

# *Introduction*

The Student Handbook for Gogebic Community College provides a compilation of rights and responsibilities relating to student behavior as well as general information about the College and its operations.

## **STUDENT RESPONSIBILITY**

As a student and a member of this educational community, it is your responsibility to become familiar with and abide by the regulations contained herein. These regulations are intended to support and further the educational mission of Gogebic Community College. They may not be unreasonable or interfere with any rights guaranteed by the Constitutions of the United States or any other relevant governing body.

## **AUTHORITY FOR REGULATING STUDENT CONDUCT**

The Board of Trustees, the constitutional governing body of Gogebic Community College, has the final authority and responsibility in all matters concerning the operation of the College. This responsibility includes the regulation of student conduct. The actual operation of the process for adjudicating misconduct complaints is delegated by the Board of Trustees to administrative officers and the Student Personnel Committee consisting of faculty, and administrators.

# *General Information*

## **MISSION**

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

## **PHILOSOPHY**

Gogebic Community College believes all individuals should have opportunities to prepare for active participation in the economic, domestic, political, aesthetic, and cultural affairs of the communities in which they live. This preparation includes:

1. The development of an increased ability to deal intelligently with the responsibilities of living in a rapidly changing global society.
2. The development of techniques for self-criticism, initiative, and intellectual curiosity leading to a poised, well rounded, and mentally, physically, and socially adjusted individual.
3. The understanding that education is a life-long process and that the techniques and skills acquired in learning how to learn will be of life-long benefit.

## **PURPOSES**

Consistent with the belief that the community college is the most readily available and often the only avenue to higher education, Gogebic Community College sets forth the following institutional purposes:

1. To assure the maintenance of appropriate post-secondary education programs that meet the changing education needs of students, community, and society;
2. To assure institutional leadership in the promotion and support for economic development in the western region of the Upper Peninsula;
3. To assure a baccalaureate-oriented curriculum suitable for transfer to a four-year college or university;
4. To assure occupational/career training for those students who wish to prepare for immediate employment upon completion of their program of study and for students who wish to upgrade their skills or be retrained in new areas;
5. To assure students the opportunity to participate in a curriculum or in a sequence of developmental or advanced courses consistent with his/her individual needs and abilities;
6. To assure a general education component with a variety of learning experiences within an academic framework;
7. To assure continuing education/community service opportunities by utilizing college resources through a cooperative effort with individuals, civic groups, educational institutions, and other public or private organizations for specific benefit of the citizens of the college district;

8. To assure guidance, counseling, advisement, and placement services to meet the personal, academic, social, and career needs of students;
9. To assure student educational achievement and growth through appropriate, systematic, and periodic assessment.

### **QUALITY ASSURANCE STATEMENT**

Gogebic Community College is committed to providing an environment in which its students can be confident of receiving the highest quality instructional programs. Recognizing its responsibilities, Gogebic Community College offers assurance to its students, prospective employers, and transfer institutions that graduates shall have the basis for competent performance in their degree or certificate area.

The College has articulation agreements with a number of Michigan institutions. These agreements guarantee the transferability of the associate degree and of specific courses within the curriculum. Students following the direction of College counselors are assured of maximal transferability of earned credits.

Gogebic Community College will refund the tuition of any GCC graduate for any transfer course passed at GCC with at least a "C" grade\* if that earned course credit does not transfer to a college or university within two years of graduating from GCC. Such classes must be listed as transferable on GCC's listing of transfer courses in the Student Services Office.

Non-transferring students who earn a degree or certificate with a "C" average or better can be expected to perform competently in the area in which they were instructed. Any employer who views a Gogebic Community College graduate as not possessing appropriate entry-level skills and who can specify such deficiencies may request remediation. The student will be permitted to retake a specified course or courses without an additional tuition charge.

The College recognizes that unused skills decay rapidly. The assurances offered herein are made for individuals who transfer, or gain employment, within two years of receiving a degree or certificate.

\*A grade of "C-" may not qualify.

# *Student Rights*

Students at Gogebic Community College have the same rights and protections under the Constitutions of the United States and the State of Michigan as other citizens. Among these rights include freedom of expression, press, religion, and assembly. As members of the GCC community, students have the right to express their own views, but must also take responsibility for according the same right to others.

Students have the right to participate in all GCC programs and services regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status, or genetics.

## **ASSEMBLY**

1. Gogebic Community College recognizes the right of the individual or of groups to agree and/or disagree with national, state, local, and College policies and positions. The College prohibits and will not tolerate the actions of any person or persons who assemble in a manner that obstructs the normal operations of the college.
2. Picketing, obstruction of ingress or egress, sit-ins, and other forms of demonstration will not be tolerated on College-owned, leased, or rented property.
3. Banners and other visible material may not contain obscene language or expressions. Students distributing or posting vulgar printed or written notices are subject to disciplinary action and to possible dismissal.
4. The right of assembly does not give license to riot or to resort to violence or destroy or mutilate College facilities. Students who resort to violence or who damage College property will be subject to possible disciplinary action and referral to law enforcement authorities.
5. Any student identified as participating in unlawful assembly and who has been asked to disperse by College officials or the police may be subject to arrest, and, if found guilty, may be dismissed from the College.

# *Student Responsibilities*

Students at Gogebic Community College are expected to act in accordance with College regulations and to obey all local, state, and federal laws.

# *Violations*

1. Physically harming another person including acts such as killing, assaulting, or battering.
2. Engaging in sexual misconduct as defined by the Gogebic Community College Student Sexual Misconduct Policy. Students who are reported to have experienced or engaged in sexual misconduct are subject to the resolution procedures outlined in the above-mentioned policy.
3. Hazing.
4. Bullying, harassing, or stalking another person, either physically, verbally, or through other means.
5. Perpetrating domestic violence.
6. Possessing, using, or storing firearms, explosives, or weapons on College property or at College events or programs.
7. Tampering with fire or other safety equipment or setting unauthorized fires.
8. Illegally possessing or using alcohol and/or drugs.
9. Intentionally and falsely reporting fires, bombs, or other emergencies.
10. Stealing, vandalizing, damaging, destroying, or defacing College property or the property of others.
11. Obstructing or disrupting classes or other activities/programs of the College, or obstructing access to College facilities, property, or programs.
12. Falsifying College documents either by providing erroneous information or by withholding pertinent information, plagiarism, and academic dishonesty including cheating on an examination or any assigned work.
13. Failing to leave GCC-controlled premises when told to do so by College authorities or a police officer.
14. Violating College computer-use policies.
15. The use of tobacco products in all buildings owned or leased by the College is prohibited.
16. Dishonesty of any kind, including cheating on examinations or any assigned work, may be dealt with in any manner deemed suitable by the instructor, including the recording of a failing grade for the course. Cheating on examinations may also result in the student appearing before the Student Personnel Committee and possible suspension from the school if warranted.

# *Policies*

## **ACCEPTABLE USE POLICY**

Access to computer systems and networks owned or operated by Gogebic Community College imposes certain responsibilities and obligations and is granted subject to College policies (including those in the Student Handbook) and local, state, and federal laws.

It is the policy of Gogebic Community College to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

Access to the networks and to the information technology environment within GCC is a privilege and must be treated as such. Inappropriate use will result in a cancellation of those privileges. The administration, faculty, and staff of Gogebic Community College may request the system administrators to deny, revoke, or suspend specific user accounts.

All existing regulations are applicable to all users of computers and related technologies. This policy is intended to clarify those rules as they apply specifically to network usage.

Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources.

Gogebic Community College characterizes as unethical and unacceptable, and just cause for taking disciplinary action, removal of networking privileges, and/or legal action, any activity through which an individual:

1. Transmits any material in violation of U.S. or state regulations. This includes, but is not limited to: copyrighted material; threatening, racist, sexist, pornographic, and obscene material; or information protected by trade secret.
2. Interferes with the intended use of the information resources.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information and/or information resources.
6. Invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
7. Uses computer programs to decode passwords or access controlled information.
8. Attempts to circumvent or subvert system or network security measures.
9. Installs, runs, stores, downloads, or otherwise introduces any unauthorized software on any Gogebic Community College computer system or network.

10. Engages in any other activity that does not comply with the general principles presented in this document.

In the case of any doubt about the acceptability of any specific use or operation of the Gogebic Community College computer network, contact the system administrator, instructor, or network lab technician for clarification.

Users of the Gogebic Community College computer network, when expressing opinions, should include a disclaimer indicating that the opinions of the author are not necessarily those of Gogebic Community College.

Gogebic Community College cannot monitor or control the content of information obtained on the Internet and is not responsible for its content. Users should assume that e-mail is not secure and/or confidential. Any and all use of any of the information obtained via the Internet is at your own risk. Gogebic Community College specifically denies any responsibility for the accuracy of any information obtained through its Internet services.

It is the responsibility of every user to protect their user ID, password, and system from unauthorized use. Each user is responsible for activity on their user ID or that originates from their system. Users will not lend their network/Internet account and/or password to other users.

Users must acknowledge their understanding of this general policy and guidelines as a condition of receiving an account and using the Gogebic Community College network to access the Internet.

The College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems allegedly related to unacceptable use.

Gogebic Community College students and employees who violate this policy are subject to disciplinary action as prescribed in this Student Handbook, and Board of Trustees Policy.

Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986 (18 USC 1030), the Computer Virus Eradication Act of 1989 (H.R. 5061, H.R. 55; amendments to 18 USC, section 1030), Interstate Transportation of Stolen Property, the Electronic Communications Privacy Act, and Act 53 of the Public Acts of 1979 of the State of Michigan. Access to the text of these laws is available by clicking on the aforementioned links or through the reference section of the College Library.

### **ALCOHOLIC BEVERAGES**

The use or possession of any alcoholic or intoxicating beverages is prohibited on campus\*. If a student-sponsored and approved social activity is held off campus where alcohol is served, those students of legal age may purchase alcoholic beverages.

\*Except for approved special events in the Lindquist Center as delineated in Board Policy and in compliance with state and federal laws.

### **BULLETIN BOARDS**

Bulletin boards for display of posters, informative literature, student activities, notices, etc. are located across campus. Boards are designated for specific uses and are for officially approved notices only. Approval for student notices and posters can be obtained from the Student Services Office. All materials must be dated or they will be removed.

## **BULLYING**

It is the policy of Gogebic Community College that bullying behavior by or against any member of the College community, whether student, employee, faculty, or guest will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students, and up to and including termination for employees.

While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact) that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited to:

1. Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing, or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes.
2. Verbal or physical conduct of a threatening, intimidating, or humiliating nature.
3. Sabotaging or undermining an individual or group's work performance or education experience.
4. Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property.
5. Inappropriate electronic communication, such as the use of electronic mail, text messaging, voicemail, pagers, and/or online chat rooms in a threatening, intimidating, or humiliating manner.

## **COLLEGE SOCIAL ACTIVITIES AND ORGANIZATIONS**

Extra-curricular activities are an integral part of student life at Gogebic Community College. The College encourages student participation in these activities. Interested students may sign up for the activity or organization of their choice by contacting the organization's faculty advisor or Student Senate officers.

All student activities including dances, assemblies, concerts, and club meetings must be scheduled through the Student Services Office.

At the beginning of each semester, all clubs and organizations of the College are requested to submit to the Vice President of Student Services and Athletics, and to the Director of Student Outreach and Engagement, a list of proposed club meetings, events, and social activities indicating the time and place of these activities. Additional meetings may be planned but must be scheduled in advance so that room assignments may be made.

Dances and all other social activities sponsored by clubs and organizations of Gogebic Community College shall be held only for registered students of the College and their guests. In special instances, invitations may be extended to other groups. Any College-sponsored activity must be chaperoned with the club sponsor serving as the official chaperone in addition to at least one other faculty/staff member present to assist at the function. The responsibility of admitting registered students and the conduct of students during events rests with the sponsoring club or organization. Students may be asked to present their activity cards at any College function and should carry their cards with them at all times.

In the inauguration of new activities, clubs, and organizations, students and faculty and advisors should present organization plans to the Vice President of Student Services and Athletics. All new College organizations and/or publications, in order to receive official sanction, must be approved by the Executive Team.

## **COPYRIGHT POLICY FOR GOGEBIC COMMUNITY COLLEGE**

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. For more information about Copyright, see the [U.S. Copyright Office website](#).

The U.S. Copyright office provides all copyright forms for applying for a copyright, circulars and factsheets for information about copyrights and the process, and reports or studies or reports about copyrights.

### **Excerpts or Photocopies Included in an Original Work of Authorship**

1. Inclusions in an original work of authorship should be kept to less than 500 words or 5% of the quoted work, whichever is less (this limit applies to the sum of the quotes from a single work). For anything longer, the College encourages the author to seek permission.
2. All excerpts, quotations, photocopy inclusions, etc., should have the source clearly identified.
3. Charts, graphs, etc. will be judged on a case by case basis considering the purpose and character of the use and the nature of the original work. In general, including one chart from each work or periodical would be acceptable.
4. Excerpts with copyright permission are welcome. A copy of the written permission from the copyright holder must be placed on file with the College.
5. Cartoon strips are protected under the copyright law.

### **Getting Permission**

Call the copyright holder for permission. Be prepared with:

1. The name of your organization, Gogebic Community College.
2. Book title.
3. The extent of the exact excerpt, (e.g. "Book 'Y', pages 201-203, beginning with paragraph 2, ending with paragraph 4.")
4. How large is the work it will be included in.
5. The number of copies that are going to be made.
6. The exact use of these copies.
7. Is this excerpt/article going to be reprinted as it was originally published or will it be edited? If it will be edited, what is going to be changed?
8. The College will be charging the cost of reproduction and a small handling fee.

If a written request is necessary, fax it if possible. Most publishers will allow faxed requests for copy permission. This will expedite the request.

Be sure the copyright holder sends written permission. Verbal agreements are not sufficient.

Please be aware that some works have multiple copyright holders. If this is the case, you must obtain permission from all parties.

### **Library**

The Library will not make copies of works in its holdings in order to place multiple copies on its reserve shelf. Single originals or copies through inter-library loan may be put on reserve.

The Library will not put on reserve copies made by another party without the permission of the copyright holder.

### **Requiring Students to Make Copies**

A student cannot be required to make copies by a faculty member. Conducting a class as if the students have all made copies of “suggested” materials violates the spirit of this policy.

### **Performance**

Making a copy of copyrighted performance material is an infringement.

### **Public Domain**

Some older works are no longer under copyright protection. Also, some current works have not claimed copyright protection. Remember, you must still give proper credit to the source. Please be aware, however, that older works may have been revised and updated. The publisher and/or editor will usually claim copyright protection in the revised work. The changes included in the revised works are protected by copyright.

### **“Spur-of-the-Moment” Handouts for Class**

An instructor may make multiple copies of material for classroom use if the Guidelines of Brevity, Spontaneity, and Cumulative Effect are followed.

#### Brevity

1. Prose: (a) Either a complete story or essay of less than 2500 words, or (b) an excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less.
2. Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

#### Spontaneity

1. The copying is at the inspiration and insistence of the individual teacher.
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

#### Cumulative Effect

1. Not more than one short work or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical during one class term.
2. There shall not be more than nine instances of such multiple copying for one course during one class term.

#### Prohibitions

1. Copying shall not be used to replace or to substitute for anthologies, compilations, or collective works.
2. There shall be no copying of works intended to be consumable in the course of the study or of teaching.
3. Copying shall not substitute for the purchase of books, publisher's reprints, or periodicals; be directed by a higher authority; or be repeated with respect to the same item by the same teacher from term to term.

It is the faculty member's responsibility to police their own work with regard to this policy, and when necessary, to pursue permission from the copyright holder.

#### **DRUG ABUSE PREVENTION PROGRAM**

Gogebic Community College complies with the Drug-Free Schools and Communities Act Amendments of 1989. Gogebic Community College has adopted a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students.

The program includes the annual distribution to each enrolled student:

1. Standards of conduct for students.
2. A description of associated and legal sanctions.
3. A description of the associated health risks.
4. A description of available services and treatment options.

The Gogebic Community College Student Handbook prohibits the use or possession of any alcoholic or intoxicating beverages on campus (Board Policy No. 466). In addition, the possession, sale, or use of illegal controlled substances on campus or at College sponsored events or classes shall not be tolerated by Gogebic Community College. Students violating this policy shall be subject to disciplinary action and/or dismissal (Board Policy No. 469).

The program includes annual distribution in writing to each enrolled student of:

1. Gogebic Community College's policy.
2. A description of associated and legal sanctions.
3. A description of associated health risks.
4. A description of services available and treatment options.

#### **Health Risks Associated with Alcohol and Other Drug Use**

Regular use of alcohol and other drugs, including marijuana, stimulants, depressants, cocaine, anabolic steroids, opiates, hallucinogens, etc., may lead to:

1. Psychological and/or physical dependence.

2. Impaired learning ability, memory, and/or ability to solve complex problems.
3. Inability to perform sexually, and/or infertility problems.
4. Increased risk of sexually transmitted infections (including AIDS).
5. Complications due to the combination of prescription medication and other drugs/alcohol.
6. Death, coma or toxic reactions, especially when combining alcohol with any other drug, including over-the-counter medicine or prescriptions.
7. Guilt/regret over activities performed while under the influence of alcohol/drugs (i.e., regretting sexual encounters, fighting, risk-taking, legal difficulties).
8. Organic damage to brain, cardiovascular system, liver, etc.
9. Increased risk of cancer.
10. Fetal Alcohol Syndrome, and/or birth or genetic defects.
11. Psychosis (hallucinations, loss of contact with reality, extreme changes in personality).
12. Other physiological, psychological, or interpersonal problems.

## **Legal Sanctions**

### Federal

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

### State

Under current Michigan state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment.

A minor may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violation of the law may subject a minor to fines, participation in a substance abuse program or treatment center, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings.

## **Substance Abuse Resources**

1. GCC Counseling, ACES Center, 906-932-4231 ext. 209.
2. Vice President of Student Services and Athletics, 906-932-4231 ext. 210.
3. Samaritan Counseling Centers, 906-265-2000.

4. Alcoholics Anonymous, 906-249-4430.
5. Western UP Substance Abuse, 906-482-7710.

### **ELIGIBILITY FOR ACTIVITIES**

A student is qualified to hold office in a student organization and to participate in any activity by meeting the following requirements:

1. The student must be enrolled as a degree-seeking student and passing in all credit classes in which enrolled at the time the student list for the activity is certified.
2. The student must be in good academic standing with a minimum cumulative and prior semester grade point average of 2.00.
3. Students who participate in varsity athletics must meet NJCAA eligibility requirements.
4. All students who pay the Student Services fee and comply with items 1 to 3 above are eligible for participation and office-holding in student activities.

### **Non-College Sponsored Activities**

The College does not recognize or approve non-sanctioned activities, nor will it be held liable for non-College sponsored activities which may involve students. No club or organization is permitted to affiliate or use the College name for any event which has not been sanctioned or involves the consumption or purchase of alcoholic beverages.

### **FINANCIAL OBLIGATIONS**

Students are expected to meet their financial obligations to the College promptly and fully. As a condition of enrollment, students shall be held responsible for all fees, fines, maintenance and damage charges, or other financial obligations which they have incurred with the College. Those who have financial obligations will be denied registration for the subsequent and following semesters and their official records and transcripts will be withheld by the Registrar until payment is made.

The College may elect to cancel enrollment and shall withhold information on academic transcripts for students who fail to meet financial obligations by specified deadlines.

### **GAMBLING**

Gambling on the campus, in any College-affiliated building, or at any College-sponsored activity is prohibited.

### **MISSING PERSON POLICY**

This policy contains the official notification for Gogebic Community College concerning missing students and guests, including those who reside in on-campus housing.

“Missing” is defined as when a person has not been seen or made any contact with another person, and the person’s location is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as

highly unusual or suspicious concerning the person's usual pattern of behavior, plan, or routines. Gogebic defines the time as 24 hours or more.

All students at Gogebic Community College who are living on campus are given the opportunity to complete a missing person contact information form.

1. Anyone suspecting a student from Campus Suites is missing should report that information to the GCC Manager of Campus Suites, 906-307-1267. The Manager will report to the Vice President of Student Services and Athletics. In the event the missing student does not reside in Campus Suites, the report is made directly to the Vice President of Student Services and Athletics, 906-932-4231 ext. 210.
2. The Vice President of Student Services and Athletics will refer the information to the Gogebic County Sheriff's Office.
3. If the student is under 18 years of age, parents/guardians will be notified.
4. The College will cooperate fully with the Gogebic County Sheriff's office in the investigation.
5. If the missing student has provided a missing person contact information form, the designated person will be contacted within 24 hours of the College being notified of the missing person. This contact information will be registered confidentially and is only accessible to authorized campus officials. It can be disclosed to the Sheriff's Office.

### **PARKING REGULATIONS**

The Gogebic Community College Board of Trustees has determined that motor vehicle operation and parking needs to be controlled to protect public safety and College facilities and grounds. Accordingly, the Charter Township of Ironwood has adopted Township Ordinance #42, which governs the operation, parking, and speed of motor vehicles upon the Ironwood Township campus of Gogebic Community College. This Ordinance was adopted pursuant to the provisions of Public Act 175 of the Public Acts of 1958, as amended. The provisions of this Ordinance include:

#### **Operation of Motor Vehicles**

1. No person shall operate any vehicle on any roadway, street or in any parking area at a speed in excess of fifteen (15) miles per hour.
2. All roadways intersecting with county roads and all roadways posted with "stop" signs on the campus are designated "stop" streets. A driver shall bring the vehicle to a complete stop at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before entering the intersection and shall proceed into the intersection only when such movement can be made safely and without interfering with other traffic.
3. A driver approaching a "yield right-of-way" sign upon the approach to an intersection shall slow to a reasonable speed for existing conditions of traffic and visibility, yielding the right-of-way to all traffic on the intersecting street which is so close to constitute an immediate hazard.
4. Pedestrian crosswalks shall be designated by paint upon the surface of the roadway. The driver of every motor vehicle approaching a marked pedestrian crosswalk shall yield the right-of-way to any pedestrian within a crosswalk.

5. No motor vehicle shall be operated on the sidewalks of the College except those vehicles used for law enforcement, fire suppression and prevention, instructional demonstration, construction, maintenance, loading, or unloading purposes.
6. No person shall operate any vehicle upon any roadway, street, or any parking area in a careless and reckless manner, or without due caution and circumspection, and at a speed or in a manner so as to endanger any person or property.
7. Vehicles shall not be in areas where traffic is restricted except for delivery or pick-up of large parcels or transport of handicapped persons.
8. Driving on the lawn or other unpaved areas is prohibited under this ordinance except for law enforcement, fire suppression and prevention, instructional demonstration, construction, maintenance, loading, or unloading purposes.
9. Recreational vehicles and trucks shall be constrained the same as the motor vehicles under this ordinance.
10. Snowmobiles, all-terrain, and off-road vehicles shall not be operated on the College campus except for those vehicles of this type used for law enforcement, fire suppression and prevention, instructional demonstration, construction, maintenance, loading or unloading purposes, and the operation and maintenance of College facilities.

#### **Parking of Motor Vehicles**

1. No motor vehicle shall be parked on any roadway or sidewalk of the campus.
2. No motor vehicle shall be parked upon the shoulder of any roadway of the campus.
3. No vehicles shall be parked on any maintained grassy areas on the campus.
4. Where marked, motor vehicles shall be parked entirely within the painted stalls on the paved areas of designated parking lots.
5. No motor vehicle shall be parked within any parking lot between the hours of 1:00 AM and 6:00 AM without prior written permission obtained from the Vice President of Business Services.
6. No motor vehicle shall be parked within fifteen (15) feet of a fire hydrant.
7. No motor vehicle shall be parked in parking spaces provided for use by handicapped persons only unless that vehicle displays a valid handicapped permit.
8. No motor vehicle shall be parked in restricted areas without a valid permit.
9. No motor vehicle shall be parked in the Automotive Service area unless that vehicle displays an Automotive Parking permit obtained from the automotive laboratory.
10. No motor vehicle shall be parked in such a manner or such a condition as to interfere with traffic entering or leaving a designated parking area, traffic lane, roadway, fire lane, or sidewalk.

11. The Gogebic Community College may, at the owner's expense, tow away vehicles which are improperly parked under the terms of this Ordinance or when such parking endangers the safety of the campus and may hold vehicles as security for the payment of the cost of the tow.

### **SEXUAL MISCONDUCT POLICY**

Sexual assault, including date rape, violates the Gogebic Community College (GCC) Student Code. Sexual assault as defined in this policy is criminal sexual conduct and a violation of the Michigan Penal Code. A GCC student charged with sexual assault may be subject to College disciplinary proceedings up to and including expulsion and may also be prosecuted according to the Michigan Penal Code.

Acquaintance rape or date rape is the most prevalent form of sexual assault on college campuses. A report of sexual assault will be treated with the highest degree of concern by Gogebic Community College.

Prevention education and awareness efforts are essential to better ensure a safe learning and living environment on our campus. Gogebic Community College provides web-based training for all students each semester, as well as in-person educational opportunities, awareness, and services.

This policy provides the following information to members of the College community:

#### **Definitions**

##### **Sexual Misconduct**

Sexual misconduct includes but is not limited to sexual violence including sexual harassment, dating violence, domestic violence, stalking, sexual assault, and sexual exploitation.

##### **Sexual Harassment**

Sexual harassment is defined as any unsolicited, offensive behavior that uses sexuality to disadvantage another, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to sexual harassment is made either explicitly or implicitly a term or condition of employment or academic admission or advancement, or;
2. Submission to or rejection of sexual harassment is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations, or;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.
4. Examples of sexual harassment include:
  - a. Threats or insinuations which lead the victim to reasonably believe that granting or denying sexual favors will affect their reputation, education, employment, advancement, or standing within the College.
  - b. Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient, and/or sexually explicit e-mails or text messages.

- c. Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities.
- d. Repeatedly using sexually degrading words or sounds to describe a person.
- e. Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, sexual orientation, or sexual behavior.

Unsolicited, offensive behavior may involve harassment of any person by another, regardless of sex or gender.

#### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:
  - a. The reporting party's statement;
  - b. The length of the relationship;
  - c. The type of relationship; and
  - d. The frequency of interaction between the persons involved in the relationship.

#### Domestic Violence

A felony or misdemeanor crime of violence committed by any of the following individuals:

1. A current or former spouse or intimate partner of the victim; or
2. A person with whom the victim shares a child in common; or
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
4. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
5. Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

#### Sexual Assault

Any non-consensual sexual contact, including rape.

1. Non-consensual sexual contact is:
  - a. any intentional sexual touching,

- b. however slight,
  - c. with any object,
  - d. by a person of any sex/gender upon a person of any sex/gender,
  - e. that is without consent and/or by force.
2. Sexual contact includes:
- a. Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.
1. Non-consensual sexual intercourse is:
- a. any sexual intercourse,
  - b. however slight,
  - c. with any object,
  - d. by a person of any sex/gender upon a person of any sex/gender,
  - e. that is without consent and/or by force.
2. Intercourse includes:
- a. Vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.

### Sexual Exploitation

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Invasion of sexual privacy.
2. Prostituting another student.
3. Non-consensual video or audio-taping of sexual activity.
4. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex).
5. Engaging in voyeurism.
6. Knowingly transmitting an STI or HIV to another student.

7. Exposing one's genitals in non-consensual circumstances.
8. Inducing another to expose their genitals.
9. Sexually-based stalking and/or bullying.

### Consent

The State of Michigan does not have one single definition of consent; however, the following is the definition of consent for purposes of this policy: Consent is a clear, freely given, "yes" to sexual activity. 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. The absence of "no" is not consent. Silence, in and of itself, cannot be interpreted as consent. Similarly, a freely-given, verbalized "yes" will contribute to a mutual understanding that consent has been given and received.

However, consent, whether verbal or nonverbal, which has been coerced does not constitute valid consent. To coerce consent means to gain consent through force, or threat of force. Individuals who consent to sex must be able to understand what they are doing and do so willingly.

A person may not be able to give consent if they are under the age of 16, if they are legally mentally incapable, or if they are mentally incapacitated or physically helpless. This may include impairment due to drug or alcohol use.

Important reminders about consent:

1. Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent does not imply consent to future sexual acts.
3. Consent may be withdrawn at any time, even during the course of sexual activity.

### Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. GCC considers acts of cyberstalking, recording or transmitting sexual images, and voyeurism to be a violation of this policy.

A course of conduct is two or more acts, including but not limited to: acts in which the "stalker" 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.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### Employee

Anyone employed by GCC as faculty or staff, full or part-time.

### Supervisor & College Official

Anyone who oversees, directs, or evaluates the work of others, including but not limited to: managers, Board of Trustees members, volunteers, administrators, independent contractors, coaches, directors, Vice Presidents, department heads, program directors, counselors, advisors, coordinators, persons who manage student workers as well as faculty members in their role as instructors and as participants in decisions affecting the careers of other faculty members.

### Students

The term “student” includes persons who have been issued a student number at Gogebic Community College and are:

1. currently enrolled, or
2. admitted and show intent to enroll, or
3. withdrawn from a specific course or the College after allegedly violating the Student Code.

### Response

In cases where it is determined that sexual misconduct occurred, GCC will take appropriate disciplinary action with or without concurrence from the complainant.

### Retaliation

To intimidate, threaten or coerce, or otherwise discriminate against any individual for exercising their right to file a complaint of sexual misconduct or to participate in an investigation. Retaliatory conduct is illegal and constitutes a violation of this policy, and will be grounds for disciplinary action up to and including termination or expulsion. Any student or employee who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures indicated below.

## **Policy**

### Sexual Misconduct

Members of the College community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This policy specifically prohibits any form of gender and/or sex-based discrimination, including sexual assault, sexual harassment, domestic violence, dating violence, sexual exploitation, and/or stalking. This policy also prohibits any sexual activity that does not have the clear consent of all parties involved.

GCC will provide appropriate programming to promote the awareness of sexual misconduct for all employees and incoming students. This program will include information regarding safe and positive options for bystander intervention and information on risk reduction.

### Prohibition on Consensual Relationships with Students or Subordinates

Consensual relationships to which this policy applies are those romantic, intimate, or sexual relationships where an individual has actual institutional responsibility for or authority over an individual and/or is involved in the evaluation of an individual. Relationships where there is a reasonable perception of a power differential (e.g., senior member of a group and a perspective member of a group) may be included as well. GCC considers such

relationships to be a basic violation of professional ethics and responsibility, and expressly forbids them unless GCC and both parties agree to and cooperate in making alternate arrangements for the supervision, evaluation, teaching, grading, or advising of the individual. This policy applies to all faculty members, administrators, staff members, and students of GCC.

### Duty to Report

Staff and faculty must report allegations of sexual misconduct or other violations of this policy to the Title IX Coordinator, Title IX Deputy Coordinator, or designees as soon as possible and normally within three workdays. All authorized volunteers who work with student organizations or conduct other on-campus activities are also required to report. All complaints of sexual misconduct, investigation documents, and documents relative to the resolution of the complaint will be maintained in a confidential file in the appropriate office. These documents will be confidential to the extent allowed under state and federal law.

### Retaliation

Reprisals or retaliation towards any person for alleging sexual misconduct or for filing a sexual misconduct complaint or other charge under this policy is illegal and a violation of GCC policy. Any person who retaliates against a complainant will be subject to disciplinary action up to and including termination of employment for employees or expulsion for students. Any student or employee who believes that they have been retaliated against in violation of this policy should immediately report such incidents to the Title IX Coordinator.

### False Statements

Knowingly making false allegations of sexual misconduct or providing evidence with the knowledge that it is false is also a violation of this policy and will subject a person to disciplinary action up to and including termination or expulsion.

### Confidentiality

Before a victim reveals any information to staff or faculty ("employee"), the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to a "confidential employee" or other confidential resource. Professional, licensed counselors who provide mental health counseling to members of the school community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. A victim who speaks to these "confidential employees" must understand that, if they want to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

If the victim requests that a "non-confidential" employee maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the victim's request for confidentiality.

Employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including the victim's wish to have the College fully investigate an incident. By the same token, employees will not pressure a victim to make a full report if the victim is not ready to do so. Those persons responsible for consulting about, investigating and resolving complaints of sexual misconduct will make reasonable efforts to protect the privacy of both the complainant and the respondent.

## **Reason for Policy**

Sexual Misconduct, including dating violence, domestic violence, sexual exploitation, sexual assault, stalking, and sexual harassment violates the law, undermines the integrity of the College, traumatizes individuals, creates tension in the workplace and academic environment, and causes friction between employees and/or students.

GCC is committed to maintaining a positive learning and working environment for students, faculty, and staff. All forms of sexual misconduct detract from a positive environment and are absolutely prohibited. Such conduct unreasonably interferes with an individual's work or educational performance and/or can create an intimidating, hostile, or offensive work or learning environment.

GCC attempts to maintain a professional and ethical educational environment. It is essential that those who are in positions of authority not abuse the power with which they are entrusted.

Relationships covered by the Consensual Relationships provision of this Policy are inherently risky, can raise concerns about conflicts of interest, validity of consent, and preferential treatment. They may also lead to allegations of sexual harassment. Members of the GCC community who participate in such relationships should do so knowing that they risk being accused of sexual harassment and may be subject to disciplinary action. In a sexual harassment proceeding, it is incumbent upon the respondent to establish that a real and/or implied power differential did not exist within the relationship with the individual.

A member of the GCC community who is involved romantically or sexually with an individual for whom they have real or implied supervisory responsibility has the obligation to disclose its existence to their supervisor, Division Chairperson, or Vice President, and to cooperate in making alternative arrangements as described above. Failure to comply with these notification and recusal requirements is a violation of GCC policy, and shall be subject to sanctions ranging from warning to dismissal.

## **Entities Affected by This Policy**

Persons covered by this policy include students, members of the Board of Trustees, applicants for employment, authorized volunteers, all employees including faculty, staff, and persons employed on the premises of the College as independent contractors, as well as persons participating in or attending College-sponsored programs and travel.

## **Investigation Procedures**

### Reporting a Complaint

Reports concerning sexual harassment, sex/gender discrimination, sexual assault/misconduct, or violations of the Sexual Misconduct Policy should be filed with the Title IX Coordinator or their designee. The Title IX Coordinator may, in their discretion, dismiss a grievance if they determine the person filing the complaint is not entitled to use this process.

The Title IX Coordinator may modify these procedures at any time as deemed appropriate for compliance with federal, state, and local law, or applicable guidance. The campus community will be notified of any changes via e-mail.

An individual who has been the victim of sexual harassment, domestic violence, dating violence, sexual assault, sexual exploitation, stalking, or other sexual misconduct, is encouraged to report the incident promptly to the Title IX Coordinator or Deputy Coordinator or designee, by calling, writing, or coming in to the office to report in person. Although GCC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline

involvement with the police. As the Title IX Coordinator is a campus security authority, they will report that the incident occurred for the purposes of Clery crime reporting. The College will proceed with an investigation without the victim if there is a danger to the campus or the community.

#### Immediate Administrative Action

The College recognizes its obligation to address incidents of sexual misconduct, discrimination, and harassment on campus when it becomes aware of its existence even if no complaints are filed; therefore, the College reserves the right to take appropriate action unilaterally under this procedure, including but not limited to issuing no-contact orders, modification of course schedules, etc.

The College will take immediate administrative or disciplinary action deemed necessary for the welfare or safety of the College community.

The general procedure for assessing immediate needs and interim measures is as follows:

1. Assess immediate safety needs of complainant.
2. Depending on when reported (immediate vs. delayed report), provide complainant with access to medical care.
3. Assist complainant with contacting the local police if complainant requests and provide contact information for local police departments.
4. Provide instructions on how to apply for Protective Order if the complainant wishes to pursue this option.
5. Provide information to complainant on how to preserve evidence.
6. Assess need to implement interim or long-term protective measures to protect the complainant, as described below.
7. Provide written information regarding community resources, including referrals to on and off-campus mental health providers.
8. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.
9. Remind complainant that GCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Supportive measures may range from no-contact orders, to classroom adjustments/arrangements, to interim suspensions of the alleged perpetrator if necessary, or any other appropriate safety measures based on the circumstances. GCC representatives will strive to maintain confidentiality regarding protective measures provided to the victim.

GCC does not publish the name of crime victims nor house identifiable information regarding victims in the GCC Daily Crime Log or online.

### Withdrawal of Complaint

The complainant may withdraw the complaint at any point during the investigation; however, the Title IX Coordinator may determine in their discretion that the issues raised warrant further investigation despite the complainant's desire to withdraw the complaint. In making this determination, the Title IX Coordinator will review relevant factors, including danger to the community or any individual, the egregiousness of the complaint, whether this was a repeat offense, whether any weapon was involved, whether and how the alleged incident affects the College as a whole, etc.

### Confidentiality

Privacy of Proceedings and Records: Although College officials will maintain an individual's privacy to the best of their ability, individuals should know that College officials (outside the context of licensed counselors and health professionals hired in their private capacity) may not be able to maintain legal confidentiality of the complainant, but will maintain their privacy as noted herein. The College's ability to investigate may be limited if a complainant insists that their name not be disclosed to the alleged perpetrator. The College must weigh such requests for privacy against its duty to provide a safe and nondiscriminatory environment. Investigators and those involved with the investigation are individually charged to preserve privacy with respect to any matter investigated or heard. A breach of the duty to preserve privacy is considered a serious offense and may subject the offender to appropriate disciplinary action. Parties and witnesses are also admonished to maintain privacy with regard to these proceedings, and if they are College employees, failure to maintain said privacy may result in appropriate disciplinary action. Furthermore, federal law prohibits retaliation against those who file complaints, and the College will take responsive action if such retaliation occurs, up to and including termination and/or expulsion.

### Provision of Resources

1. In the event of sexual assault, medical forensic investigations are performed at a hospital emergency room on a 24-hour basis for persons of any sex/gender. To arrange for an examination, contact the hospital or your personal physician within 120 hours of an incident. Victims should avoid showering or bathing prior to receiving an examination as valuable evidence could be lost.
2. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining personal protection orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they should consider speaking with state or local law enforcement to preserve evidence in the event that the victim changes their mind at a later date.
3. The law also allows the complainant to file a report while withholding the complainant's name from the report. It is also important to preserve evidence by saving text messages, instant messages, social networking pages, and other communications, and keeping pictures, logs, or copies of other documents that would be pertinent in an investigation.
4. GCC will provide referrals to persons who have been victims of sexual misconduct regarding resources on campus which are available at no cost to students, as well as referrals to resources off campus. If a victim is accessing community and non-GCC services, payment for these services will be subject to state/local laws, insurance requirements, etc.
5. GCC representatives will be sensitive to those who report all forms of sexual misconduct. Employees taking a complaint must inform victims about their right to file criminal charges as well as provide details as to the availability of resources. Victims will be provided information regarding counseling, healthcare, mental health services, victim advocacy, legal assistance, and additional remedies to prevent contact

between a complainant and accused party. Such remedies could include making changes to academic, transportation, and/or working conditions, if reasonably available. GCC will provide the student or employee a written explanation of their rights and options regardless of whether the offense occurred off campus or on campus.

6. As part of the resources provided to reporting students, the Title IX Coordinator or designee will explain the process and the procedures for sexual misconduct investigations. The coordinator or designee will emphasize that GCC will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

### Grievance Process

1. Overview of investigation.
  - a. Reports of sexual misconduct will be managed and investigated by a trained investigator who is without bias. Generally, complaints involving students will be investigated by a Deputy Title IX Coordinator, and complaints involving employees will be investigated by the Title IX Coordinator or designee. All investigations will be conducted professionally, expeditiously, and confidentially (to the extent possible, as described herein) by a trained investigator without bias. The process is designed to be completed in less than 60 business days from start to finish, though many cases will be resolved in less time. Additional time may be sought if necessary to ensure a complete investigation.
  - b. The respondent is initially presumed not responsible and a responsibility determination is made at the conclusion of the process.
2. Additional witnesses.
  - a. Additional evidence may be sought from any relevant party or witness, including but not limited to: e-mail communications, social media postings, text messages, phone records, etc. Parties are expected to cooperate and provide this information. Failure to cooperate with an investigation may result in separate disciplinary proceedings. Parties should be aware that as members of the College community, their access to College resources has very limited privacy rights, and the College may obtain information through the College's resources and informational technology system with or without the individual's cooperation. The investigation and findings generally should be completed within 60 business days of receipt of the complaint, preferably sooner as practical.
3. Use of Advisors.
  - a. GCC will provide the complainant and respondent with equitable opportunities throughout the investigation and resolution process, including the opportunity to be accompanied by the advisor of their choice. Each party can have advisors, who will conduct the cross-examination at the hearing. If a party does not have an advisor, the College will provide an advisor upon request.
4. Contact with Complainant.
  - a. Upon receipt of a complaint, the Title IX Coordinator will confirm with the complainant the receipt of the complaint, and will specify who will be assigned to conduct the investigation. Generally, the Deputy Coordinator or designee interviews the complainant and any relevant

witnesses identified by the complainant. Once sufficient information is gathered, the Deputy Coordinator or designee will then notify the charged individual of the allegations. With permission from the complainant, the Deputy Coordinator or designee shall advise the charged individual of the name of the complainant. Where a complainant does not wish to be identified, the extent of the investigation may be limited; however, the investigation will continue to the extent possible while maintaining the confidentiality of the complainant.

5. Meeting with Respondent.

- a. The Deputy Coordinator or designee will review with the respondent the allegation and any resulting charges, as well as the specific policy section alleged to have been violated and possible sanctions. The investigator will review GCC's anti-retaliation policy, along with any other relevant policies. The investigator will interview the charged individual and any witnesses deemed relevant. Throughout the course of the investigation, the investigator will endeavor to keep both parties apprised of the status.
- b. Both parties will be allowed to review all evidence that is directly related to the allegation that is gathered as part of the investigation. Parties will have ten (10) days to review all evidence before completing the investigative report. Parties will then have ten (10) days to review the investigative report prior to a hearing.

6. Hearing Process.

- a. A hearing of the Student Conduct Board will be held as part of the grievance process. The panel will hear the case and make a decision about responsibility. This process will include live cross-examination through each party's advisor, with an immediate determination as to relevance made by the hearing chair/decision maker. If a party or witness does not submit themselves for cross-examination, the decision maker cannot rely on their previous statements. A refusal to submit to cross-examination cannot imply responsibility based on either party's refusal.

7. Informal Resolutions.

- a. If appropriate, informal resolutions such as mediation between the parties may be available to resolve reports of violations of this policy. Mediation and other informal remedies will be utilized only when agreed upon by both parties, and will not be appropriate in instances involving allegations of sexual assault. If the parties agree to informal resolutions, they may revoke their consent to participate at any time.

Finding

After the investigation and the hearing, the decision maker shall render a finding as to the responsibility based on the relevant evidence utilizing a preponderance of the evidence standard, i.e. the facts complained of are more likely true than not.

Upon completion of the investigation, the Title IX Deputy Coordinator or designee is authorized to take the following actions:

1. Dismissal of the Claim - The decision maker finds that no violation occurred and dismisses the complaint, giving written notice of said dismissal to each party involved.

2. Determination of Responsibility - The decision maker makes a finding of responsibility for any of the allegations and notifies the parties and appropriate administrative officers of the finding and may recommend actions to be taken. Both parties shall receive notification, in writing, which will include:
  - a. The result of any investigation that arose from an allegation of violation, including whether or not the respondent was held responsible, and any ensuing sanctions. The complainant will receive notice of all sanctions relevant to the complainant.
  - b. (For students) Additional procedural rights as set forth in the GCC Student Handbook.
  - c. (For employees) If evidence supports a finding of misconduct, the College will take appropriate corrective or disciplinary action. Action taken by the College for employees may include (but will not be limited to): counseling, warning, transfer, demotion, and/or termination.
  - d. If evidence supports a finding of responsibility, the written report of the action taken shall then be placed in the personnel record of the employee or student file. Sanctions of suspension, expulsion, or revocation or withholding of a degree will become a permanent part of a student's record. Cases that result in all other sanctions will be maintained for seven (7) years.
  - e. All parties have the right to appeal the decision.
3. Potential student sanctions will be applied based upon the facts and circumstances of the case. Sanctions include:
  - a. Verbal warning.
  - b. Written warning.
  - c. Probation.
  - d. Permanent removal from a course.
  - e. Restitution.
  - f. Suspension.
  - g. Permanent expulsion.
  - h. Other sanctions – Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include, but are not limited to: recommendations for counseling, establishment of mandatory behavior conditions via contract-signing stating agreed-upon behavior expectations for continued enrollment or reenrollment, loss of access to College computers and/or network, a specific project designed to assist the student in better understanding the overall impact of their behavioral infraction, a contract of terms for restitution of damages/stolen property before enrollment is continued and/or records are released, suspension without pay from their on-campus job, prohibition on participation in extracurricular activities or interscholastic or leadership positions, or community service.
  - i. Revocation of admission and/or degree – Admission to GCC, or a degree awarded from GCC, may be revoked for fraud, misrepresentation, or other violation of GCC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- j. Withholding degree – GCC may withhold awarding a degree otherwise earned until the completion of the process set forth in this policy, including the completion of all sanctions imposed, if any.
4. For employee appeals, refer to the appropriate union contract or Employee Handbook.

### **Appeal**

1. Any party may initiate the appeal process by writing to the Chairperson of the Appeals Committee within seven (7) days of being notified of the proposed resolution. The letter shall clearly state why the resolution is not satisfactory and request an appeal.
2. Within seven (7) days of receipt of this request, the other party shall be notified by the Chair of the Appeals Committee that an appeal has been requested.
3. After receiving the appeal request, the Chair will convene the Appeals Committee. This group shall be empowered to review the case file, gather additional information, and interview witnesses, including the parties, if the group deems necessary, within twenty-one (21) days from the convening of the Hearing Committee.
4. If the Appeals Committee determines that GCC's sexual harassment policy was violated, it shall develop a written report supporting these findings, along with recommendations for further action. Recommendations may include but are not limited to:
  - a. Education/awareness.
  - b. Imposition of special duties.
  - c. An official reprimand.
  - d. Change in College policy or procedure.
  - e. Transfer or change in school or work environment.
  - f. Suspension.
  - g. Discharge or expulsion from the College.
  - h. Financial restitution.
5. If the Appeals Committee finds that GCC's sexual harassment policy was not violated, it shall recommend to the President that the case be dismissed within twenty-one (21) days of convening the appeal review group.
6. The decision of the Appeals Committee shall be final, and shall become part of the record. The closed case file will be kept in the Student Services Office.

### **Resources**

1. Vice President of Student Services and Athletics, 906-932-4231, ext. 210, Room T-108C

2. GCC Counseling, ACES Center, 906-932-4231, ext. 209, T-105
3. Manager of Campus Suites, 906-307-1267
4. Gogebic County Sheriff's Office, 906-667-0203
5. Houghton County Sheriff's Office, 906-482-0055

The College departments listed above work together closely to provide support and assistance and to review available services and options.

Information regarding the incident will be reported in accordance with the Student Right to Know Act and the Clery Act. This report will not include the name of the victim/survivor or any identifying information without the victim's/survivor's consent. In addition, the College is required to report information concerning criminal acts on an annual basis under the requirements of the Clery Act and the Uniform Crime Reporting Act.

#### Campus Suites

The Manager of Campus Suites or any Resident Assistant can provide immediate support and assistance to a student who reports a sexual assault, as well as to other students who may be involved. Staff will inform the victim/survivor of the services available from GCC Counseling and the Student Services Office and will help the victim/survivor obtain the services that are desired. In addition, Campus Suites will provide alternative living arrangements upon request, if the victim/survivor and the accused live close to one another.

#### Other Support Services

Faculty and staff who are contacted by someone who has been sexually assaulted are encouraged to provide non-judgmental support, to respect the victim's/survivor's confidentiality, and to consult with, or refer the victim/survivor to the Student Services Office or GCC Counseling. All reports of sexual assault, except those reported solely to Counseling, must be reported to the Vice President of Student Services and Athletics and the Title IX Coordinator.

#### **Time Limits**

All of the time limits specified above may be extended for good cause. If the complainant fails to respond within the time limits provided, the complaint shall be deemed to have been withdrawn.

All "days" noted are considered weekdays when the College is in operation.

Further information is available from the Vice President of Student Services and Athletics, 906-932-4231 ext. 210.

#### **SOLICITING**

Soliciting funds, clothes, books, subscriptions, tickets, or similar items on campus or in College buildings must be approved in writing by the Student Services Office.

#### **STUDENT CONDUCT/DISCIPLINE**

Enrollment in Gogebic Community College carries with it obligations of conduct. The responsibility for maintaining good conduct rests upon each individual student, and it is expected that students will perform in a manner that is

to be a credit to themselves and to the College. Students are responsible for familiarizing themselves with the rules and regulations of the College and observing the standards of conduct set by the College.

Whenever a student acts in such a manner that gives College officials reasonable cause to believe that the student presents a danger to themselves, to others, or to College property, or if a student's activities adversely affect any legitimate College interest, that student shall be liable to disciplinary action and possible suspension or dismissal from the College.

The College expects that each student will abide by the regulations governing student conduct. This Student Handbook and the College Catalog state some of the general regulations. Such statements cannot be all inclusive and individual student conduct violations may need to be determined on a case by case basis within the scope of this policy.

The College will not be held liable for non-College sponsored activities which may involve students. No club or organization is permitted to use the College name for any event which has not been sanctioned by the Vice President of Student Services and Athletics.

### **Disciplinary Procedures**

The administration of discipline at Gogebic Community College is designed so that decisions in disciplinary matters will formally meet essential standards of fairness, and so that students involved in misconduct will realize that their cases have been processed in a fair and judicious manner.

1. Upon receipt or development of a complaint or violation of a College regulation, the accused will be notified in writing by the Student Services Office.
2. The written notification will state the nature of the misconduct and/or the law which the accused is alleged to have violated.
3. The student charged with the infraction will be requested to appear before the Vice President of Student Services and Athletics for an initial hearing to allow the administrative officer an opportunity to evaluate the case and convey to the accused the rights and choices to which they are entitled, and to refer them accordingly to the Student Judicial Committee. The student shall be entitled to:
  - a. A written notification of the time and place of hearing.
  - b. Written notification of the names of the complainants and/or witnesses who are directly responsible for having reported the alleged violation, or if there are no such persons, written notification of how the alleged violation came to the official's attention.
  - c. Elect not to appear before the Conduct Committee, in which case the hearing will be held in the student's absence.
4. The Student Personnel Committee will assure the student "due process of the law" including a written statement of charges, an opportunity for the presentation of witnesses on behalf of the student, and an opportunity for the student to see their accuser.
5. The Student Personnel Committee will inform the student in writing of its results and findings.
6. The student shall also be informed of their final right to appeal before the Board of Trustees.

7. The written appeal must be received within ten (10) business days of the date of the written notification of the Student Personnel Committee's decision. This appeal shall be directed to the President, who shall convene the Board of Trustees and direct its hearing.
8. The decision of the Appeals Board shall be to uphold the decision of the Conduct Board; return the case to the Conduct Board; to establish a new decision pursuant to the original recommendation.
9. For all cases the decision of the Appeals Board is final.

### **SUBSTANCE ABUSE POLICY**

It shall be the policy of Gogebic Community College to implement the following program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program shall include:

1. The annual distribution to each student and employee of standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of the College's activities;
2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the use of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
5. A statement that Gogebic Community College will impose sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required in said policy.

This program shall be reviewed biannually to determine its effectiveness and to implement changes to the program, if they are needed, as well as to ensure that the sanctions required by the policy are consistently enforced.

Gogebic Community College shall, upon request, make available to the Secretary of the United States Department of Education and to the public, a copy of each item required above, as well as the results of the biannual review herein required.

As regulations are published and implemented by the United States Department of Education, the same shall be periodically reviewed by the President of the College and submitted to the College Board of Trustees to assist in the implementation and review of appropriate policy changes and amendments.

The following actions shall be taken against students and employees for violation of the standards of conduct:

1. First Offense – Instruction, cautioning, and attendance in available drug or alcohol counseling rehabilitation and/or assistance program, plus a three-day suspension.
2. Second Offense - Termination of employment or expulsion and referral for prosecution for violation of the standards of conduct required by the policy.

Note: Consideration shall be given to the severity of the offense, the cost involved, the time interval between violations, the length and quality of the service record, and the ability of the employee or student involved. In each

case where the penalty deviates from the recommended standard penalties, the reasons for such deviations shall be noted.

The written standards distributed to the students and employees shall be reviewed by the Board of Trustees annually.

#### **TOBACCO USE**

An individual shall not use tobacco products in any building, private office, public meeting, the Ski Chalet, and College vehicles.

The use of tobacco in one's personal vehicle, while on campus, is permitted.

# *Academic Policies*

## **ACADEMIC PROBATION AND SUSPENSION POLICY**

Students in college are expected to assume responsibility for their own work. The following policy is in effect:

1. A first semester freshman will be placed on probation if they achieve a cumulative grade point average of less than 1.60 at the end of the semester; the student may be suspended if their cumulative grade point average is less than 1.00 at the end of the semester.
2. A second semester freshman will be placed on academic probation if their cumulative grade point average at the end of the second semester is less than 1.75; the student may be suspended if their grade point average is less than 1.25 for the semester.
3. A third semester student will be placed on academic probation if their cumulative grade point average at the end of the semester is less than 1.80; the student may be suspended if their grade point average is less than 1.50 for the semester.
4. A fourth semester student will be placed on academic probation if their cumulative grade point average is less than 2.00; the student may be suspended if their grade point average is less than 1.75 for the semester.
5. A student in their fifth semester (or more) may be suspended if their cumulative grade point average is less than 2.00.

Students who are on probation should:

1. Consider reducing study loads.
2. Avoid extensive participation in extracurricular activities and outside employment responsibilities.
3. Reappraise study schedules and habits.
4. Confer regularly with their advisors, counselor, instructors, and Vice Presidents.
5. Consider repeating work in which grades are unsatisfactory.

Note: All students receiving financial assistance, including veterans' educational benefits, are subject to an additional set of standards for continued assistance. These "Satisfactory Academic Progress Standards" are found in the Financial Aid section of the Gogebic Community College Catalog.

## **ACADEMIC YEAR**

The regular academic year is divided into two semesters: the fall semester and the spring semester, plus a summer session, winter intersession, and May intersession.

## **ACCESS TO RECORDS**

### **General Access**

Any student enrolled at Gogebic Community College has the right to inspect and review educational records, files, and data directly related to themselves, including all material incorporated into the cumulative record folder and intended for school use after a request for access to such record has been made on the approved form and in accordance with the approved College procedure for such access. Such access will be granted within a reasonable time, but in no case more than forty-five (45) days after the request has been made. Further release of personally identifiable records and files without written consent of the student will not be made, with the exception of those approved under the Family Educational Rights & Privacy Act of 1974 (FERPA). The policy on student records is on file in the Student Services Office.

### **TRANSCRIPTS**

Official transcripts of a student's academic record will be sent to properly authorized individuals or organizations (including the student) with valid written request from the student. Students may obtain a transcript request form in the Student Services Office. A delivery fee is charged for each transcript issued. Current students are exempt from transcript charges.

Transcripts received by the College are part of the student's official record and cannot be returned or released.

Transcripts of all previous work, both high school and college, must be on file in the Admissions Office for all students who apply for admission. When such information is not forthcoming promptly, it may be necessary to ask a student to withdraw from the College or be denied the privileges of enrollment.

### **Directory Information**

All directory information may be published or released unless a student informs the Student Services Office in writing before the first day of classes of the fall semester that any or all items should not be released without prior consent of the student. The request to withhold directory information is valid for one academic year. Directory information is defined to include the student's name, address, telephone listings, major field of study, dates of attendance, number of credit hours enrolled, degrees awarded and dates of degrees, full or part-time status, and photograph/likeness.

### **ACCOMMODATIONS**

In certain situations, students may find themselves in need of accommodations while attending Gogebic Community College. The Office of Accessibility Services exists to provide these accommodations, as well as access to programs, services, and activities to qualified students with documented disabilities, as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990.

Qualified students are individuals who:

1. Have a physical or mental impairment that substantially limits one or more major life activities.
2. Have a record of such an impairment or are regarded as having such an impairment.
3. Meet the essential eligibility requirements, or technical standards, for academic programs.

Students who request services must:

1. Complete the Office of Accessibility Services Application.
2. Provide the Office of Accessibility Services with appropriate documentation of the disability.
3. Be willing to pursue diagnostic testing if not already processed, so staff can determine the eligibility for services, and allow documentation of the disability to be reviewed and maintained in a file while attending Gogebic Community College.
4. Schedule an appointment with the Office of Accessibility Services to review accommodation policies and procedures and to develop an accommodation plan based on documented needs.
5. Notify the Office of Accessibility Services if accommodations are insufficient, or if changes occur related to the nature of the disability, which may affect the accommodation plan. Students who request accommodations are responsible for following through with requested services (e.g. students who request note-taking services must pick up their notes regularly during the course of the semester and notify the Office of Accessibility Services if notes or other services are not sufficient).
6. Renew the accommodation plan each semester.

Gogebic Community College does not provide assessment and/or diagnostic testing for disabilities, or provide funding for the student to receive testing. The Office of Accessibility Services reserves the right to request additional documentation, if needed, to determine reasonable accommodations. The documentation must be prepared by a licensed medical professional.

The Office of Accessibility Services at Gogebic Community College considers the following Documentation Requirements/Standards when reviewing a student's documentation of a disability in the course of determining reasonable and appropriate accommodations for the student. Gogebic Community College's requirements are adapted from recommendations from the Association for Higher Education and Disability (AHEAD) – specifically AHEAD's document: Seven essential elements of quality disability documentation.

Reasonable accommodations are determined based on the current impact of the disability on academic performance. The diagnostic evaluation should be age-appropriate, relevant to postsecondary education, and show the student's current functional limitations within the academic setting. If documentation does not address the individual's current functional limitations, the student may be asked to provide additional documentation. Certain disabilities which are readily observable may require less extensive documentation, while less obvious conditions may require extensive documentation to help determine appropriate and reasonable accommodations. In most cases, documentation need only be provided once. Some medical and mental health-related conditions, however, may require status updates due to their changing nature.

An Individualized Education Plan (IEP) alone does not constitute adequate documentation. The IEP must provide diagnostic results from tests that include aptitude and achievement assessments, processing abilities, and clinical recommendations.

Students who request accommodations for upcoming semesters must provide ample time for the Office of Accessibility Services to arrange accurate and timely services. It is suggested that students meet with the Director at least two weeks prior to the beginning of each semester. Late requests may not be honored in a timely fashion.

## **APPEALS**

In the case where a student wishes to appeal grades received or any financial obligations, all appeals must be received by the Student Services Office within seven (7) calendar days from the posted end of the semester.

## **ASSESSMENT**

All incoming freshmen and transfer students enrolling in a program of study are required to participate in assessment of basic skills to determine course placement recommendations and readiness for college-level courses. Gross summary data from Student Assessments may be used by the College as an index of institutional and instructional effectiveness. Students may take the assessment two times. If formal remediation occurs, a third assessment can be administered.

## **ATTENDANCE**

Punctuality and regular attendance are indispensable to success in any human endeavor, and class work in college is not an exception. During the first week of classes, each instructor will announce and provide in writing the attendance requirements for that class. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports excessive absences to the Student Services Office throughout the semester. Excessive absences incurred by veterans receiving educational benefits will be reported to the Veterans' Administration as will those of students attending the College under other sponsoring programs requiring attendance reports.

Absences exceeding 1/16th of total class hours will be considered excessive.

Rules Governing Absences:

1. When a student has permission and is an official representative of the College, absences are listed as official and permission is granted for the student to make up studies within two weeks.
2. Absence and tardiness caused by factors beyond the student's control may be excused by the Vice President of Student Services, with appeal available through the Student Personnel Committee, and the student may be permitted to make up studies within two weeks.
3. It is the personal responsibility of students who have been absent from classes to arrange make-up work with the instructor within three days after the absence has occurred. Students should endeavor to arrange for this make-up work during the office hours of the instructor. All make-up work must be completed within two weeks after the students return to class.
4. Any student who registers late for a course may have already been absent from class meetings. Such absences are to be reported by the instructor. Rules governing such absences are the same as for any absence during the school year.

## **CLASSIFICATION OF STUDENTS**

Students who have earned fewer than twenty-eight (28) credits are officially classified as freshmen. Those who have earned twenty-eight (28) or more credits are officially classified as sophomores.

## **COLLEGE ENTRANCE EXAMINATION (CLEP)**

The College Board gives a set of advanced placement examinations which cover the contents of college courses. Gogebic Community College cooperates with their College-Level Examination Program® (CLEP) and awards credit

for all advanced placement courses passed. CLEP scores and courses are entered on the transcript and students are credited with the appropriate credit hours. Since no letter grades are entered, the credits are not figured into the grade point average. The CLEP examinations may be taken at any authorized CLEP test center. The student must specify that the results of the tests be sent to Gogebic Community College (code number 1250). For more information, visit the College Board's [CLEP website](#).

### **COMPLAINTS**

Gogebic Community College endeavors to establish policies and regulations which ensure that the living and learning environment of the academic community is free from disruption. The College attempts to establish procedures, practices, and processes which assist in the orderly pursuit of the mission of the institution. The College also recognizes that some complaints, grievances, exceptions, and appeals will inevitably arise. To address these, the College has created procedures for students to register complaints, grievances, exceptions, and appeals, and receive a reasoned response to the issues which they bring forward.

Questions about the appropriate process can be directed to the Student Services Office.

### **CREDIT BY EXAMINATION**

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the College by successfully completing a comprehensive examination or series of examinations. Students who believe they have mastered a course through life experience, past training, or intelligence may, at the discretion of the Division Chairperson, instructor, and advisor, make application through the Student Services Office to take the examination if one has been developed in that subject area. An examination fee is charged per credit hour prior to the time of examination and, on the recommendation of the Division Chairperson and instructor, credit will be entered on the student's transcript.

### **DIRECTED/INDEPENDENT STUDY**

Opportunities for directed/independent study are available to outstanding students, usually sophomores. Such study must be arranged by the supervising instructor and approved by the appropriate Division Chairperson, the Vice President of Academic Services, and the Vice President of Student Services and Athletics.

Directed/Independent study is designed to provide an opportunity for students to pursue special or advanced study under the direction of the faculty.

### **DROPPING AND ADDING COURSES**

1. During the Drop and Add period at the beginning of each semester, a student may change their schedule without penalty. Any course dropped during this period is entirely removed from the academic record.
2. After the Drop and Add period students may withdraw from a regular full semester class up to the published last day to withdraw with a "W" in the semester by filling out a Drop form, which must contain the signature of the instructor of the course dropped and the student's academic advisor. Separate timelines exist for shorter courses, and these may be obtained from the Student Services Office.
3. Students who officially withdraw from a class will receive a grade of "W". Students who do not go through the official withdrawal procedures will receive an "F" grade for courses not completed.
4. Withdrawing from a course can have an effect on a student's current and future Financial Aid, including veterans' benefits. Refer to the Financial Aid section of the College Catalog for details.
5. All Drop/Add/Withdrawal Forms are obtained from and must be filed in the Student Services Office.

## EXAMINATION AND GRADES

Two formal examinations are usually held each semester: the mid-semester and the final. All students are required to take these examinations and to complete all work as assigned.

<u>Grade</u>	<u>Honor Points per Credit</u>
A	Excellent ..... 4.00
A-	..... 3.67
B+	..... 3.33
B	Good..... 3.00
B-	..... 2.67
C+	..... 2.33
C	Average ..... 2.00
C-	..... 1.67
D+	..... 1.22
D	Below Average ..... 1.00
D-	..... 0.67
F	Failure ..... 0.00
I	Incomplete ..... 0.00
W	No Grade (Withdraw) - Given in courses dropped during specific drop period. Not used in Grade Point Average Calculation.
CR	Credit Given
N/C	No Credit Given
AU	Audit
P	Passing
CX	Credit by Examination
LE	Credit for Life Experience
TR	Transfer Credit
LB	Lab Credit
WIP	Course in Progress
WN	Withdraw-No Show

## FINAL GRADES

Final grades are recorded on the student's permanent record in the Student Services Office at the close of each semester. Such grades are also sent to the student at the permanent mailing address listed in the student's record.

## **GRADE POINT AVERAGE**

Quality Points divided by semester hours determines your academic grade point average (GPA). The GPA is used to determine your continuance in the College, graduation from the College, and academic status after each semester.

Quality Points (sometimes referred to as Honor Points): Numerical equivalent of letter grades used to calculate the GPA. For example: A=4.00, B=3.00, C=2.00, D=1.00, and F=0.00. Below is an example of the method of calculating your grade point average: An "Incomplete" grade calculates as a failing grade until it is replaced with a final grade.

<u>Course</u>	<u>Credit</u>	<u>Grade</u>	<u>Quality Points</u>
English.....	3	C = 2.00	6.00 (3 x 2.00)
Political Science..	3	D = 1.00	3.00 (3 x 1.00)
Geology.....	4	B = 3.00	12.00 (4 x 3.00)
French.....	4	C = 2.00	8.00 (4 x 2.00)
Physical Education .....	<u>1</u>	A = 4.00	<u>4.00 (1 x 4.00)</u>
	15		33.00
		33.00/15 = 2.20 GPA	

A copy of your permanent record is on file in the Student Services Office. It is a total record of your academic work and includes the courses you have taken, your grades, and your cumulative GPA. Questions concerning your academic record should be referred to the Vice President of Student Services and Athletics.

## **GRADE RE-EVALUATION**

The purpose of grade re-evaluation at Gogebic Community College is to assist a student whose grade point average from some prior period is significantly lower than the work the student has completed in current semesters and, because of this, the cumulative grade point average is not representative of the student's capabilities.

Upon approval of this petition, all course grades prior to re-enrollment will be removed from the calculation of Grade Point Average (GPA). Passing credits may be carried forward to meet graduation requirements if current course content has remained substantially the same as the historical course of record. Past courses used to meet graduation requirements for a prior degree cannot be removed from the cumulative GPA.

A student receiving grade re-evaluation will be allowed to utilize the revised GPA for graduation purposes, special academic recognitions, and requirements for professional certifications within the province of licensing boards, external agencies, etc., unless otherwise prohibited by external regulation.

## **GRADUATION INFORMATION**

Students may graduate from Gogebic Community College with either an associate degree or a certificate of completion.

### Application for Graduation

Students wishing to graduate must file an Application for Graduation in the Student Services Office at the beginning of the semester in which they anticipate meeting all degree requirements. Graduation apparel consists of cap and gown and is available at no additional cost to graduating students.

### Minimum Grade Point Average

A final cumulative grade point average of 2.00 or above must be achieved for graduation eligibility.

### Minimum Credit Requirement

For an Associate of Science, Associate of Arts, Associate of Applied Science, or Associate of Technology, 63 credits are required. No more than two of these credits may be in physical education. For an Associate of Applied Business, 61 credits are required, none of which may be in physical education.

### Enrollment Status

You must have been enrolled at Gogebic Community College during the semester immediately preceding fulfillment of degree requirements.

### **GRADUATION HONORS**

Special recognition at graduation will be given under the following conditions:

1. Students completing graduation requirements in associate degree programs at Gogebic Community College with a 3.75 cumulative grade point average or better will graduate with High Honors.
2. Students completing graduation requirements in associate degree programs at Gogebic Community College with a 3.50-3.74 cumulative grade point average will graduate with Honors.

Grade point averages for those students transferring to Gogebic Community College from other colleges or universities are determined by only those grades earned at Gogebic Community College. Any student graduating with Honors must have earned a minimum of 30 credits at Gogebic Community College prior to their final semester.

While recognition at the commencement ceremony will be based upon cumulative grades prior to the final grading period, all grades earned at Gogebic will be included in the final determination of honors status to be recorded in the student's permanent record.

### **INCOMPLETES**

It is expected that students will fulfill course requirements to warrant a grade for each course at the end of the semester. However, should a student receive an Incomplete due to illness or other extenuating circumstances, the Incomplete is to be made up within 30 days unless other arrangements have been made with the instructor and the Vice President of Student Services and Athletics. An Incomplete will revert to a grade specified by the instructor if not made up within the time allotted. An Incomplete grade will count as a failing grade until the final grade is entered.

### **NON-DISCRIMINATION POLICY**

It is the policy of Gogebic Community College not to discriminate on the basis of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status, or genetics in its programs, activities, or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or any inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to the Vice President of Student Services and Athletics, 906-932-4231, ext. 210.

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

### **ORIENTATION**

All incoming first year and transfer students are required to attend orientation activities on campus. The purpose of orientation is to acquaint students with the College, their program of study, rules and regulations, study techniques, and other procedures necessary for a satisfactory beginning.

Students enroll in COL 101 or COL 102: College Experience, a one credit orientation to college style course. The balance of the course is held throughout the student's first semester on campus. Through the orientation process, students become familiar with the campus, programs and events, meet student leaders, administrators and faculty, and explore their program of study with their academic advisors. For additional information on the College Experience course, consult the course description for COL 101 or COL 102, available in the Catalog or contact the course instructor.

### **POLICY OF COMPLIANCE WITH FEDERAL LAW**

It shall continue to be the policy of Gogebic Community College not to discriminate on the basis of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status, or genetics in educational programs, activities, or services, and to comply with all requirements and regulations of the U.S. Department of Education. All students shall have an equal opportunity to participate in and benefit from all academic and extra-curricular activities and services.

It shall continue to be the policy of this school district to make all employment decisions in a non-discriminatory manner. No decision as to hiring, assignment, promotion, transfer, layoff, termination, or reinstatement shall be made on the basis of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status, or genetics. Equal pay shall be given for the performance of jobs requiring equal skill, efforts, and responsibilities.

## **REFUND POLICY**

1. Students who officially drop from class(es) prior to the last day of the official registration period of the semester enrolled shall qualify for a tuition/fee refund of 100%. No refunds after the last official drop date for the course(s).
2. Refunds are made to students only after the student completes a Drop Form with the Student Services Office. Failure to obtain official release can result in failing grades and loss of tuition/fee refund privileges in effect at the time of withdrawal.
3. For students on approved financial aid through the College or aid through other external agencies that mandate recovery or financial assistance, refunds will be made in accordance with related requirements.
4. Classes canceled by the College shall qualify for a 100% refund of tuition and fees.
5. Appeals concerning the refund policy should be referred to the Vice President of Student Services and Athletics in writing prior to the end of the semester in which the course is offered.
6. Payments received for tuition and fees are refundable to veterans in accordance with the same refund policy stated above.

## **RETURN OF FINANCIAL AID - FEDERAL FINANCIAL AID REFUND POLICY**

If you withdraw, drop out, stop attending, or are dismissed, you may be required to pay all or part of your financial aid back to the individual financial aid programs. You may also owe a payment to the College for your tuition, fees and/or books. All schools are required to use specific refund calculations when a student totally ceases attendance during the academic year.

The Financial Aid Office will review your financial aid eligibility at the time of drop or withdrawal. The withdrawal date is the date you completed the withdrawal process or officially notified GCC of your withdrawal. If you stop attending without notifying GCC, the midpoint of the semester may be used as the withdrawal date. GCC may always, at its option, use your last date of attendance at a documented academically related activity in lieu of any other withdrawal date.

The amount of your financial aid that may need to be returned to the programs, along with the amount you may owe the school will be calculated according to a federal formula. You will be notified of any payment obligations you may have. A copy of the federal formula can be obtained from the GCC Financial Aid Office.

## **REGISTRATION**

All students must complete regular admission requirements before they will be permitted to register.

Specific information concerning registration is sent to all currently enrolled students and incoming freshmen. Registration procedures and information are provided in correspondence from the College to new and current students.

As a part of the process of admission, each student enrolled in a program of study is assigned to a Student Services and a faculty advisor who will assist and advise the student in choosing a class schedule and an academic plan.

The 5th instructional day of the semester is the last day any student may register for or drop a regularly scheduled course during any semester.

It is the Registrar's duty to preserve the academic integrity of the institution and to establish and maintain accurate permanent academic records. The Registrar is also responsible for evaluating transcripts of transfer students and for the certification of graduation requirements.

### **REPETITION OF COURSES**

When a student repeats a course in which they earned a "D" or "F", the record made in repetition will supersede the first record, thereby making it possible to improve the cumulative grade point average. The student is reminded, however, that the first grade will continue to be on their record although it has been superseded in the grade calculation by the second grade.

When a student repeats a course in which they earned a grade higher than a "D+", the original grade will continue to be used in the calculation of the cumulative grade point average and the new grade will be excluded from the calculation. Both grades will be reflected on the academic transcript.

### **RIGHT OF REVISION**

The College reserves the right to change without notice any curricula, courses, faculty, tuition, fees, policies, and rules. If courses and curriculum changes take place after students commence a program of study, the College will make efforts to implement the changes in the students' best interest.

### **SCHEDULE OF PAYMENTS**

Tuition and fees must be paid in full by the specified payment deadlines for each semester. The College may elect to cancel enrollment and shall withhold information on academic transcripts for students who fail to meet financial obligations in a timely manner. If you have registered early, full payment is due by the date noted on your billing statement. For students who have not pre-registered, full payment is due by the end of the first week of courses.

Payment policies are based on the view that a student registering for a class is reserving a seat in the class and that tuition and fees cover the opportunity to have a place in that class. Since no other person can purchase that seat, the student is responsible for the tuition and fees. Nonpayment of tuition and fees by the due date gives GCC the right to cancel your classes.

If you are planning on utilizing financial aid for payment, your file must also be complete by that date. Failure to comply with this policy will result in the cancellation of your classes. You will then need to register during the regular walk-in registration period at the beginning of the semester, making full payment at that time. Your financial aid file must be complete by noon on the Wednesday prior to the start of classes if you are using financial aid to pay for your tuition. If your file is completed after this date, you will be reimbursed based on the amount of your financial aid eligibility.

Recognizing that unusual circumstances sometimes arise and you are unable to make full payment by the due date or you do not have your financial aid file complete, you may use the College's payment plan. Arrangements for doing so can be made with the Business Office prior to the payment due date.

You may use cash, check, or credit card when paying your outstanding charges. Payments are submitted by mail or in person to the Business Office in Room 209 of the Rutgers Erickson Academic Building or by calling 906-932-4231, ext. 205.

## **TRANSFER INFORMATION**

Colleges and universities across the United States have certain general education requirements of their own. The Transfer Coordinator, located in the Student Services Office, maintains records of these requirements and can advise the student preparing for transfer. Information can also be obtained from faculty advisors.

In general, however, any student who receives an Associate of Arts or an Associate of Science degree from Gogebic Community College is not required to pursue further general education requirements at most four-year colleges and universities in Michigan.

Gogebic Community College participates in the MACRAO (MI Association of Collegiate Registrars and Admissions Officers) Transfer Student Agreement and will identify transcripts of students completing MACRAO requirements with the statement, "MACRAO Transfer Agreement Satisfied."

To help students planning to transfer to a four-year college or university, a number of aids are available: catalogs, curriculum guides, applications for admission, scholarship applications, Internet links, and conferences with representatives from regional schools.

How to transfer:

1. Place your transcript request via the form available online from the [Transcript Request website](#). Early application for transfer is recommended.
2. Fill out applicable portions of the form completely.
3. Have the official transcript of your academic record sent to the next college you plan to attend.
4. Explore financial aid application procedures and pursue transfer scholarship opportunities.

## **VETERANS REFUND POLICY**

Payments received for tuition and fees are refundable to veterans in accordance with the same refund policy stated under "REFUND POLICY."

## **VICE PRESIDENT'S LIST**

Each semester, a Vice President's List is issued and published listing all full-time students who have earned a 3.50 or better grade point average.

## **WITHDRAWING FROM COLLEGE**

A student finding it necessary to withdraw from the College after the official Drop and Add period must complete and file a Withdrawal Form with the Student Services Office. Failure to obtain official release can result in failing grades in all courses.

Withdrawing from the College can have an effect on current and future financial aid, including veterans' benefits. Refer to the Financial Aid section of the Catalog for more information.

A student can be withdrawn from a course/class for the reason of non-attendance.

# *Student Organizations*

Extra-curricular activities are an integral part of student life at Gogebic Community College. The College encourages student participation in these activities. Student organizations that want to be eligible for the privileges granted by the College must register with the Office of Student Services annually by requesting and submitting a Student Organization Registration Form. For information about specific organizations and activities, contact the Student Services Office or the Director of Student Outreach and Engagement.

## **INTERCOLLEGIATE ATHLETICS**

Gogebic Community College is a member of the National Junior College Athletic Association (NJCAA), Division II, Region XIII. The intercollegiate athletic program includes men's basketball, women's basketball, and Esports. The College competes with other two and four-year colleges in the Upper Peninsula, Northern Michigan, Wisconsin, and Minnesota. For more information, contact the Vice President of Student Services and Athletics or visit the [Gogebic Community College Athletics website](#) or [NJCAA website](#).

## **INTRAMURAL SPORTS PROGRAM**

The Gogebic Community College Intramural Sports Program gives students the opportunity to participate in a wide variety of sporting activities: basketball, bowling, cross-country, golf, razzle dazzle football, softball, tennis, and volleyball. Most events are co-ed, with separate men and women's divisions for cross country, tennis, and golf. To find out more about joining an intramural activity, contact the Student Services Office.

## **PHI THETA KAPPA HONOR SOCIETY**

Phi Theta Kappa is an internationally recognized honor society for students at regionally accredited two-year colleges. Established in 1918, Phi Theta Kappa is as prestigious as its counterpart, Phi Beta Kappa, the renowned honor society for students at four-year colleges and universities. Gogebic Community College chartered Alpha Rho Chi, its chapter of Phi Theta Kappa, during the Spring Semester of 1990.

Acceptance into Phi Theta Kappa requires a student to possess a 3.50 cumulative grade point average with 12 or more college level credits and maintain a cumulative 3.25 GPA thereafter. Students receive a letter extending an invitation to the honor society. Membership in Alpha Rho Chi facilitates enhancement of leadership, service, scholarship, and fellowship activity. Members become eligible for scholarships to various four-year institutions, and are more likely to get involved with campus and community events. Members receive an honor stole and special recognition at commencement.

Participation in the Honors Society is voluntary and not required; however, the more active the chapter, the more likely Alpha Rho Chi will establish a coveted Five Star status warranted by Phi Theta Kappa headquarters. Students work under an Honors Study Topic and service program every two years to aid them in strengthening the Alpha Rho Chi chapter. Alpha Rho Chi is committed to fostering and preserving academic excellence, and its strength is in its members.

## **STUDENT SENATE**

The Student Senate provides GCC students the opportunity to participate in self-government. The objective of the Student Senate is to teach its members, through active participation in college government, responsibilities and duties to their fellow students and to the College. The Student Senate promotes student interest in the College as a whole. It fosters understanding among the faculty, students, and administration, and often serves as a representative of student opinion when issues need to be resolved.

Students who are interested in becoming Student Senate members should contact current Student Senate members in the Student Senate Office in the Lindquist Student Center or the Vice President of Student Services and Athletics.

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While this Student Handbook was prepared on the basis of the best information available at the time of publication, all information including statements of policy and procedure is subject to change without notice or obligation.

Acknowledgement and appreciation to the following institutions for contents within this handbook: Kalamazoo College and Bay College, Bay Mills Community College, Monroe County Community College, Eastern Illinois University, Great Lakes Boat Building School, Houston Baptist University, Michigan Barber School, Muskegon Community College, Northern Michigan University, Walsh College, Virginia Tech, Indianola Community School District, Los Lunas Schools, Roanoke College, Utah Law, Pikes Peak Community College, Rogue Community College, and Cornell Law School.

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