



**Community Colleges of Spokane
Spokane Community College**

**2016-2017
Guide to Student Rights
and Responsibilities**



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ABOUT SCC

Mission

Spokane Community College offers educational opportunities in college readiness, workforce training, and university transfer that meet the needs of the diverse communities we serve. We are committed to student success through active learning, dynamic relationships, and supportive environments.

Vision

Spokane Community College is where students transform their lives and attain their goals, enriching our communities.

Core Values

Student Success, Excellence, Accessibility, Inclusiveness, Collaboration, Mutual Respect, Responsiveness, Life-long Learning

Core Themes

The college has identified four core themes to further define the mission which are used to evaluate mission fulfillment.

Workforce Development

SCC's professional technical certificate and degree programs are industry standard, preparing students for entry level positions in their discipline.

Academic Transfer

Students enrolled in Academic Transfer courses are well prepared and successful as they transfer their coursework and/or Associate degrees in pursuit of the next step in their education plan.

College Readiness

College Readiness programs meet the needs of students and prepares them for college-level courses while empowering them to succeed academically, personally, and professionally.

Student Success

Students are provided with the opportunity to succeed in a supported environment that enhances individual and professional growth through academic, personal and professional development.

Other Noteworthy Information

Founding of SCC:	1963 (SFCC was founded in 1967)
Mascot:	Skitch (nickname for Sasquatch)
"CCS"	Community Colleges of Spokane
"SCC"	Spokane Community College
"SFCC"	Spokane Falls Community College

CAMPUS/COLLEGE OFFICES

President Ryan Carstens

Lair Student Center (Building 6),
Room 218
Phone: 533-7042

Vice President of Instruction

Lair Student Center (Building 6),
Room 203
Phone: 533-7075

Vice President of Student Services Glen Cosby

Lair Student Center (Building 6),
Room 202
Phone: 533-7015

Adult Education

Dean: Raju Hegde
Magnuson, Room 221
Phone: 279-6211

Arts and Sciences

Dean: Vicki Trier
Main (Building 1), Room 203
Phone: 533-8883

Athletics, Recreation, and Physical Education

Dean/Athletic Director: Ken Burrus
Johnson Sports Center, Room 194
Phone: 533-8829

Business, Hospitality and Information Technologies

Dean: Jeff Brown
Main (Building 1), Room 203
Phone: 533-8882

Corrections Education

Associate Dean: Kevin House
Airway Heights Corrections Center
Phone: 244.6851

Extended Learning

Dean: Jenni Martin
Magnuson, Room 390
Phone: 279-6212

Health & Environmental Sciences

Dean: JL Henrickson
Health Sciences (Building 9),
Room 126C
Phone: 533-8829

Technical Education

Dean: Dave Cox
Stannard Technical Education Building (Building 28) Room 205
Phone: 533-8674 or 533-7065

GETTING STARTED

You Have a Right to ...

Keep Your Records Private. The Family Educational Rights and Privacy Act ("FERPA") mandates that students have a right to keep their educational records private, even from their immediate family members.

<http://icatalog.ccs.spokane.edu/StudentRights.aspx?page=PV2>

Know About Your College. Regulations mandate that students have a right to know information about the college, including tuition and fee rates, campus safety statistics, the code of conduct, academic policies and standards, drug and alcohol resources, policies regarding copyrighted materials, the student population, graduation rates, and more.

<http://www.ccs.spokane.edu/future/important/righttoknow.aspx>

Report Concerns about Staff and Faculty. CCS has established procedures for students to address concerns related to actions by faculty and staff members.

<http://www.ccs.spokane.edu/Forms/District-Forms/Academic-services/Academic-Services/ccs-30-06.aspx>

Report Concerns about Other Students.

If you believe that another student has violated the Student Code of Conduct or has interfered with others' learning, you have a right to report concerns.

<http://www.scc.spokane.edu/Resources/BIT.aspx?page=PV1>

You Have a Responsibility to ...

Do your Part. You – not your parents or family members, not your instructors, and not your classmates – are responsible for coursework, for filing annual financial aid papers, registering for and withdrawing from classes, and petitioning to graduate. Check with staff in Financial Aid and other Admissions and Registration offices in Building 15 for assistance.

Know and Follow the Rules. Admission to CCS carries with it the presumption that students will conduct themselves as responsible members of the academic community.

This includes obeying the law, complying with policies, procedures and rules of the district, the colleges and departments, maintaining a high standard of integrity and honesty, and respecting the rights of other members of CCS.

<http://apps.leg.wa.gov/wac/default.aspx?cite=132q-30>

POLICIES

IMPORTANT POLICIES, PROCEDURES, REGULATIONS AND “RIGHT TO KNOW” ISSUES

Spokane Community College (SCC) has a number of policies, procedures, and regulations that apply to students. The information provided in this Student Handbook is intended to highlight the key provisions. SCC is also required by federal law to provide students information regarding various matters that are summarized in the “Right to Know” section of this handbook. If you have questions or need additional information on any of these topics, you can use the web links and/or contact information on the matters outlined in this Handbook.

RIGHT TO KNOW

Reports on the website referenced below cover: college-wide graduation rates; athletic program participation rates and financial support data; graduation rates for student-athletes; Drug Free Workplace and Drug Free Schools and Communities policies and procedures; confidentiality and access of student records under the Family Education Right and Privacy Act (FERPA); student tuition, fees, expenses, and financial assistance; and security policies and crime statistics. The report on security and crime contains CCS policies and procedures regarding: the reporting of criminal activity; facility safety and access; law enforcement; the sale, possession and use of alcohol and illegal drugs; and the handling of sex offenses.

Also included in this report is information regarding programs for safety and crime prevention, drug and alcohol education, and sexual assault programs; and crime statistics for the three most recent calendar years.

Right to Know Reports. The Right to Know Reports can be accessed at: www.ccs.spokane.edufutureimportantirighttoknow.aspx.

The complete text of Washington Administrative Code (WAC) Title 132Q—the regulations that apply to Spokane Community College, Spokane Falls Community College and all entities of Community College of Spokane (CCS) - can be found at: <http://apps.leg.wa.gov/wac/default.aspx?cite=132q>.

All policies and procedures adopted by the CCS Board of Trustees are at www.ccs.spokane.edu in About CCS under Governance. For current WACs and CCS Board policies, refer to the online postings.

STUDENT CODE OF CONDUCT

STANDARDS OF CONDUCT - STUDENT CODE OF CONDUCT

The full text of the regulations, policies and procedures that govern student misconduct and the disciplinary procedures is available online at:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-10>

Student Development
Spokane Community College
Lair Student Center (Building 6),
Room 125
(509) 533.8657

Students are expected to conduct themselves as responsible members of the academic community. This includes obeying the law, complying with policies, procedures and rules of the district, the colleges and their departments, and maintaining a high standard of integrity and honesty and respecting the rights, privileges and property of others.

The Standards of Conduct were established to ensure that students can learn, and faculty/staff can work, in a safe and respectful environment that promotes educational excellence. These standards promote CCS' educational purposes and provide an understanding of your rights and responsibilities.

Failure to comply with these policies may result in disciplinary sanctions.

CCS policies that apply to SCC students can be accessed at:
<http://www.ccs.spokane.edu/getdoc/ec7c4997-6b9b-4be3-ae81-e3ed4a213fa1/CH3-StudentSvcs.aspx>

CCS Administrative Procedures that apply to SCC students can be accessed at:

<http://www.ccs.spokane.edu/getdoc/70131dd7-801d-4306-9f00-5e4ec4ccc77a/STUD-SVCS.aspx>

IMPORTANT INFORMATION ABOUT THE CODE OF CONDUCT AND YOUR RIGHTS AND RESPONSIBILITIES

Students have a right to:

- be informed of the allegations of misconduct against them
- have an advisor or support person at any investigatory meeting or hearing regarding an allegation of misconduct
- appeal any decision resulting from an investigatory meeting or hearing
- appeal a suspension from class by an instructor

Students have a responsibility to:

- read and understand the CCS policies regarding standards of student behavior
- cooperate with any investigatory process
- not retaliate nor allow others to retaliate on their behalf against others involved in the conduct process

STUDENT CONDUCT REVIEW AND DISCIPLINE

More about the process the College uses to address allegations of misconduct ...

Student Conduct Incident Reports (SCIR), are reports alleging violations of the standards of conduct.

- **A report may be filed by any student, faculty or staff member.** Reports should be submitted as soon as possible after an incident takes place, preferably within 30 calendar days.
- **Once a report is received, it will be reviewed to determine if there is sufficient cause to investigate** any alleged incident(s) while also informing the student (in person, by regular mail, or electronic mail) of the report. The student is also notified to meet with a conduct officer to discuss the alleged incident(s).
- **An "Informational Meeting" between a conduct officer and student(s) is the first step in an investigation.** It is not a formal hearing and is not based on a presumption of guilt. It is a meeting intended to a) inform the student of the details of the alleged infraction; b) inform them of the college's conduct review procedures under the standards of conduct for students; c) to provide the student with the opportunity to provide the conduct officer with additional information about alleged incident(s), and, if possible; d) to resolve the matter.

Following the informational meeting, the conduct officer may:

- a. Investigate and gather additional information from the parties involved, and/or make a decision regarding the complaint;
- b. Dismiss the complaint;
- c. Refer the case to a conduct board; or
- d. Determine a sanction against the student(s).

Finding responsibility is determined based on a preponderance of evidence, meaning that it is more likely than not that the offense did (or did not) occur.

The disposition of the case will be communicated to the student in writing, in person, by mail or electronic mail. The student is responsible for keeping the college update on his/her current address.

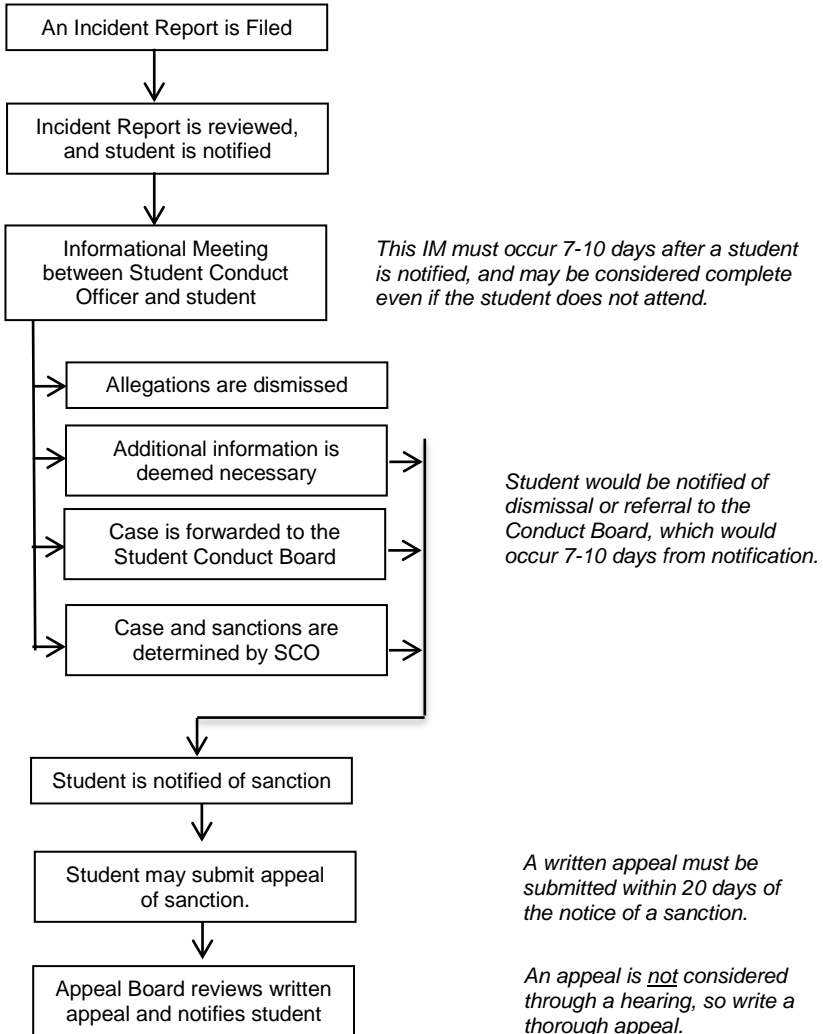
Disciplinary Sanctions may range from a verbal warning, with no further action required of the student; to expulsion from the college.

Because SCC is a learning institution, it is the intent of the college to have sanctions serve as learning opportunities. To that end, college officials, whenever possible, seek to work with students toward a positive outcome.

Sanctions may be appealed, except in cases where a student receives a verbal warning, within 20 calendar days of notification of the sanction. Appeals must be filed, in writing, with the Vice President of Student Services who serves as the chief student services officer.

AN ILLUSTRATION OF STUDENT CONDUCT REVIEW AT SCC

This flowchart illustrates the key steps in the process used to adjudicate and resolve allegations of student misconduct. The intent is to show the options that can be pursued to seek resolution to allegations and a student's rights in this process. Not all steps, decisions, or possibilities are included.



OTHER IMPORTANT POLICIES

ALCOHOL AND DRUG FREE WORKPLACE/CAMPUS CCS BOARD POLICY 2.30.03

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in all facilities, grounds, events or activities directly or indirectly under the control of Community College of Spokane (CCS) shall not be tolerated and, pursuant to this policy, shall be prohibited. CCS will comply with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, U.S. Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991, and WAC 132Q-30--228 & 230. Students who engage in such activities are subject to disciplinary action up to and including suspension and/or expulsion.

<http://www.ccs.spokane.edu/getdoc/30fc25f5-702e-45de-9311-a505bbd-dab0e/2-30-03.aspN>

COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES, ACCEPTABLE USE OF CCS BOARD POLICY 7.30.05

CCS provides information technology resources (IT resources) to support the instructional and administrative activities of the district. These resources are intended for the sole use of college faculty, staff, students and other authorized users. IT resources include but are not limited to host computer systems, web sites, desktop computers and workstations, communications networks, electronic software, electronic hardware, library automation systems, multi—media equipment, electronic data,

computer files, video networks, telephones, voice mail, e-mail, and internet resources. IT resources will be used according to state laws and the policies and procedures of the district and institutions. Use of CCS IT resources, as state resources, does not confer a right to privacy in those resources. CCS reserves the right to monitor its IT resources and to take appropriate action to protect the integrity of its IT resources in accordance with existing laws, policies and procedures. Students who fail to comply with these provisions will be subject to discipline.

<http://www.ccs.spokane.edu/getdoc/b2aee338-570e-480f-806d-1dca1457b994/7-30-05.aspx>

COPYRIGHTED MATERIALS CCS BOARD POLICY 7.50.20

Community Colleges of Spokane recognizes that United States copyright laws exist for the public good and balance the intellectual property rights of authors, publishers, license holders and copyright owners with the educational community's need for the free exchange of ideas. CCS will adhere to the provisions of U.S. copyright laws, including all relevant copyright and patent laws, the Digital Millennium Copyright Act, the Technology, Education and Copyright Harmonization (TEACH) Act, Guidelines for Off-Air Recording and all other relevant laws and regulations. Students who fail to comply with these provisions will be subject to discipline.

<http://www.ccs.spokane.edu/getdoc/4cfbfd37-4513-422b-838c-56157c10c016/7-50-20.aspx>

**HARASSMENT AND
NON-DISCRIMINATION POLICIES
CCS BOARD POLICY 3.30.01**

CCS recognizes its responsibilities pursuant to state and federal law, rules and regulations including the responsibility for investigation, resolution, implementation of corrective measures, and monitoring of its academic, athletic, and extracurricular programs (educational programs) to stop, remediate, and prevent discrimination, harassment, sexual misconduct and retaliation consistent with these provisions. The purpose of this policy is to establish CCS's commitment to provide equal access to its educational programs and to provide an environment for its students that is free from conduct or behaviors that constitute discrimination, harassment, sexual misconduct, domestic violence, dating violence, stalking and/or retaliation by or against its students. This policy is subject to constitutional protections related to freedom of speech, association, and the press.

Fostering and developing the understanding of diverse social and cultural traditions of all CCS students is a fundamental role of the district. Prejudice and bigotry, including racism, sexism, and any other bias that creates barriers, perpetuates stereotypes or promotes ignorance, is contrary to the mission of the district, shall not be tolerated, and pursuant to this policy, shall be prohibited. Confirmed violations of this policy may lead to disciplinary action, up to and including suspension and/or expulsion.

<http://www.ccs.spokane.edu/getdoc/964fef3c-7dc7-4d88-af79-2ba6c66c69cb/3-30-01.aspx>

MARIJUANA

Marijuana, although now deemed "legal" (1-502) in Washington State is still prohibited on College campuses and facilities pursuant to certain federal laws, including the Drug Free Schools and Communities Act and the Drug-Free Workplace Act. If Spokane Community College (SCC) fails to comply with these federal requirements, it risks the loss of federal funding which supports its students and operations. The restriction on marijuana use on SCC's campus, in any form, is similar to the restrictions regarding the use of alcohol. Alcohol consumption and use is legal in the state of Washington, but SCC restricts its use and possession on our premises and in our facilities. Violations are a basis for discipline under the standards of conduct for students, WAC 132Q-30-228.

<http://app.leg.wa.gov/wac/default.aspx?cite=132Q-10-228>

**SEXUAL MISCONDUCT¹
DOMESTIC/DATING VIOLENCE,
STALKING**

**CCS BOARD POLICY &
ADMINISTRATIVE PROCEDURE
3.30.01**

¹ Sexual misconduct is a prohibited form of misconduct that includes sexually violent conduct including domestic violence, dating violence, stalking, nonconsensual sexual intercourse, and nonconsensual sexual contact. This conduct also includes, but is not limited to, indecent liberties, sexual exploitation, indecent exposure, sexual exhibitionism, sex-based cyber-harassment, prostitution or the solicitation of a prostitute, peeping or other voyeurism, or exceeding the boundaries of consent including allowing others to view consensual sex, the nonconsensual posting or recording of sexual activity, domestic violence, dating violence, and stalking.

CCS Administrative Procedure 3.30.01 regarding Harassment and Discrimination is intended to provide the reasonable procedures CCS will use to respond to matters involving sexual misconduct, domestic violence, dating violence and stalking. The procedure is designed to support CCS's goal to monitor the academic environment, to afford a prompt response to charges of sexual misconduct, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, to impose appropriate sanctions on violators of this policy, and to prevent and remediate these types of actions.

As time passes, evidence may dissipate or become lost or unavailable. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with law enforcement to preserve evidence in the event that the survivor changes their mind at a later date.

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. However, when a complainant does not consent to the disclosure of their name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited.

Contacts. If a student has been the victim of domestic violence, dating violence, sexual assault, or stalking, please report the incident promptly to:

SCC Title IX Coordinator, VP Student Services
Lair Student Center (Bldg 6), Room 202
Phone: (509) 533-7015

Contact if conflict. If the victim believes the Title IX Coordinator has a conflict of interest, the victim should report the incident promptly to:

<http://www.ccs.spokane.edu/getdoc/5a3ab428-5e9a-4452-bd82-71f97d134061/3-30-01A-NonDiscrimination.aspx>

Rights of Complainants of Sexual Misconduct, Domestic/Dating Violence, Sexual Harassment, and Stalking:

The complainant of domestic violence, dating violence, sexual assault, sexual harassment, or stalking has the right to:

1. Be provided with information on campus resources;
2. Be informed of the final disposition of the case
3. To appeal the decision of the student conduct hearing
4. Be provided with accurate hearing Dates
5. Be provided with protection from harm/threats
6. Be given a secure waiting area during student conduct hearing
7. To work with instructors on missed assignments
8. Have access to campus counselors.
9. Have any support person of the complainant's choosing present at any student conduct proceedings to provide emotional support
10. Be physically present during a student conduct hearing

STUDENT CONCERNS – PROCEDURE FOR ADDRESSING STUDENT CONCERNS

A. General Student Concerns. The Student Concern Guide outlines appropriate steps for an informal, then if necessary, formal written process for addressing concerns between students and faculty or staff. It is the belief and practice that the best way for students to resolve problems is to first meet with the instructor or staff member involved and attempt to resolve the problem.

1. **Student Concern Guide.** The procedures for addressing general student concerns can be accessed at:

<http://www.ccs.spokane.edu/Forms/District-Forms/Academic-services/Academic-Services/ccs-30-06.aspx>

B. Student Concerns Regarding Harassment, Discrimination or Sexual Misconduct. In the event of an allegation of harassment, discrimination or sexual misconduct, CCS Board and Administrative Policy 3.30.01 outline the appropriate steps for addressing concerns. The student should immediately see the Vice President of Student Services, the Title IX Coordinator. CCS does not tolerate and prohibits discrimination and harassment based on race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, parental status or families with children, class as a mother breastfeeding her child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of trained guide dog or service animal by a person with disability,

genetic information, or any other legally protected classification.

1. **Contacts.** If a student has been the victim of harassment, discrimination, or sexual misconduct the student should report the incident promptly to:

VP Student Services
Lair, Building 6, Room 202
Phone: (509) 533-7015

2. **Contact if conflict.** If the victim believes the Title IX Coordinator has a conflict of interest, the victim should report the incident promptly to:

President SCC
Lair, Building 6, Room 218
Phone: (509) 533-7042

3. **Procedures.** CCS Administrative Procedure 3.30.01-A Non-discrimination/Anti-harassment is available at: <http://www.ccs.spokane.edu/getdoc/5a3ab428-5e9a-4452-bd82-71f97d134061/3-30-01A-NonDiscrimination.aspx>

STUDENT RECORDS: FERPA –

FERPA: The Family Educational Rights and Privacy Act of 1974,

requires that CCS adopt institutional procedures and guidelines in compliance with Public Law 93-380. Student rights to privacy are protected, with certain restrictions, regarding the disclosure of your student educational records. You have the right to:

1. Inspect and review your student education records within 45 days after you submit a written request to the College's Registrar. The request must identify the record(s) you wish to inspect.

If the requested records are not maintained by the Registrar's Office, the Registrar will forward the request to the appropriate college official. If the requested records contain more than one student, the student may inspect and review only the portions which relates to him or her.

The college may charge reasonable fees for preparing copies for the students. The college may have a college representative present during the review and disclosure of student records.

2. Request an amendment of your educational records. You may request, in writing, an amendment to records you believe are inaccurate.

Clearly identify the part which is inaccurate and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify you of the decision and of your right to a hearing regarding the request for amendment. Grades may not be changed through this process.

3. Consent to disclosure of personally identifiable information contained in your records, except to the extent that FERPA authorizes disclosure without consent. The college will disclose directory information.

Spokane Community College and SFCC are part of District 17, CCS. Educational records may be shared among these entities for the purpose of admission, registration, library access, financial aid and billing.

There are exceptions which permit disclosures without consent such as disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or staff position (including campus security personnel and health staff); contractors, consultants, volunteers, and other outside service providers used to perform institutional services and functions; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.

FERPA also permits disclosure of information to the parents of a student regarding the student's violation of any federal, state or local law, or if any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under 21 years of age.

4. File a complaint with the US Department of Education concerning alleged failures by CCS to comply with the requirements of FERPA. Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.