driver" means every person who drives or is in actual physical control of a vehicle.

Sec. 2.04. "Freight Curb Loading Zone".

"Freight curb loading zone" means a space adjacent to a curb for exclusive use of vehicles during the loading or unloading of freight.

Sec. 2.05. "Motor Vehicle".

"Motor vehicle" means every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails.

Sec. 2.06. "Parking".

"Parking" means standing a vehicle, whether occupied or not, upon a highway, when not loading or unloading, except when making necessary repairs.

Sec. 2.07. "Passenger Curb Loading Zone".

"Passenger curb loading zone" means a place adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

Sec. 2.08. "Person".

"Person" means every natural person, firm, co-partnership, association or a corporation, and their legal successors.

Sec. 2.09. "Right-of-way".

"Right-of-way" means the privilege of the immediate use of the highway.

Sec. 2.10. "Roadway".

"Roadway" means that portion of a highway improved, designed or ordinarily used for vehicular travel. In the event a highway includes two or more separate roadways, the term "roadway", as used herein, shall refer to any such roadway separately, but not to all such roadways collectively.

Sec. 2.11. "Safety Zone".

"Safety zone" means the area or space officially set apart within a roadway for the exclusive use of pedestrians and which is protected and so marked or indicated by adequate signs as to be plainly visible at all times while set apart as a safety zone.

Sec. 2.12. "School Bus"

"School bus" means a motor vehicle, except a station wagon, with a manufacturers' rated seating capacity of 8 or more children, owned by a public, private or governmental agency and operated for the transportation of children to or from school, or privately owned and operated for compensation for the transportation of children to or from school. It does not include buses operated by a municipally owned transportation system or by a common passenger carrier certificated by the public service commission.

Sec. 2.13. "Sidewalk".

"Sidewalk" means that portion of a street between the curb lines, or the lateral lines of roadway, and the adjacent property lines intended for the use of pedestrians.

Sec. 2.14. "Stand or Standing".

"Stand or standing" means the halting of a vehicle, whether occupied or not, otherwise than for the purpose of and while actually engaged in receiving or discharging passengers.

Sec. 2.15. "Stop".

"Stop" when required means complete cessation from movement.

Sec. 2.16. "Stop or Stopping".

"Stop or stopping" when prohibited means any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control sign or signal.

Sec. 2.17. "Street or Highway".

"Street or highway" means the entire width between boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

Sec. 2.18. "Traffic".

"Traffic" means pedestrians, ridden or herded animals, vehicles, street cars and other conveyances either singly or together while using any highway for purposes of travel.

Sec. 2.19. "Traffic Control Devices".

"Traffic control devices" means all signs, signals, markings, and devices not inconsistent with this ordinance placed or erected by authority of a public body or official having jurisdiction, for the purpose of regulating, warning, or guiding traffic.

Sec. 2.20. "Traffic Control Signal".

"Traffic control signal" means any device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and to proceed.

Sec. 2.21. "Vehicle".

"Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.

Chapter III Operation of Vehicles

Sec. 3.01. "Reckless Driving".

Any person who drives any vehicle upon a highway or a frozen public lake, stream or pond or other place open to the general public, including any area designated for the parking of motor vehicles, in willful or wanton disregard for the safety of persons or property is guilty of reckless driving, and shall be punished, upon conviction, as provided in section 7.01 of this ordinance.

Sec. 3.02. "Careless Driving".

Any person who operates a vehicle upon a highway or a frozen public lake, stream or pond or other place open to the general public, including any area designated for the parking of vehicles, in a careless or negligent manner likely to endanger any person or property, but without wantonness or

recklessness shall be punished, upon conviction, by imprisonment for not more than 10 days or a fine of not more than \$100.00, or both.

Sec. 3.03. "Drag Racing Prohibited".

"Drag racing" means the operation of two or more vehicles from a point side by side at accelerating speeds in a competitive attempt to outdistance each other over a common selected course or where timing is involved or where timing devices are used in competitive accelerations of speeds by participating vehicles. Persons rendering assistance in any manner to such competitive use of vehicles shall be equally charged as participants. The operation of two or more vehicles either at speeds in excess of prima facie lawfully established speeds or rapidly accelerating from a common starting point to a speed in excess of such prima facie lawful speed is prima facie evidence of drag racing and is unlawful.

No person shall operate a vehicle upon any highway, or any other place open to the general public, including any area designated for the parking of motor vehicles, in a speed or acceleration contest or for the purpose of making a speed record, whether from a standing start or otherwise over a measured or unmeasured distance, or in a drag race as herein defined.

Sec. 3.04. "Driving While Under the Influence of Liquor or Narcotic Drugs".

It shall be unlawful for any person whether licensed or not who is an habitual user of narcotic drugs, barbitol or any derivative of barbitol, or any person who is under the influence of intoxicating liquor or narcotic drugs, barbitol or any derivative of barbitol, to drive any vehicle upon any street or any other place open to the general public, including any area designated for the parking of motor vehicles.

Sec. 3.05. "Permission by Owner or Person Having Charge of Motor Vehicle".

It shall also be unlawful for the owner of any motor vehicle or any person having such in charge or in control thereof to authorize or knowingly permit the same to be driven or operated upon any street or any other place open to the general public, including any area designated for the parking of motor vehicles by any person who is an habitual user of narcotic drugs, barbitol or any derivative of barbitol or any person who is under the influence of intoxicating liquor or narcotic drugs, barbitol or any derivative of barbitol.

Sec. 3.06. "Driving Under Influence of Intoxicating Liquor or Drugs While Ability Impaired".

No person shall operate a vehicle upon a highway or any other place open to the general public, including any area designated for the parking of motor vehicles, when, due to consumption of intoxicating liquor, narcotic drugs, barbitol or any derivative of barbitol, he has visibly impaired his ability to operate the vehicle. Where a person is charged with violating sections 3.04 and 3.05 of this ordinance a finding of guilty shall be permissible under this section.

Sec. 3.07. "Consumption of Liquor on Highways or Property Open to Public".

No alcoholic liquor shall be consumed on a highway, alley, or any public or private property which is open to the general public and is not licensed to sell alcoholic liquor for consumption on the premises.

Sec. 3.08. "One-way Roadways".

Upon a roadway or alley designated and sign posted for one-way traffic a vehicle shall be driven only in the direction designated.

Sec. 3.09. "Following Too Closely".

The driver of any vehicle other than an authorized emergency vehicle on official business shall not follow any fire apparatus traveling in response to a fire alarm closer than 500 feet or drive into or park such vehicle within 500 feet where fire apparatus has stopped in answer to a fire alarm.

Sec. 3.10. "Following Fire Apparatus Prohibited".

The driver of any vehicle other than an authorized emergency vehicle on official business shall not follow any fire apparatus traveling in response to a fire alarm closer than 500 feet or drive into or park such vehicle within 500 feet where fire apparatus has stopped in answer to a fire alarm.

Sec. 3.11. "Stop Signs".

Except when directed to proceed by a police officer, the driver of a vehicle approaching a stop intersection indicated by a stop sign shall stop before entering the crosswalk on the near side of the intersection, or if there is no crosswalk shall stop at a clearly marked stop line, or if none, then at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway. After having stopped, the driver shall yield the right-of-way to any vehicle which has entered the intersection from another highway or which is approaching so closely on the highway as to constitute an immediate hazard during the time when the driver would be moving across or within the intersection.

Sec. 3.12. "Yield Right-of-way Signs".

- a. The driver of a vehicle approaching a yield sign, in obedience to such sign, shall slow down to a speed reasonable for the existing conditions and shall yield the right-of-way to any vehicle in the intersection or approaching on another highway so closely as to constitute an immediate hazard during the time such driver would be moving across or within the intersection. However, if required for safety to stop, the driver shall stop before entering the crosswalk on the near side of the intersection or, if there is no crosswalk, at a clearly marked stop line, but if none, then at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway.
- b. The driver of any vehicle traveling at an unlawful speed shall forfeit any right-of-way which he might otherwise have hereunder.

Sec. 3.13. "Vehicles Shall Not be Driven on a Sidewalk".

The driver of a vehicle shall not drive upon or within any sidewalk area except at a driveway nor shall the driver of a vehicle drive (or park) the same upon any grassy or seeded area or any other area not a designated street or highway.

Sec. 3.14. "Crossing Fire Hose".

No vehicle shall be driven over any unprotected fire hose of a fire department without the consent of the fire department official in command.

Sec. 3.15. "Safety Zones Occupied by Persons".

The driver of a vehicle shall not at any time drive through or over a safety zone when such safety zone contains any person thereon.

Sec. 3.16. "Unattended Motor Vehicles; Brakes; Grade; Key Removal".

No person having control or charge of a motor vehicle shall allow such vehicle to stand on any street, or any other place, unattended, without first stopping the engine, locking the ignition, removing and taking possession of the ignition key and effectively setting the brakes thereon and when standing upon any grade without turning the front wheels of such vehicle to the curb or side of the street. The provisions of this section pertaining to the locking of the ignition and removing and taking possession of the ignition key do not apply to motor vehicles which are manufactured with an ignition system which does not have a key and is incapable of being locked.

Sec. 3.17. "School Buses; Overtaking and Passing; Signs".

- a. The driver of a vehicle shall not overtake or meet and pass any school bus which has stopped for the purpose of receiving or discharging passengers. All school buses shall contain such signs on the back front thereof, with respect thereto, as shall be approved by the state highway commission.
- b. The driver of a vehicle overtaking or meeting any school bus which has stopped and is displaying two alternately flashing red lights located at the same level shall bring such vehicle to a full stop at least ten feet from the school bus and shall not proceed until the school bus resumes motion or the school bus driver signals to proceed or the visual signals are no longer actuated. The driver of the school bus, before resuming motion, shall signal stopped traffic to proceed and shall when resuming motion proceed in such a manner as to allow congested traffic to disperse by keeping the bus as near to the right side of the road as can be done with safety. Passengers crossing the road upon being discharged from a school bus shall cross in front of the stopped school bus. At an intersection where traffic is controlled by an officer or a traffic stop-and-go signal a vehicle need not be brought to a full stop before passing any such school bus, but may proceed past such school bus at a speed not greater than is reasonable and proper and in no event greater than ten miles an hour and with due caution for the safety of passengers being received or discharged from such school bus.
- c. Signs giving notice of this ordinance shall be posted upon or at the entrance to the area or part thereof affected as may be most appropriate and shall be sufficiently legible as to be seen by an ordinarily observant person.

Sec. 3.18. "Driver's License".

No person shall drive any motor vehicle unless such person is licensed as an operator or chauffeur as required by Michigan Vehicle Code, Act No. 300, Public Acts of 1949, as amended.

Sec. 3.19. "Unlicensed, Suspended, Revoked or Denied Licenses or Registrations; Penalties".

- a. Any person whose operator's or chauffeur's license or registration certificate has been suspended or revoked or whose application for license has been denied, as provided under the act, or who has never applied for a license, and who shall drive any motor vehicle upon a highway or who shall knowingly permit any motor vehicle owned by such person to be operated by another upon a highway, except as permitted under the act, while such license or registration certificate is suspended or revoked, or whose application for license has been denied as provided under the act shall be punished, upon conviction, by imprisonment for a period not less than three days nor more than ninety days and there may be imposed in addition thereto a fine of not more than \$100.00. Unless the vehicle was stolen or used with the permission of one who did not knowingly permit an unlicensed driver to operate the vehicle, the registration plates of the vehicle shall be confiscated.
- b. Before the plea of the person shall be accepted under this section, the arresting officer shall check with the department to determine the record and status of the person according to the department files and so inform the court.
- c. "Department" as used in this section means the division of driver and vehicle services created in the office of the Secretary of State by the act, acting directly or through duly authorized agents and employees.

Sec. 3.20. "License Restrictions".

No person shall drive a motor vehicle in violation of the restrictions imposed on his license by the Secretary of State.

Sec. 3.21. "Instruction Permit".

It shall be unlawful for an operator holding an instruction permit to operate a motor vehicle unless accompanied by a licensed operator or chauffeur who is actually occupying a seat beside the driver.

Sec. 3.22. "Unlicensed Driver, Owners Permission".

No person shall knowingly authorize or permit a motor vehicle owned by him or under his control to be driven by any person, who is unlicensed to drive such vehicle.

Sec. 3.23. "License Plates".

No person shall operate a motor vehicle without having his motor vehicle equipped with license plates as provided in the Michigan Vehicle Code, Act No. 300, Public Acts of 1949, as amended.

Sec. 3.24. "Registration Certificate".

The certificate of registration shall at all times be carried in the vehicle to which it refers or shall be carried by the person driving or in control of such vehicle who shall display the same upon demand of a police officer.

Sec. 3.25. "Equipment".

No person shall drive or move and no owner shall cause or knowingly permit to be driven or moved on any street any vehicle or combination of vehicles which is in such unsafe condition as to endanger any person, or which does not contain those parts or is not at all times equipped with

such lamps and other equipment in proper condition and adjustment as required by this ordinance, or which is equipped in any manner in violation of this ordinance.

Sec. 3.26. "Unnecessary Noise".

No person shall operate a motor vehicle with unnecessary noise or start, move or turn a motor vehicle, or apply the brakes or the power on a motor vehicle, or in any manner operate it so as to cause the tires to squeal or the tires or vehicle to make any noise not usually connected with the operation of the motor vehicle, except in case of an emergency.

Sec. 3.27. "Opening Vehicle doors So As To Impede Traffic".

No person shall open a door of a vehicle in such a manner as to interfere with or impede the flow of traffic.

Sec. 3.28. "Compliance with Order of Officer Directing Traffic".

No person shall refuse to comply with any order of any police officer when such officer, in the public interest and safety, is guiding, directing, controlling or regulating traffic on any highway or in any parking area.

Sec. 3.29. "Failure to Obey Police Signal".

A driver of a motor vehicle, who is given by hand, voice, emergency light or siren, a visual or audible signal by a police officer, acting in lawful performance of his duty, directing the driver to bring his motor vehicle to a stop, and who willfully fails to obey such direction, by increasing his speed, extinguishing his lights, or otherwise attempting to flee or elude the officer, is guilty of a violation of this ordinance and shall be punished as provided in Sec. 7.01. The officer giving the signal shall be in uniform and a vehicle driven at night shall be adequately identified as an official police vehicle.

Chapter IV Operation of Motorcycles and Motor Driven Cycles

Sec. 4.01. "Motorcycles, Motor Driven Cycles; Ordinances Applicable".

Every person operating a motorcycle or a motor driven cycle shall be granted all the rights and shall be subject to all the duties applicable to the driver of a vehicle under this ordinance, except as to those provisions which by their nature can have no applications.

Chapter V Pedestrian's Rights and Duties

Sec. 5.01 "Pedestrian's Right-of-way in Crosswalk".

When traffic control signals are not in place or not in operation the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle, which is so close that it is impossible for the driver to yield.

Chapter VI Stopping, Standing and Parking

Sec. 6.01. "Standing or Parking Close to Curb".

No person shall stand or park a vehicle in a roadway other than parallel with the edge of the roadway headed in the direction of lawful traffic movement and with the right-hand wheels of the vehicle within twelve inches of the curb or edge of the roadway except as otherwise provided in this chapter.

Sec. 6.02. "Parking Not to Obstruct Traffic".

No person shall park any vehicle upon a street, in such a manner or under such conditions as to leave available insufficient width of the roadway for free movement of vehicular traffic.

Sec. 6.03. "Stopping, Standing and Parking; Prohibited Places and Manner".

No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the directions of a police officer or traffic control device, in any of the following places:

- a. On a sidewalk.
- b. In front of a public or private driveway.
- c. Within an intersection.
- d. Within 15 feet of a fire hydrant.
- e. On a crosswalk.
- f. Within 20 feet of a crosswalk, or if none, then within 15 feet of the intersection of property lines at an intersection of streets.
- g. Within 30 feet upon the approach to any flashing beacon, stop sign, yield sign or traffic control signal located at the side of a street.
- h. Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings.
- i. Alongside or opposite any street excavation or obstruction when such stopping, standing, or parking would obstruct traffic.
- j. On the street side of any vehicle stopped or parked at the edge or curb of a street.
- k. Within 200 feet of an accident at which police officers are in attendance.
- l. In any place or in any manner so as to block immediate egress from any emergency exit or exits conspicuously marked as such of buildings.
- m. At any place where official signs prohibit stopping, standing or parking.

Sec. 6.04. "Standing in Passenger Curb Loading Zone".

No person shall step, stand, or park a vehicle for any purpose or period of time except for the expeditious loading or unloading of passengers in any place marked as a passenger curb unloading zone during hours when the regulations applicable to such passenger curb loading zone are effective, and then only for a period not to exceed 5 minutes.

Sec. 6.05. "Standing in Freight Curb Loading Zone".

No person shall stop, stand, or park a vehicle for any purpose or length of time other than for the expeditious unloading and delivery or pick-up and loading of materials in any place marked as a freight curb loading zone during hours when the provisions applicable to such zones are in effect.

Sec. 6.06. "Driver May Stop Temporarily".

The driver of a vehicle may stop temporarily at a place marked as a freight curb loading zone for the purpose of and while actually engaged in loading or unloading passengers, when such stopping does not interfere with any motor vehicle used for the transportation of materials which is waiting to enter or about to enter such zone.

Sec. 6.07. "Parking Signs Required".

Chapter VII Penalties

Sec. 7.01. "Penalties".

The parking violations contained in Chapter VI of this ordinance shall be deemed civil infractions, punishable by a fine of not more than \$100.00 and in accordance with the penalty schedule specified in Section 1.09, such civil infractions may be handled by the Glen Oaks Community College Parking Violations Bureau. The violations in Chapters III, IV and V shall be deemed misdemeanors, punishable by a fine of not more than \$500.00, imprisonment for not more than 90 days, or both.

History

Adopted by Board of Trustees 9/13/89.

Chapter VIII Miscellaneous

Sec. 8.01. "Effect of Ordinance; Severability".

If any part or parts of this ordinance are for any reason held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The ordinance making body hereby declares that it would have passed this ordinance and each part or parts thereof, irrespective of the fact that any one part or parts be declared invalid or unconstitutional.

Sec. 8.02. "When Effective".

The provision of this ordinance will be in effect sixty days after the passage and adoption thereof.

Policy History: Adopted by Board of Trustees 4/15/70, revised 12/20/72, 3/9/77.

Approved by St. Joseph County Commissioners 4/21/70, 1/16/73, 5/3/77.

Policy 642: PARKING POLICY

Students, staff and visitors are all expected to park in zone A (large lot west of the building). Parking spaces close to the building are very limited. The towing procedure will be enforced by the Maintenance Department for anyone who is in violation of this parking policy.

Parking Permits

- A. Handicapped Permits. Those automobiles identified by a State of Michigan handicapped license plate shall be properly parked in zones marked Handicapped. No college permit is required unless requested.

Revisions to this policy shall be proposed through the Executive Committee.

Parking Stickers / Permits must be displayed through the windshield by laying it on the dashboard or hanging it on the rear view mirror.

Policy History: Adopted by Board of Trustees 9/10/80, revised 2/05.

Policy 650: PROCEDURE for HANDLING of PHONE MESSAGES for CREDIT/CREDIT-FREE FACULTY and STUDENTS

1. Faculty messages will be taken by the Switchboard Operator and placed in the alpha file located at the Switchboard. Emergency messages will be delivered to the faculty member as soon as possible.
2. Student Emergency messages will be taken and delivered by Student Services staff. Calls will be directed to the Office of the Registrar (Ext. 259), or if busy to extension 245. The Switchboard Operator will announce that it is an emergency call. Exceptions to this will be when, in the judgment of the Switchboard Operator, the call should not be forwarded. In this instance, the Switchboard Operator will record the message and pass it on, as described in item B above, to the Student Services Office.
3. In the event that the secretary or the back-up secretary is not available, the administrator responsible for the area where the call is directed will take the call and assume responsibility for delivering the message.
4. In the event that all persons in a sequence mentioned above are absent, it will be the responsibility of the Switchboard Operator to take and deliver the message. The Switchboard Operator will first of all attempt to find an employee of the college who will agree to deliver the message. If the situation does not permit this, then the Operator will deliver the message.

Policy History: Adopted by Board of Trustees 7/92, revised 2/05.

Policy 651: SECURITY - ISSUING of KEYS

All key requests must go through Human Resources. The key request form must be completely filled out, in duplicate, (name, address, room name and number) and the person who is requesting the key must sign and date the key request form. The key(s) must be returned before the last payday or final paycheck will be withheld. KEYS MUST NOT BE DUPLICATED.

The Human Resource Office will collect any deposit and complete their portion on both forms. Both forms will be given to the requestor who will then take them to the Director of Buildings and Grounds to obtain the key(s). The Director will fill in the number of each key issued and return a copy of the key request form to the Business Office.

When someone terminates, for any reason, he or she must turn in their key(s) to Human Resource Office and their deposit will be refunded.

Policy History: Adopted by Board of Trustees 7/92, revised 2/05, titles updated 2020

Policy 660: SHIMMEL ROAD FARMHOUSE

The Shimmel road farmhouse will continue to be maintained and used for the benefit of the College.

Policy History: Adopted by Board of Trustees 1/13/93, reviewed 2/05.

Policy 661: FARMLAND USE

Glen Oaks Community College will take bids on renting out its unused grounds whenever possible. However, the Board retains its rights to refuse any bids for activities which they deem as not appropriate for the College.

Policy History: Adopted by Board of Trustees 3/14/79, reviewed 2/05.

Policy 662: ST. JOSEPH COUNTY SOIL CONSERVATION DISTRICT

In light of the benefits to be gained, the Board of Trustees agreed to permit Glen Oaks Community College to become a cooperator with the St. Joseph County Soil Conservation District.

Policy History: Adopted by Board of Trustees 8/19/70, reviewed 2/05.

Policy 670: CASH RESERVE POLICY

The College will hold 15% of each year's operating budget in cash reserve. The Board of Trustees will be informed by the President if the college is nearing the need to draw on these reserves.

Policy History: Adopted by the Board of Trustees April 13, 2023.