

**UMPQUA COMMUNITY COLLEGE  
REGISTERED NURSING PROGRAM**

**STUDENT PROCEDURES HANDBOOK  
2022-2024**



*Caring for our community starts here!*



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## WELCOME

This Umpqua Community College (UCC) Nursing Program Student Procedures Handbook has been prepared by UCC's Nursing Program team to provide you with the information you will need to be successful in your studies. Please read it carefully and refer to it frequently.

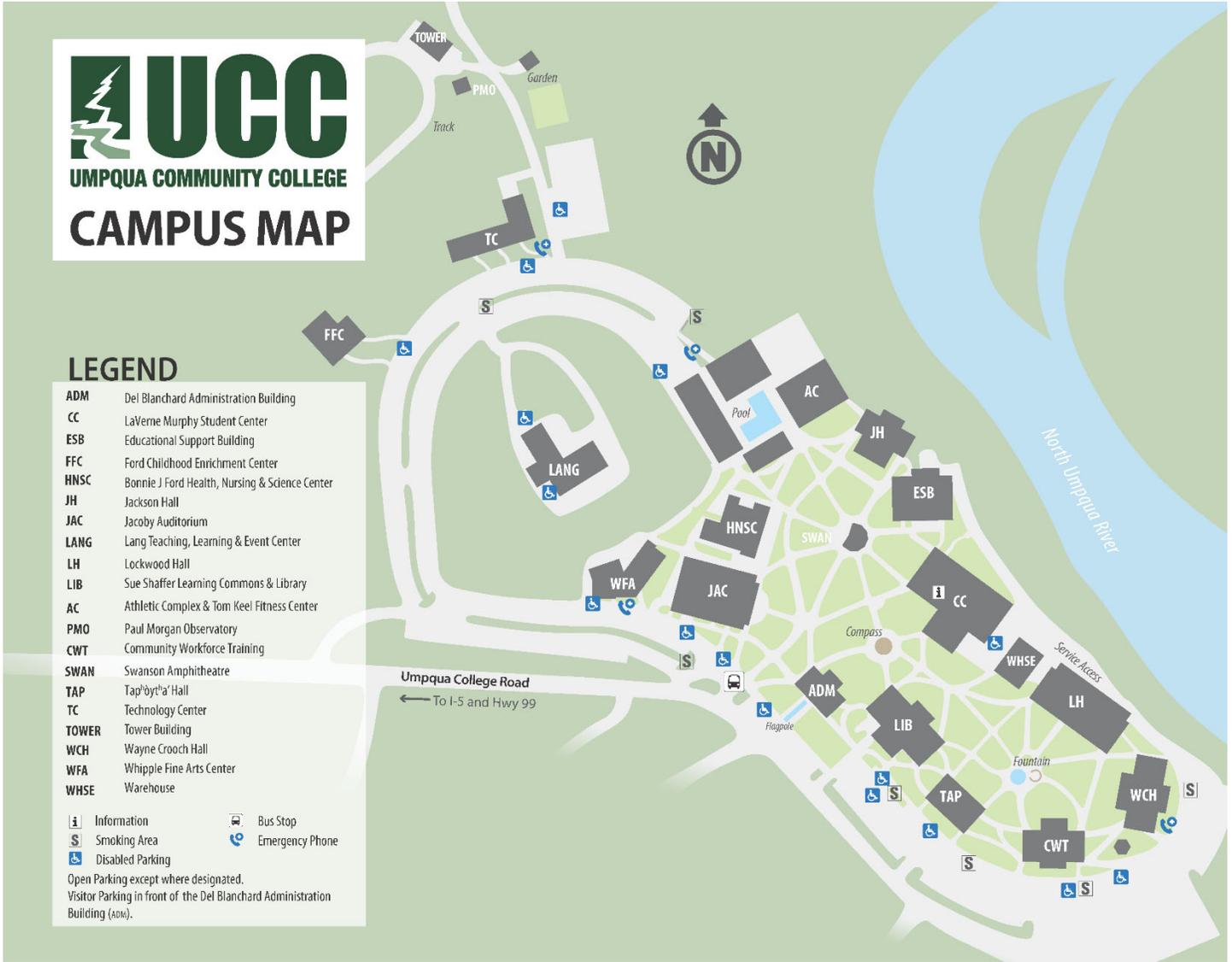
UCC's Nursing Program consists of education that builds on the previous terms learning standards. Each course combines didactic with clinical experiences in a variety of settings. You will be responsible for your own learning, with your instructors serving as resources to facilitate your learning. Your progress will depend on your demonstrating achievement of the competencies required in each term. To succeed, you will need to use the many resources available on and off-campus such as the library, the tutoring center, eBooks, and more.

UCC's Nursing Program was fully re-approved in 2019 for the maximum allotted time of 8 years by the Oregon State Board of Nursing (OSBN), which means that the program meets or exceeds standards for excellence. To maintain this approval, nursing staff are constantly monitoring the quality and outcomes of the curriculum. We invite student participation in evaluating the curriculum and the program. Students are given opportunities to provide feedback both oral and written throughout the course, at the culmination of courses, and through individual conferences with their Clinical Instructors and via their Student Representatives. The Nursing Director ensures that Student Representatives are invited to participate in program meetings to seek information and share feedback.

The materials in this handbook supplement the UCC Catalog and present more explicitly current requirements and policies for the Nursing Program. In conjunction with this handbook, the UCC Student Code of Conduct is also provided. Please note that the UCC Nursing Program Student Procedures Handbook supersedes the UCC Student Code of Conduct per UCC Board Policy #4106. However, nursing students are required to abide by the following handbook and UCC Student Code of Conduct.

## CAMPUS MAP AND PHYSICAL ADDRESS

Umpqua Community College  
 1140 Umpqua College Rd.  
 Roseburg, OR 97470-0226



## PHILOSOPHY AND PROGRAM OUTCOMES

### A. Mission Statement

The Registered Nursing Program prepares compassionate, competent nurses who are ready to meet our community's health care needs.

To locate the Oregon Nurse Practice Act, go to this web site. <http://www.oregon.gov/OSBN/adminrules.shtml>

### B. Vision Statement

The vision of the UCC nursing program is to develop a compassionate and involved cohort of prudent and competent nursing students, nurse educators, and support personnel who promote and prepare future nurses to: emulate therapeutic communication, create a culture of safety, provide support to patients and their families, and prepare to become leaders within their communities.

**Motto:** *UCC Nursing – Caring for our community starts here!*

### C. Nursing Program Outcomes (Competencies/Student Learning Outcomes)

This entire theoretical framework for the UCC RN program was the combined efforts of all of the nursing educational programs in Oregon using current evidence to guide the thinking. Based on the Pew Health Profession Commission and Healthy People 2010 initiative in conjunction with the Institute of Medicine (IOM) reports identifying the types of clients that nurses will care for in the future, these competencies (outcomes) were developed. UCC's nursing programs are integrating these competencies into the curriculum. The nursing curriculum is a "living" document that is always evolving and improving based on newly discovered scientific evidence.

## OREGON CONSORTIUM FOR NURSING EDUCATION (OCNE) CURRICULUM COMPETENCIES

The competencies defined by faculty in [OCNE](#) partner programs are based on a view of nursing as a theory-guided, safety-oriented, evidence-based discipline. The competencies recognize that effective nursing requires a person with particular values, attitudes, and practices. Accordingly, there are two categories of competencies: professional competencies and nursing care competencies. **Professional competencies** define the values, attitudes and practices that competent nurses embody and may share with members of other professions. **Nursing care competencies** define relationship capabilities that nurses need to work with patients/clients and colleagues, the knowledge and skills of practicing the discipline and competencies that encompass understanding of the broader health care system. In all cases, the patient/client is a member of the health care team, and is defined as the recipient of care, considered an active participant in care, and includes the individual, family or community. A competent nurse provides safe care across the lifespan directed toward the goals of helping patient/client (individuals, families or communities) promote health, recover from acute illness and/or manage a chronic illness and support a peaceful and comfortable death.

### Professional Competencies

1. A competent nurse **bases personal and professional actions on a set of shared core nursing values** through the understanding that...

1.1 Nursing is a humanitarian profession based on a set of core nursing values. As affirmed in the ANA Code of Ethics and other nursing literature, these values include social justice, caring, advocacy, protection of patient autonomy, prevention of harm, respect for self and others, collegiality, authority, accountability, responsibility for nursing practice, and ethical behavior.

1.2 Ethical dilemmas are encountered in clinical practice. Nurses are obligated to notice, interpret, respond and reflect on these dilemmas using ethical principles and frameworks as a guideline.

1.3 Nursing has a legal scope of practice and professionally defined standards that enable nurses to practice at the top of their license.

2. A competent nurse **uses reflection, self-analysis, and self-care to develop insight** through the understanding that...
  - 2.1 Ongoing reflection, critical examination and evaluation of one's professional practice and personal life improves nursing practice.
  - 2.2 Reflection and self-analysis encourage self-awareness, self-regulation and self-care.
3. A competent nurse **engages in intentional learning** with the understanding that...
  - 3.1 Engaging in intentional learning develops self-awareness of the goals, processes, and potential actions of this learning and its effects on patient/client care.
  - 3.2 Purposely seeking new, relevant knowledge and skills guides best practice development, supporting safe and effective patient/client care.
  - 3.3 Integrative thinking establishes connections between seemingly disparate information and sources of information that will be applicable in any situation.
  - 3.4 Using an array of communication and information technologies enhances continuous, intentional learning.
4. A competent nurse **demonstrates leadership in nursing and health care** through the understanding that...
  - 4.1 Nurses take a leadership role to meet patient/client needs, improve the health care system and facilitate community problem solving.
  - 4.2 Nurses effectively use management principles, strategies and tools to improve systems, processes and outcomes.
  - 4.3 Nurses are skilled in working with assistive nursing personnel including the assignment/delegation of responsibilities and supervision.
5. A competent nurse **collaborates as part of a health care team** through the understanding that...
  - 5.1 The patient/client is an essential member of the health care team.
  - 5.2 Successful health care depends on a team effort, and collaboration with others in a collegial team is essential for success in serving patients/clients.
  - 5.3 Learning and growth depend on providing, receiving and using feedback in a constructive manner.
  - 5.4 Supporting the development of colleagues creates a just culture in the health care setting.
6. A competent nurse **is able to practice within, utilize, and contribute to all health care systems** through the understanding that...
  - 6.1 Components of the system must be considered when coordinating or planning care and when engaging with the multidisciplinary team.
  - 6.2 Improvements to health care utilize information technology for the collection and analysis of data.
  - 6.3 System-level thinking is required in the development and implementation of health policy to achieve health equity.
  - 6.4 Improving health literacy and expanding access to health care are essential to improve outcomes.
  - 6.5 Responsible management and utilization of health care resources is essential.

### **Nursing Care Competencies**

7. A competent nurse **practices a relationship-centered approach** through the understanding that...
  - 7.1 Patient/Client-centered care is based on developing mutual trust and respect for the autonomy of the patient/client.
  - 7.2 Culture, history, health disparities, family and community must be considered in a patient/client-centered approach.

8. A competent nurse **communicates effectively** through the understanding that...
- 8.1 Therapeutic communication establishes a caring relationship with patients/clients, families, and/or communities to advocate, develop, and facilitate care.
  - 8.2 Accurate and complete communication with both patients/clients and the health care team is essential to ensure patient safety and provide for comprehensive continuity of care.
  - 8.3 Successful communication requires attention to social and cultural influences and the use of appropriate communication modalities and technologies.
  - 8.4 Health teaching requires attention to the patient's/client's and family's health literacy, cognitive and physical abilities, as well as community values and beliefs.
9. A competent nurse **makes sound clinical judgments** through the understanding that...
- 9.1 Nurses use a variety of frameworks, classification systems and information management systems to organize data and knowledge for clinical judgment.
  - 9.2 Nursing judgment is an iterative process of noticing, interpreting, responding, and reflecting.
  - 9.3 Noticing, interpreting and responding require use of best available evidence, a deep understanding of the patient/client experiences and cultural influences, recognition of contextual factors as well as one's own biases that may influence judgments and sound clinical reasoning.
  - 9.4 Clinical judgment involves the accurate performance of cognitive, affective, and psychomotor skills in the delivery of care while maintaining safety of the patient/client, family, community, environment, and self.
10. A competent nurse, **locates, evaluates and uses the best available evidence** through the understanding that...
- 10.1. Legitimate sources of evidence for decision-making include research evidence, standards of care, community perspectives, a deep understanding of patient/client experience and preferences, and practical wisdom gained from experience and participation in professional organizations.
  - 10.2. Knowledge from the biological, social, medical, public health, and nursing sciences is constantly evolving.
  - 10.3 Best practice in nursing is continuously modified.

## PROGRAM STANDARDS

**The Nursing Program Director reserves the right to immediately suspend or remove from the nursing program those students who, in the judgment of the nursing team and Nursing Program Director, do not satisfy program requirements regarding scholarship and/or professional behaviors and/or that ability to maintain the listed Technical Standards or requirements of the UCC Nursing Program Student Procedures Handbook and/or facility policies. Additional factors that may influence the decision to remove a student from the nursing program are listed in "Readmissions Policy," (section d.).**

The Faculty bases the evaluation of student behaviors on the following codes:

American Nurses Association (ANA) ([www.nursingworld.org/ethics/ecode.htm](http://www.nursingworld.org/ethics/ecode.htm)), National Students Nurses Association ([www.nсна.org](http://www.nсна.org)), Oregon Consortium for Nursing Education ([www.ocne.org](http://www.ocne.org)), Oregon State Board of Nursing ([www.oregon.gov/OSBN/index.shtml](http://www.oregon.gov/OSBN/index.shtml)), Umpqua Community College ([www.umpqua.edu](http://www.umpqua.edu)).

Students are required to sign the pledge at the end of this handbook, signifying understanding of the Conduct for the Professional Nurse and NSNA's Student Code of Academic & Clinical Conduct.

## CONDUCT FOR THE PROFESSIONAL NURSE (ANA & NSNA):

### 1. ANA CODE OF ETHICS:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2005

### 2. NSNA

National Student Nurses' Association, Inc.

Code of Academic and Clinical Conduct

[www.nсна.org/nsna-code-of-ethics.html](http://www.nсна.org/nsna-code-of-ethics.html)

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of health care environments.

The *Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

### A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.

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8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix, AZ

### 3. NSNA UNETHICAL AND UNPROFESSIONAL BEHAVIORS RELATED TO CLIENT/STUDENT/NURSE RELATIONSHIPS:

The nursing student is advised that some of the unprofessional and unethical behaviors are:

- a. receive money or gifts from individuals (i.e. clients under their care)
- b. communicate with former clients
- c. continue relationships with clients after clinical hours or after clients have been discharged
- d. visit socially with individuals in the clinical area

A student who is faced with any of these situations should discuss it with his/her clinical instructor. Such actions violate the Nursing Procedures Handbook and can result in suspension or expulsion from the Nursing Program.

#### UNSAFE AND UNPROFESSIONAL CLINICAL PERFORMANCE (FURTHER DEFINED):

**Because nursing students are legally responsible for their own committed or omitted acts and nursing instructors are responsible for their students in the clinical area, it is necessary for the student and the nursing faculty to conscientiously identify any behavior that is unsafe. The following further defines unsafe and unprofessional clinical performance.**

#### **A. *Unsafe clinical performance* is demonstrated when the student:**

1. Compromises the *physical* safety of the client (e.g., neglects use of side rails, restraints; leaves bed in high position; leaves call bell out of client reach; inadequately supervises clients at risk).
2. Compromises the *psychological* safety of the client (e.g., speaks inappropriately in front of client and significant others; does not communicate therapeutically).
3. Compromises the *microbiological* safety of the client (e.g., does not recognize violation of aseptic technique; comes sick to clinical experience; fails to follow hand washing techniques or standard precautions or isolation procedures).

4. Compromises the *chemical* safety of the client (e.g., violates the “6 Rights in Administering Medications”; fails to monitor IV infusions safely; administers medications without consideration/knowledge of reason for drug, drug side effects and/or client lab or V.S. values; fails to check client’s armband).

5. Inadequately and/or inaccurately utilizes the nursing process (e.g. does not prepare for care per clinical guidelines; does not complete initial assessment before doing client care; fails to observe and/or report critical assessment regarding clients; makes repeated faulty nursing judgments; fails to follow written and/or verbal instructions/orders including directions given by the clinical instructor; fails to complete care and/or documentation within the specified clinical time frame).

6. Fails to apply previously learned principles/objectives in carrying out nursing care skills and/or therapeutic measures (e.g., does not give IM or IV medications correctly; does not correctly calculate IV drip rate and/or medication dosage, fails to observe safety precautions during oxygen therapy after lessons have been covered in class/clinical and practice).

7. Assumes inappropriate independence/dependence in action or decisions (e.g., fails to seek help when situation is out of control or in an emergency; leaves floor without reporting off to appropriate staff nurse; does not make decisions at appropriate level for term in program; makes inappropriate decisions without consulting an RN or an instructor; does not provide safe nursing care without constant direction or prompting).

**B. *Unprofessional clinical performance is demonstrated when the student:***

1. Fails to adhere to UCC policies including attendance, dress code, and confidentiality.

2. Fails to accept responsibility for own actions and fails to communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructor and staff.

3. Fails to demonstrate professionalism through honesty and integrity.

4. Fails to demonstrate a nonjudgmental attitude and respect to colleagues, clients and family members.

5. Fails to actively seek challenging clients and new learning experiences.

1. Fails to turn in completed written assignments when due as required by clinical syllabus.

## TECHNICAL STANDARDS

Umpqua Community College Nursing Program has the responsibility to educate competent health care providers to care for their patients/patients with clinical judgment, broadly based knowledge and competent technical skills at the entry level.

The program has academic as well as technical standards (non-academic criteria) students must meet in order to successfully progress in and graduate from the program.

The Technical Standards document is provided in order to assure that the students who enter the program know and understand the requirements, and can make informed decisions regarding the pursuit of this profession.

### **Technical Standards:**

Umpqua Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession’s curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review

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these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to Umpqua Community College Nursing Program are expected to be able to complete curriculum requirements, which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Umpqua Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

**Cognitive:**

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically in order to apply knowledge and/or skill.
4. Communicate effectively with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information effectively, accurately, reliably, and intelligibly. This includes a thorough and accurate use of computers and other tools to individuals and groups, using the English language.
6. Effectively collect, analyze, synthesize, integrate, recall and apply information and knowledge to provide safe patient care for assigned clinical shifts.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine patient needs.
- Develop and implement a nursing plan of care for patients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report patient data using multiple formats to members of the healthcare team.
- Appropriately interpret medical orders and patient information found in the medical record.
- Perform math computations for medication dosage calculations.
- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

**Physical:**

**Motor:**

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Negotiate level surfaces, ramps and stairs.
4. Work effectively and efficiently within a limited space.
5. Effectively manage psychomotor tasks to provide safe patient care for up to twelve (12) hour clinical shifts.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Transfer patient/patients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering patient to the floor.

- Perform cardiopulmonary resuscitation (CPR)
- Lift, move, turn, position, push, or pull patients and/or objects, weighing up to 35 pounds.
- Reach to place or access equipment such as intravenous fluid bags or bend or squat to reach catheter bags, within compliance of safety standards.
- Transport equipment and supplies to the patient bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Dispose of contaminated materials in a safe and compliant manner.
- Complete assigned periods of clinical practice (up to twelve (12) hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills tests within assigned time limit.

**Sensory:**

1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through a variety of senses and/or using appropriate and approved equipment.
3. Use and interpret information from diagnostic procedures.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Detect changes in skin color, condition, or temperatures (i.e. pale, ashen, grey, or bluish).
- Detect a fire in the patient care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe patients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using appropriate equipment, such as a stethoscope.
- Detect alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in patient care
- Communicate with patient and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect unsafe temperature levels in heat-producing devices used in patient care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
- Feel or note vibrations, such as an arterial pulse, using touch or approved equipment.

**Behavioral:**

2. Demonstrate ability to function effectively under stress and adapt to changing environments to provide safe patient care.
3. Maintain effective communication and teamwork to provide effective patient care.
4. Examine and modify one's own behavior when it interferes with others or the learning environment.
5. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
6. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
7. Integrate feedback into own performance.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Exercise judgment, meet acceptable timeframes for patient care delivery (acceptable timeframes are reflected by ability to carry out the usual patient care assignment for a particular point in the program), work effectively under stress, and adapt to rapidly changing patient care environments.
- Accept accountability for actions that resulted in patient care errors.
- Deal effectively with interpersonal conflict if it arises and maintain effective and harmonious relationships with members of the healthcare team.

Initiated:

Revised: 2.18

Reviewed: 7.22

Revised: 4.15

## ACADEMIC STANDARDS

**Deficient Didactic/Clinical/Testing scores (academic):** Students with a score of less than 74.5% in any category (didactic, testing, or clinical) will be required to submit a 300-500 word written plan of improvement (which is not a strike). The plan of improvement is then sent via email to the Program Coordinator and appropriate instructor (Clinical or Didactic) within 7 days of posting of the grade/test/etc. It is the student's responsibility to contact the Clinical or Didactic instructor for mentorship and guidance. Failure to contact the instructor is the equivalent of knowingly bypassing assistance. Failure to submit the written plan as described above, or "no-call, no-shows" for scheduled meetings may result in a Behavioral Strike.

Test reviews will not be made available to students that score above 74.5%.

**Behavioral Strikes:** Behavioral issues warrant a "strike," and in severe cases, removal from the program. Only one behavioral strike may be accrued while in the program. A second behavioral strike will result in an exit interview.

Students that are re-entering the program and accrued strikes during their first attempt will have these strikes waived and will re-start with "zero" strikes.

**DIDACTIC (Classroom):** Grading will be based on quizzes, assignments, participation, and projects. Late assignments will earn zero points. It is the responsibility of the student to ensure that the correct assignment is uploaded for instructor review before the deadline. Every assignment in this program meets a specific purpose and is therefore an integral part of learning. **All classroom/didactic assignments must be submitted by the end of the Term it is assigned in, in order for the student to receive a passing grade.**

**CLINICAL:** Late clinical assignments, incomplete assignments, and uploading the incorrect file will receive zero points. It is the responsibility of the student to ensure that the correct assignment is uploaded for instructor review before the deadline. Clinical due date extensions may be provided for students facing unforeseen circumstances or with a doctor's note. Please see the "Clinical Absence and Grading Guidelines" for more information.

**TESTING:** Students arriving more than 10 minutes late to a test (midterm, final, HESI) forfeit their right to test with the exception of extenuating circumstances see "readmission" section for a list of these circumstances. In rare cases, discrepancies in tests can take place (missing a page, etc.) In these situations, faculty/staff may pause the test to communicate for the benefit of the class.

For Scantron testing: The Scantron form is the definitive source for the exam score, not the written test. No altering of the Scantron will be accepted after it is submitted. It is the student's responsibility to adequately complete/fill-in the Scantron.

**NOTE:** In the event of a disaster, catastrophe, pandemic, etc., the UCC Nursing team have the right to end the term early and will use the individual student's current grade in the course to determine final grades. For example: Short notice of a campus closure may result in the inability to take final exams. In this scenario, the individual student's cumulative grade in the course will be used as the final grade. The UCC Nursing Team will put forth maximum effort to provide as many clinical hours as possible during the event of a disaster, catastrophe, or pandemic, but must follow State guidelines. It is expected that students will be flexible and will practice professionalism when learning of new plans and schedules.

## **CONFIDENTIALITY OF INFORMATION/SOCIAL MEDIA/PUBLICATION POLICY**

Confidentiality is one of the primary responsibilities of every student in a clinical setting. Confidential information is defined as any information, written, spoken or electronically transmitted, whose unauthorized or indiscreet disclosure could be harmful to the interest of a client, employee, physician, the institution, a student or an instructor. Examples of such information include, but are not limited to, personally identifiable medical and social information, professional medical judgments, classroom and post-conference learning activities and discussions.

All information about clients, including the nature of the client's disease, diagnosis and treatment is to be considered protected by applicable state and federal laws and by this policy. Incident reports relating to risk management issues and any other information designated as a private or sensitive nature is also included in the category of confidential information. These matters should only be discussed in the appropriate school or clinical setting, not in public areas such as the cafeteria or outside of the clinical facility.

This policy applies to information maintained in an electronic fashion by the facility's computerized information system as well as to written or spoken information and records. Computer or medication dispensing machine passwords are solely for the use of the person to whom they are assigned (unless the facility assigns one password to an instructor for the use of students) and must not be shared in order to prevent unauthorized access to confidential information. No portion of a client's record is to be photocopied or removed from the facility.

Students will be required to complete facility specific HIPAA education within the facility's time frame, and will not be allowed into clinical in the facility if the HIPAA training is not completed.

Students must understand that clinical affiliation agreements state "at no time while a student or in the future shall any student publish or cause to have published any material relative to their learning experience at any clinical facility unless approved by both UCC and the clinical facility."

Absolutely no reference to a patient, even if de-identified, should ever be shared electronically via any social networking site such as Facebook or via email outside of the password protected Umpqua Online (Canvas) mail, and Umpqua Online mail communication of de-identified patient information should be only for clinical education purposes. Clinical facility or staff information must never be shared via email or social networking sites. Students should never take pictures of patients whether or not a patient gives permission. Any pictures needed for educational purposes will be taken only by clinical facility or UCC staff following facility and UCC policies with appropriate signed permissions.

A student/group of students may create a Facebook or other social media page using UCC's name in the page for school-related activities (such as the UCC nursing class of 2022 or 2023) after meeting with UCC's Communications and Marketing Department. The Communications and Marketing staff has a number of tools that can help with page creation. They can also provide tips and strategies that are needed to ensure social media success. Learning the correct way to use a UCC-sponsored page will ensure that our institution remains in compliance. It will also continue to uphold the College's online integrity.

Students must request permission before audio taping or videotaping an instructor, and when they are permitted, such tapes or pictures must only be used for educational purposes within the program unless other express, signed permission is given by the instructor. Educational material (e.g. lesson power points or outlines) posted online for course student uses are not to be posted by students on any other media or site.

Students should understand that negative information about any person posted on any social networking site or other site reflects on the professionalism, integrity and ethical standards of the person posting the information. Future employers and college faculty and staff will periodically and randomly search public blog and profile sites.

Violation of this policy will result in the initiation of a disciplinary process and may result in dismissal from the nursing program.

## **RECORDS**

It is the responsibility of the student to maintain their own files. UCC will not provide copies of your student file, though you are able to review your file upon request. Certain information (such as immunizations, BLS, etc.) within your file will be confidentially shared with clinical facilities for compliance, and may also be shared with record-keeping companies for organizational purposes. Note: Much of this documentation will be needed as you create a student portfolio/begin applying for work as a new RN graduate – please stay organized.

## **ANNUAL REQUIRED DOCUMENTATION**

- a. A current American Heart Association (AHA) Health Care Provider BLS Card is required for clinical experience and it is the student's responsibility to obtain this and bring copy of current card to the Program Coordinator prior to the first day of class.
- b. Evidence of completion of annual education about blood-borne pathogen and the exposure control plan as well as HIPAA training (completed at the beginning of fall term).
- c. Signing of consent to photograph and record.
- d. FIT testing completed (respiratory mask size). This is completed in fall term.
- e. Digital photo obtained (for student I.D. badge). This is completed in fall term.
- f. HIPAA, Cyber security, and privacy documents.
- g. Mercy Medical Center (MMC) Confidentiality Statement and completion of Mercy's Security Program.
- h. Current & valid evidence of immunizations including: Hep B x3, MMR, TB (within the last 12 months), Varicella, and Tdap. Documentation is to be turned in to the Program Coordinator by the assigned date.
- i. All nursing students will be required to have drug screening upon admission to the nursing program. In addition, students are subject to random drug screening throughout the program.
- j. Admission or continuance in the program may be denied if the required documents are not provided to the Nursing Program Coordinator by the assigned date.
- k. Note: This list may not be all inclusive. Check your email regularly for program updates.

## **BACKGROUND HISTORY CLEARANCE**

Students will have completed a background check as part of the admission to the nursing program. It is important to understand that students will need to continue to complete background checks when applying for licensure and as conditions of employment. Additional background checks may be completed for various clinical sites; details will be made available from the Clinical Coordinator or Program Coordinator.

After completion of the background check and acceptance into the Registered Nursing program, any new citations, arrests, or violations need to be communicated to the Program Coordinator and Director of Nursing. Note: If you currently hold an Oregon CNA or LPN certificate or licensure, the Director of Nursing is required to notify the OSBN of the infraction/arrest, etc.

**Prior to registration for the class you need to submit evidence of beginning your Background History check.** Evidence of past or present criminal behavior identified through the background check or through other documented evidence of criminal behavior may lead to administrative sanctions up to and including dismissal from the Nursing Program. It is the responsibility of the student to inquire of past crimes. These crimes may prevent the student from entering or remaining in the program due to the inability to participate in the clinical setting at a healthcare facility despite already attending class. Students who are unable to attend the assigned healthcare facility are unable to pass the course and are encouraged to withdraw.

The Program Director and Instructor of Record will meet to look over history checks and contact any student with a potential problem. Decisions related to admission to a program and/or clinical experience for applicants with convictions or arrests are guided by, but not limited to: the Department of Human Services, Seniors with Disabilities, and the OSBN Division 1: 851-001-0115 (see below).

**OSBN Division 1: [851-001-0115](#)**

**Criminal Background Checks (CBC) for Applicants for Licensure or Certification by the Board including Initial, Renewal, Reactivations, Reinstatements, and Endorsements**

When applying for a license or certification to practice, including renewal, the Board will make a fitness determination consistent with ORS 181A.195 and OAR 125-007, which includes national fingerprint and state records criminal background checks per Board procedure.

- (1) If the CBC reveals a conviction, the Board will make a determination whether the conviction bears a demonstrable relationship to the practice of nursing. If the conviction relates to the practice of the applicant, licensee or certificate holder, the Board may deny or otherwise discipline the license or certificate up to, and including revocation. No denial or discipline will be based solely on the findings of a crime; all findings will be investigated and brought to the Board for consideration.
- (2) When making a fitness determination, the Board must consider:
  - (a) The nature of the crime;
  - (b) The relevancy of the crime to the present practice or proposed position, license, or certification;
  - (c) Findings of fact;
  - (d) The passage of time since the commission of the crime.
  - (e) The age of the applicant at the time of the crime.
  - (f) Likelihood of a repetition of the crime.
  - (g) Subsequent conviction of another relevant crime.
  - (h) Whether the conviction was set aside and the legal effect of setting aside the convictions
  - (i) Letters of support that would supply evidence of current character, including recommendations by employer, if applicable.
- (3) The Board will evaluate a conviction or pending indictment or that indicate the making of a false statement; crime or offense on the basis of law of the jurisdiction in which the crime or offense occurred.
- (4) A conviction in the following crimes may have a nexus to nursing and may be investigated and considered and could result in denial or discipline of the license or certificate:
  - (a) Crimes involving theft.
  - (b) Crimes involving fraud or deceit.
  - (c) Crimes involving any sexually related conduct, including but not limited to rape or sexual penetration.
  - (d) Crimes involving assault, harassment, stalking, domestic violence or similar conduct, including causing the death of another individual or individuals.
  - (e) Crimes involving driving under the influence of intoxicants if convicted for another crime in connection with the same incident.
  - (f) Two or more driving under the influence of intoxicant convictions within a five year period.
  - (g) Violation of controlled substance laws.
- (5) Other criminal offense information that may have a nexus to nursing and may be considered includes:
  - (a) Sex offender registration
  - (b) Conditions of parole, probation, or diversion program.
  - (c) Unresolved arrests for:
    - (A) Felony Burglary

- (B) Felony Robbery
- (C) Felony Criminal Mistreatment
- (D) Crimes involving visual depiction or visual recordings of sexually explicit conduct involving a child.

(6) The Board of Nursing in and through its designee(s) shall evaluate a crime or offense on the basis of the law of the jurisdiction in which the crime or offense occurred.

(7) Under no circumstances shall an applicant be denied under these rules because of a juvenile record that has been expunged or set aside pursuant to ORS 419A.260 to 419A.262.

(8) Under no circumstances shall an applicant be denied under these rules due to existence of contents of an adult record that has been set aside pursuant to ORS 137.225.

**Statutory/Other Authority:** ORS 678.150

**Statutes/Other Implemented:** ORS 678.150

**History:**

[BN 1-2022, minor correction filed 01/10/2022, effective 01/10/2022](#)

[BN 15-2021, amend filed 07/20/2021, effective 08/01/2021](#)

BN 5-2017, f. 7-3-17, cert. ef. 8-1-17

## STUDENT CLINICAL PLACEMENT/CONFLICT OF INTEREST

Students have a responsibility to immediately disclose a financial, professional, and/or personal conflict of interest or potential conflict of interest. In determining clinical placements for students, every effort will be made to avoid placing a student in a healthcare setting where there is a potential or actual conflict of interest. Examples for consideration include students currently or formerly employed in the setting or individuals in the setting have a financial or personal stake in the student's success or failure such as a boss, manager, family, friend, student/peer, and UCC faculty and/or staff. If a conflict is identified, either before or during clinical experience, it is the responsibility of the student to inform the Director of Nursing and Clinical Coordinator. Once notified, every reasonable effort will be made to develop a plan for resolution. Students must clearly communicate to staff their role as students during clinical hours and must access only materials available to all students during the clinical experience. If a student has been banned from a clinical site, this impacts the ability of the student to meet the requirements for clinical experience. These cases will be reviewed by the Program Director and may result in removal from the program.

At the discretion of the Program Coordinator, Clinical Coordinator, and the Director of Nursing, clinical groups may be shuffled in the event that there are un-equal numbers of students within groups or if there are internal issues noted within clinical groups. The Program Coordinator, Clinical Coordinator, and the Director of Nursing reserve the right to decide the make-up of clinical groups and clinical placements.

## EMPLOYMENT

**No accommodations will be made in the nursing program because of outside employment or for taking courses from other disciplines.** Students are not to work "night shifts" prior to their assigned clinical rotation to ensure the safety of the students and the patient(s) in their care. The nursing school staff and faculty have the right/responsibility to ask an unsafe student to leave the clinical area. This will result in a recorded clinical absence.

RN students that currently work in a healthcare facility that leave on unsatisfactory terms may be at risk of losing the ability to participate in clinical rotations within the facility. It is the student's responsibility to seek written permission with contact information for clinical access to continue in the RN program. The written approval is to be submitted to the Program Coordinator and Clinical Coordinator. UCC Nursing will not make clinical accommodations for students who do not receive a written clinical approval.

## INSURANCE COVERAGE

Nursing students are required to be covered by liability insurance before entering a clinical area. This is paid for at the time of registration, in the student fees. Students must be registered for the nursing course prior to the first day of each quarter. Students will not be allowed to participate in a clinical rotation if not registered for class. This liability insurance protects against if the student CAUSES harm, not if the student is harmed. Students are responsible for their own health insurance and it is strongly recommended that you have health insurance throughout the nursing program. Any debt accrued due to injuries/incidents while in the clinical setting(s) are the sole responsibility of the student. This includes copays, emergency room visits, etc. the college and facilities are not liable for these debts.

## INCIDENT REPORTS

Nursing students are required to report all injuries/accidents involving themselves and/or individuals to the clinical instructor immediately. When necessary, the clinical instructor will assist the student in obtaining medical care and completing required forms. The student will then obtain a State Accident Insurance Fund (SAIF) claim from the Human Resources Department at UCC. UCC does not provide medical insurance coverage for students.

## COVID

Due to the fluid nature of COVID mandates, please see the Nursing Program Coordinator for the most current plan and requirements for the college and our program.

## VACCINATIONS

Required immunizations: UCC Nursing follows the Oregon Health Authority's (OHA) requirements for immunization standards (Oregon Administrative Rule: 409-030-0180).

### **409-030-0180**

#### **Immunization Standards**

- (1) Table 1 lists the diseases and the corresponding required immunizations that students must have in order to receive a clinical placement or the immunizations that students are recommended to have but that are not required in order to receive a clinical placement.
- (2) Evidence of immunization may be demonstrated through the following:
  - (a) A document appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department, which must include the following:
    - (A) The month and year of each dose of each vaccine received; or
    - (B) Documentation of proof of immunity to the disease via titer; or
    - (C) Written documentation by a qualified medical professional indicating the month and year the diagnosis of the disease was confirmed.
  - (b) An official record from the Oregon ALERT Immunization Information System.
- (3) Individual student medical exemptions from specific immunizations must be maintained by health profession programs as part of the overall record of the student. Documentation for exemption requires a written statement of exemption signed by a qualified medical professional. Non-medical exemptions from immunizations are not allowed. [\[ED. NOTE: To view attachments referenced in rule text, click here for PDF copy.\]](#)

**Statutory/Other Authority:** ORS 413.435

**Statutes/Other Implemented:** ORS 413.435

#### **History:**

[OHP 24-2019, amend filed 11/06/2019, effective 11/15/2019](#)

OHP 4-2015, f. & cert. ef. 7-1-15

OHP 8-2013, f. 9-30-13, cert. ef. 7-1-14

Vaccination requirements are subject to change as deemed necessary per State mandates and/or facility guidelines. Students are required to submit proof of vaccine completion to the Program Coordinator within the timeframe provided at New RN Student Orientation. Students will not be permitted into the clinical setting without proof of the required immunizations and clinical absences can result in removal from the program.

*Updated: September 28, 2022\_RV\_CGT*

UCC highly recommends that students seeking entrance into health and emergency science programs, such as nursing and Paramedicine, are fully vaccinated for COVID-19.

At this time, Umpqua Community College (UCC) is accepting religious and medical exemptions for students who decide not to get vaccinated for COVID 19. However, these exemptions are for the college's nursing and medical programs which includes the on-campus portions of the program. UCC has no control over the requirements of clinical sites which are critical to the completion of the program. UCC is required to enforce the policies of our clinical sites.

According to the American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies for Professional Nursing Education (2021), "Simulation experiences represent an important component of clinical education... However, care experiences with actual individuals or groups continue to be the most important component of clinical education...Simulation cannot substitute for all direct care practice experiences in any one sphere or for any one age group." (page 21) Nursing education programs are mandated by boards of nursing as well as accreditors to provide students with face to face clinical experiences. They are not obligated to provide substitute or alternate clinical experiences based on a student's request or vaccine preference.

If the student is unable to be placed into clinical sites due to unvaccinated status, they may be unable to complete the requirements of the program.

### **DRUG SCREENING STATEMENT**

All nursing students will be required to have drug screening upon admission to the nursing program. The cost of the drug screen is the responsibility of the student. In addition, students are subject to random drug screening throughout the program.

A student is required to show proof of prescription if the student takes prescription medication that would alter or affect the drug screening. The nursing program holds the right to dismiss the student from further advancement or admission into the program if such information is not disclosed.

The nursing program will designate the company that will do the drug testing. The nursing program will not accept drug screening results from any company other than the one designated by the nursing program.

The nursing program maintains a no tolerance policy regarding substance abuse.

Students must clear a urine drug test. Failure to undergo the drug test will result in dismissal from the program. If the test comes back positive for reasons other than medically prescribed, the student will be dismissed from the program or acceptance into the program will be revoked. If the drug screen comes back diluted, not to temperature, or otherwise does not meet the requirements of the testing facility, the student will be required to submit another urine specimen. The student may be required to submit a monitored specimen before leaving the testing facility. If the student declines the second test, the student will be subject to dismissal from the program.

Any results below will result in revocation of acceptance or dismissal from the program. Note: *If the student is a CNA or LPN, the results will be reported to the OSBN.*

- Not eligible for a safety sensitive position
- Confirmed positive
- Positive for THC
- Not consistent with human urine (or shows that a urine substitute has been used)

In order to be considered for readmission the following year, the student must submit a letter from a treatment agency verifying completion of a substance use assessment and treatment program as indicated. Readmission is not guaranteed. If the student is readmitted and tests positive for a substance a second time, the student is not eligible for readmission to the nursing school.

Students will be subject to random, mandatory drug testing. If results are inconclusive, additional monitored mandatory testing will be required at the student's expense. Students may not return to clinical practice until a valid, passing result is obtained. These absences will be unexcused absences and will be subject to points lost. Students have a legal and ethical responsibility to report peers who they suspect are substance users.

### **IMPAIRED NURSING STUDENT/STUDENT SUSPECTED OF SUBSTANCE ABUSE**

The nursing program faculty believes they have a professional and ethical responsibility to provide a safe teaching and learning environment to students and to clients who receive nursing care from students. To fulfill this purpose, nursing students must not be chemically dependent or mentally ill resulting in unsafe behaviors during their participation in any learning experience, including classroom, on and off-campus clinical settings, and other department sponsored functions.

The problems of chemical abuse and/or mental illness, resulting in unsafe behaviors must be proactively addressed when identified in nursing students. The nursing faculty will intervene with the impaired student as outlined in the Student Procedures Handbook.

The nursing program follows UCC's policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property or as a part of any college affiliated academic activity, including off-campus clinical learning experiences. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the college in conformance with college policy (See UCC's Student code of Conduct, and the Nurse Practice Act).

To maintain the integrity of the nursing program and ensure safe client care, and in accordance with UCC policy (see the UCC Statement of Student Rights, Freedoms, and Responsibilities), students must abstain from the use of alcohol or drugs/medications which affect safe and appropriate functioning in the following situations:

- a. Before and during nursing classes
- b. Before and during assigned on and off-campus clinical time.
- c. While in student uniform or while participating in any UCC RN program function(s)
- d. Before and during assigned time in the clinical facility, including the time of client selection
- e. Students are subjected to possible drug screen per faculty discretion

Students have a responsibility to notify their instructor if they are taking any medications that may have an adverse effect upon their clinical performance. The instructor will then determine if the student's clinical performance is safe.

Students have a legal and ethical responsibility to report peers who they suspect are substance users.

As stated in the college catalog, "Anyone under the influence of alcohol or controlled substances may be removed, dismissed, or suspended from college functions, classes, activities, or responsibilities. The college will impose disciplinary sanctions on students up to and including expulsion...for violation of these policies."

While other medical conditions may cause some of the following, behaviors and signs suggestive of substance use include:

- slowed thinking processes or very impulsive thinking;
- immobilization or panic with resulting inability to think or act;
- wildly unpredictable behavior deviant from usual, acceptable behavior; inappropriate or bizarre response/laughter;
- irritable, restless manner;
- complaints of blurred vision; dilated or constricted pupils; bloodshot eyes;
- slurred speech;
- emaciated or unusual weight loss;
- tremors, especially in the hands and early in the morning;
- complaints of morning headache; abdominal or muscle cramps; diarrhea;
- diaphoresis;
- odor of alcohol;

- poor coordination or unstable gait;
- threats to kill or harm oneself or another person;
- possession of a weapon or hazardous object;
- severe psychological distress;
- poor judgment regarding safety issues for self, patients, and coworkers;
- severe physical distress e.g. seizures, chest pain, respiratory distress;
- possessing, using, or transferring any narcotics, hallucinogen, stimulant, sedative or similar drug other than in accordance with licensed health care provider's order.

Any Nursing Instructor, Nursing Supervisor, or Nursing Support Staff who believe that a student is under the influence of drugs or alcohol has the right and responsibility to remove the student from client care responsibilities to avoid threats to client safety. If drug or alcohol abuse takes place in the clinical setting, the instructor has the right to confiscate the substance(s) for identification with a witness present. Signs, symptoms, and behaviors of the student, and actions taken by the instructor will be documented and validated by another nurse (UCC Instructor, Charge Nurse or Nurse Manager on duty). The student will be escorted to the testing laboratory by a UCC representative or program director. Expenses of the testing will be charged to the student. Refusal to provide a sample warrants disciplinary actions which includes the possibility of immediate dismissal from the nursing program. Following completion of the specimen collection, warranted because of behavior in clinical, the UCC instructor or representative will make arrangements for the student's safe transportation home.

The involved student will be temporarily excluded from the nursing program while awaiting test results. The Nursing Director or Lead Clinical Instructor will be informed of the drug test.

The Program Director or Lead Clinical Instructor will notify the student of the results as soon as possible.

1. Negative results: Student may return to program activities with opportunities for make-up. The student will be expected to make-up this time/assignments missed.
2. Positive results: the Nursing Director will inform the Program's Dean the dismissal of the student on the grounds of substance use. The student who disagrees with the program's decision can utilize the UCC Student Code of Conduct, Student Grievance Procedure outlined at <https://www.umpqua.edu/student-code-of-conduct> and at the end of this handbook. Note: Positive findings will be reported to the OSBN if the students is a CNA or LPN.

### SAFE CLINICAL ASSIGNMENTS

- a. Nursing students are required to identify themselves to the nurse in charge when coming onto the clinical setting and wear appropriate dress including name tag (badge). No "badging in" for others is permitted, even if they have no access (respectfully ask that they call or visit the security department).
- b. Individuals with nuclear implants will be cared for by men or non-childbearing age women.
- c. Pregnant students will not handle chemotherapeutic agents or their containers.
- d. **PLEASE LET INSTRUCTORS KNOW IF YOU HAVE A LATEX OR IODINE SENSITIVITY.**

### DRESS CODE

#### **Clinical-Uniform Specific**

- a. A designated clinical uniform including: scrub top, black scrub pants, and black shoes must be available by the first clinical day of the program. A long sleeved black or white shirt may be worn under the scrub top.
- b. Uniforms are to be worn in clinical/CLA areas. Do not wear uniform to class unless there is a specific need to do so, and the instructor is aware. Jeans, coats. Sweats, shorts, capris, skin-tight pants, miniskirts, and sleeveless shirts are **not** permitted in any clinical area.
- c. Uniforms must be clean and wrinkle-free and kept in good repair.
- d. Pants must not drag on the ground.
- e. Students must wear their photo ID/name badge once it is available to them, at all times when in the clinical/CLA setting.

- f. Shoes must have closed heels and toes and must be black. No cloth, foam-type or sandals are allowed
- g. Each student must have a watch that accurately measures seconds, bandage scissors, ink pen, stethoscope, penlight and a hemostat.
- h. Correct placement of patches and method of attaching patches are required. Do not glue or staple.
- i. Some clinical areas require special attire which is furnished by the hospital. It is acceptable for students to wear this alternate attire when assigned to that clinical area. Clinical experiences may not be omitted because of inability to fit into the required garments.

### **Clinical-Personal Grooming/Hygiene**

#### **a. Jewelry**

- i. Should not be excessive and should be appropriate for a business-like environment.
- ii. Jewelry must not be a distraction to you or others.
- iii. Be visible either by shape or size through clothing.
- iv. Earrings must not extend past the earlobe.
- v. All visible body piercings must be removed (or covered if unable to remove) with the exception of earrings in the ear (small stud or hoop that does not extend past the earlobe), small solid ear plugs (no tapers, gauges or tunnels), or one small stud or small hoop in the nose that cannot extend past the edge of the nares. No septum piercing.
- vi. Jewelry in the tongue is prohibited.

#### **b. Hair**

- i. must be neat, clean, and appropriately secured to prevent it from falling forward if shoulder length or longer.
- ii. Long hair must not obstruct vision and must be controlled to prevent contact with the patient, equipment, or supplies.
- iii. Hair fasteners must be conservative and considered professional for the clinical environment.
- iv. Sideburns, moustaches, and beards must be neatly trimmed.

#### **c. Tattoos:**

- i. Visible tattoos must not be obscene, profane, vulgar, offensive, or distracting to others.
- ii. Tattoos visible above the jaw line are not acceptable.

#### **d. Fingernails**

- i. Fingernails are not to extend beyond the fingertip.
- ii. In accordance with CDC guidelines, artificial nails are prohibited.
- iii. Gel nails are acceptable but must be in good repair.
- iv. Painted nails must not be chipped.

#### **e. Hygiene**

- i. Perfumes, powders, and colognes should not be worn.
- ii. Students must be physically clean, including oral hygiene, clean hair, fingernails, and free of pervasive body odors such as smoke or sweat.
- iii. It is important to ensure that odors are neutral, therefore smoking is not permitted at any clinical facilities.

#### **f. Makeup**

- i. Makeup must not be excessive or a distraction to others.
- ii. Colors must be neutral.
- iii. Makeup should not include any substance that could flake or fall off during patient care.
- iv. Any cosmetic appliances, such as eyelash extensions, need to be in good repair and condition.
- v. Unless related to an organized campus event, no character, cosplay, theater, dress-up, caricature-type, makeup or attire can be worn in the clinical or classroom setting.

### Classroom Attire

- a. Classroom attire should be appropriate for on-campus attendance.
- b. According to campus student code of conduct, students are not permitted lewd, indecent, or obscene conduct or expression on campus.

### Supplemental Nursing Attire

Nursing Program Sweatshirt: Students may wear their nursing program sweatshirt in the on-campus clinical/simulation environment. The sweatshirt may not be a substitute for appropriate uniform but may be worn over the uniform. The nursing sweatshirt should NOT be worn in the off-campus clinical patient care environment.

Nursing Program T-shirt: The nursing t-shirt and sweatshirt serve as an advertisement for student nurses and the UCC nursing program. Students may wear their nursing program t-shirt and sweatshirt for CLA activities as well as within the community. Care should be taken to not wear the t-shirt in environments that might reflect questionably on the student or the program. However, the nursing t-shirt should NOT be worn in: dispensaries, bars, pubs and taverns, etc.

Students who fail to comply with the above policy regarding uniform and hygiene may be sent home by clinical faculty and subject to loss of clinical points as well as a behavioral strike.

## GRADUATION REQUIREMENTS

Refer to the UCC catalog for graduation requirements. **Note to all RN students:** Once you have joined the nursing program, please review your Degree Audit carefully (and/or meet with your Nursing Advisor) to ensure that you have completed all courses necessary to graduate from the RN program. It is not the responsibility of the nursing team to review your transcripts/Degree Audit for graduation eligibility. **Note to Second-Year students:** Please be aware that you will be required to apply for graduation so that your AAS-Nursing degree can be conferred (which is required before the Director of Nursing can attest your graduation with the OSBN for NCLEX-RN© testing approval). You can expect to apply for graduation in late winter or early spring term of your second year. Mark your calendars!

## LICENSURE

Upon completion of the Program it is the student's responsibility to apply for licensure. When applying for licensure, students will be subject to fingerprinting and a background check again. Details of felony convictions, parole provisions, drug and/or alcohol abuse history must also be reported. Failure to report this information constitutes fraud and will result in that person not being permitted to sit for the Licensing Exam or loss of license if the non-disclosure is discovered after the license has been issued. For additional information, please contact:

OSBN 971-673-0685  
17938 SW Upper Boones Ferry  
Portland, OR

National Council State Board of Nursing 866-293-9600  
111 E. Whacker, Ste. 2900  
Chicago, ILL 60601-4277

## CELL PHONE USE

Purpose: to establish a culture of digital citizenship by defining what is appropriate use of cell phones/I-pads or tablets in the classroom and the clinical settings.

1. Students are required to have a cell phone with application and texting capabilities for clinical rotations.
2. Students may use their cell phone only if approved by the course instructor and only to complete assignments that are related to the instructional lesson(s).
2. Students will not use cell phones in the classroom setting without the direct authorization of the faculty. Students observed to be texting or allowing their cell phone to ring or vibrate noisily during the classroom and clinical portion of the day may receive disciplinary consequences.

*Updated: September 28, 2022\_RV\_CGT*

3. Before sending or posting anything remember: LARK – Is it legal, appropriate, responsible, and kind.
  4. Students will not record still or moving images or voices of students or the teacher without permission from both parties.
  5. Students will not post recordings of still or moving images or voice recordings of students or the UCC or clinical facility staff/faculty to online websites without their permission.
  6. Recording of lecture either audio or visual are not permitted without the daily authorization of the instructor of record.
  7. Students will practice internet safety with online resources.
  8. Students understand that they may receive disciplinary consequences for violating board policies regarding cyber-bullying. (Refer to UCC Student Code of Conduct.)
  9. Students will not contact faculty's personal cell phone outside of class. Please use your instructor's contact information provided in the course syllabus or visit during office hours.
  10. With consideration of the severity of a "Cell Phone Use" breach, students in violation of any of the cell phone/I-pads/tablets use policies will be subject to disciplinary consequences including the possibility of dismissal from the program and possible denial of re-entry.
- \*Please also see the "CONFIDENTIALITY OF INFORMATION/SOCIAL MEDIA/PUBLICATION POLICY" on page 57.

### COMMUNICATION

- a. **Students are expected to check their email and the Learning Management System website (CANVAS) regularly. Any changes with contact information needs to be addressed immediately to the Program Coordinator. Announcements will be posted on the Learning Management System (CANVAS).**
- b. In effort to resolve conflict related to course/seminar/clinical matters, it is expected you will utilize the following steps listed below. Please refer UCC Student Code of Conduct Policies and go through the proper chain of command.
  1. Individual directly involved
  2. Instructor of Record (for classroom issues) and Mentor – or – Clinical Coordinator (for clinical issues) and Mentor
  3. Director of Nursing/Department Chair
  4. Dean of Student Services
  5. College VP of Student Services
  6. College President
- b. Current names, telephone numbers, addresses and email addresses must be given to the nursing department Program Coordinator and the College Registrar at the beginning of the school year and whenever there are changes. Students must inform their clinical instructor of telephone number changes and/or name changes. Student information lists are considered confidential and used only by faculty and fellow students with their consent.

### ON-CAMPUS and OFF-CAMPUS CLINICAL SITES

Please note that you are audio and/or video recorded in both on-campus and off-campus clinical sites. By entering the premises, you consent to photography, audio recording, video recording, and its/their review, release, publication, exhibition, or reproduction to be used for evaluation, news, webcasts, promotional purposes, telecasts, advertising, and inclusion of websites. You release UCC and its employees, and each and all persons involved from any liability connected with taking, recording, digitizing, or publication and use of photographs, computer images, video, and/or sound recordings.

By entering the premises, you waive all rights you may have had to any claims for payment or royalties in connection with any use of evaluation, news, webcasts, promotional purposes, telecasts, advertising, and

inclusion of websites. You have been fully informed of your consent, waiver of liability, and release before entering the premises.

#### **CLINICAL ROTATIONS and BEHAVIOR (All Clinical Facilities)**

- a. Clinical hours will vary, as you may be scheduled for day or evening clinical. Day clinical may start as early as 0600 and may finish as late as 2400. Clinical rotations are subject to be any day of the week. Students may rotate between nursing instructors, facilities, and clinical shifts.
- b. Students are guests in clinical facilities but are still subject to the same policies and code of conduct as facility employees. Therefore, if a facility employee is aware of a particular infraction of its policy by a student, he/she will inform the college of this incident and the student may be subject to disciplinary measures under the UCC Student Code of Conduct.
- c. Students are responsible to inform the Director of Nursing of any action that occurs during the program that could impact their ability to obtain a nursing license – i.e. infraction of patient safety policies (abuse) or any pending civil or criminal activity.

#### **HNSC SIMULATION AND SKILLS/SKILLS CHECK-OFF**

- a. All clinical rotations must be supervised by UCC nursing faculty, unless otherwise specified by written agreement.
- b. HNSC Simulation and Skill rotations are considered a part of the clinical experience, so rules that apply in clinical apply to HNSC including, but not limited to, dress code.
- c. All students will wear their photo ID in all clinical facilities.
- d. All students will be given time to practice skills during clinical hours in HNSC. Any additional practice hours need to be coordinated with the HNSC SIM Technician and the student's clinical instructor.
- e. Invasive and other nursing procedures will be practiced on manikins and in simulated environments plus the clinical facilities under the supervision of the nursing faculty.
- f. **No invasive procedures may be performed on anyone other than a patient, and only under the direct supervision of a UCC Nursing faculty or staff RN.** Students are not covered by insurance to perform invasive procedure on each other or the clinical setting, nor are they covered even when the "hospital staff member" has given permission. Times are scheduled with instructors to evaluate skill performance.
- g. **Skills Check-Off:**
  - i. With each new skill, students are given the opportunity to practice the skill in the HNSC. The more detailed skills have a check-list which the student is required to follow and master in a return demonstration. Each student must successfully perform these skills prior to performing them on clients in the clinical setting.
  - ii. The CORE Nursing Skills Checklist lists BOLDDED skills. These clinical skills CANNOT be performed on a client in the clinical setting without FIRST being checked-off in the HNSC.
  - iii. The faculty set a specific timeline for practicing each skill and for the check-off performance. When the check-off time is set, the student must practice the skill in the on-campus clinical as often as needed to be prepared for the check-off appointment.
  - iv. Since these skills must be mastered in a timely fashion, each student is expected to successfully perform the skill during the check-off time. If the student is not able to perform successfully during the check-off time, they will need to retest on a different day and schedule practice times prior to retesting. If the student is not able to demonstrate the skill successfully, the student will not be allowed to attend clinical until he/she performs the skill successfully. This may impact the student's ability to continue in the program.
  - v. The first 2-3 weeks of Fall Term in 2nd Year are designated "Bootcamp". This is a time for skills review, signoffs, and meeting clinical facility requirements that allow placement into the clinical facility. If a student is absent for any of these signoffs, their placement into clinical facility may be delayed to accommodate scheduling of skills review and signoffs.
  - vi. Anytime students miss a day that involves meeting requirements for clinical facility placement, this may cause a delay in the student's placement into a clinical facility until these requirements can be met.
  - vii. The CORE Nursing Skills Checklist (evaluation form) is a permanent part of the student's educational record. Students are required to carry their CORE Nursing Skills Checklist sheet with them during

clinical hours. The original document with both student and instructor signatures will be placed in the student's permanent file.

### CLINICAL ABSENCE

Clinical grading will be based on competence demonstrated by behaviors in clinical settings (on and off-campus clinical sites), simulation assignments, and clinical written assignments. Clinical absences will have an effect on a student's performance over the course of the program. When a student has been absent from clinical for any reason, the following guidelines will be used to determine the student's grade for the clinical day and potential make-up.

- a. Attendance is expected, there is no make-up for clinical absences and a loss of points will occur. See below for exceptions:
  1. Doctor's note
  2. Mandatory quarantine
  3. Discretion of the Director of Nursing
- b. Students that are absent due to illness with a doctor's note and/or required quarantine will be given the opportunity to make up the absence with another clinical group. It is the student's responsibility to schedule with the instructor of the group they are planning on joining for the day. They will be required to submit clinical paperwork for the make-up day to receive points.
- c. Students that are absent for emergent reasons will be cleared for make-up on a case-by-case basis.
- d. All other absences will result in the loss of points for that clinical day.
- e. Clinical absence from a med-surg experience may result in loss of specialty day(s) in subsequent terms with placement in more med-surg experience days than other students in a clinical group may receive. The clinical coordinator, in collaboration with the student's clinical instructor, will determine if clinical performance warrants the planned change from specialty to med-surg days.
- f. To ensure that you are able to attend clinicals, it is advised that you do not schedule elective surgeries during the active weeks and terms of the academic year. Because UCC also follows local clinical facility policies, students that are on weight restrictions, are dependent on a cane, etc., are not approved to participate in the clinical setting with or without a doctor's order or with an accommodation letter. Clinical absences can result in removal from the program. Please note that the above list of restrictions is not all inclusive.
- g. If a student has been absent from the Program for medical reasons, the student must present a statement from a physician stating he/she is physically/mentally able to perform the functions required by the program (as listed in the Technical Standards) without risk to self or individuals.
- h. For NRS110C, NRS111C, NRS 112C, NRS 221C, NRS222C: A minimum of 8 of the 10 clinical days must be completed (at least 80% of all clinical rotations, inclusive of on-site clinical and orientation), performing at the expected level (including completion/submission of required assignments), for a student to earn a passing grade. Students who complete  $\geq 8$  clinical rotations but are not performing at expected level will be placed on remediation and/or IP make-up hours, and must meet the goals of the plan as determined by the student and Clinical Coordinator to pass the course. Completion of  $< 8$  of the assigned clinical rotations will result in a non-passing grade.
- i. For NRS224C: All required clinical hours must be completed by the end of the term, with performance at the expected level, to earn a passing grade ("C" or better). An "Incomplete" cannot be given for the final term clinical grade except for extenuating circumstances. The only extenuating circumstance in which absences will be considered relate to unanticipated hospitalization or bereavement or similar events preventing a student from completion of at most a few weeks of required clinical hours so that the student is able to complete the limited clinical hours by a specified time that will extend into summer term. The exception would only be allowed if an instructor, a clinical teaching associate, and a clinical site are available for the required clinical experience hours.
- j. \*Refer to the NRS224 Canvas course and the Clinical Coordinator for Integrative Practicum information related to Guiding Principles, Clinical Teaching Associates (CTA), roles and responsibilities of the student/CTA/instructor, and more.
- k. Instances where there have been no absences but the clinical grade will be less than passing can occur. These situations are handled on a case by case basis.



## ATTENDANCE POLICY

Attendance and punctuality are a crucial part of the professional development and will be documented. 100% attendance and punctuality in on and off-campus clinical areas and the classroom is expected with the exception of extenuating circumstances (listed in the readmission section). Exceptions will not be made for travel or clinical schedule regardless of where the student lives. The student's presence in the clinical area is necessary for the instructor to adequately evaluate performance and competence.

- a. Students must be registered with the college prior to attending classes or clinical. Only registered students may be in class, conferences, counseling sessions, or clinical.
- b. Students are expected to be in their seat in the classroom by the time lecture is scheduled to begin. Once the instructor has begun lecturing, late students should enter the classroom quietly and choose the closest available seat to minimize disruption to the class. A pattern of tardiness may be noted by the instructor and can result in a loss of points, and/or missed opportunities. An example of a missed opportunity includes the inability to make-up missed in-class quizzes. Students arriving more than 10 minutes late to a test (midterm, final, HESI) may forfeit their right to test.
- c. Students are expected to be at pre-conference and post-conference in the clinical setting and ready to participate at the scheduled time.
- d. If unable to arrive at your clinical site on time due to unexpected circumstances the students is responsible for communicating with your clinical instructor as soon as possible.
- e. Students need to schedule personal appointments at times other than during class or clinical times.
- f. Transportation is the responsibility of the student and may require travel out of the area for clinical experiences. Students may ride with clinical preceptors during their community-based or mental health experiences when participating in home visits.
- g. **Cell phones must be silenced or on vibrate during class. Cell phones may be used in the clinical setting for educational and patient care related purposes if allowed by the nursing faculty. See cell phone use policy.**

## GRADING GUIDELINES

1. Final Grade – The benchmark of 74.5% must be met upon course completion in **each** of the following categories to progress in the program: clinical, didactic, and testing. At the end of each quarter the grades will be determined on the following scale (for specific points & criteria see course syllabus):

92 - 100% = A Outstanding

84 - 91% = B above Average

75 - 83% = C Meets Minimum Standards

Below 74.5% = F Not Passing

2. Progression in the program requires a minimum of 74.5% in all components of the course (testing, didactic, and clinical) to receive a passing grade. Receiving a score of less than 74.5% in any of the three listed categories will result in an "F" for the course and removal from the program.
3. The clinical evaluation form emphasizes the use of the core nursing competencies and evaluates the student behavior against a rubric in the 10 core competencies.
4. Clinical performance/behaviors will be evaluated and graded weekly.

## LEARNING RESOURCES

1. In addition to the required textbooks, other resources are provided in the Library. Extensive Library use is an integral part of your education, as not all information that is necessary to learning is in your textbooks. **Computers and access to the Internet is an essential part of** any education program. The college provides computer labs on campus, but it is the students' responsibility to get access to and maintain a school issued e-mail address. This email is used for all correspondence between the school, staff, and students. Students are required to have access to a laptop computer or compatible tablet, and a smart phone with application and texting capabilities.
2. Books and AV materials borrowed from the College, instructors, and/or other agencies are to be returned by the due date. Students with overdue materials at the end of any term will not receive a grade in nursing until the situation is satisfactorily resolved.
3. Photocopying is to be done on the machines located in the Library. Faculty/Staff are unable to allow student access to interdepartmental photocopiers.

## APA 7th EDITION FORMAT

APA 7<sup>th</sup> Edition format is expected on all papers. See course syllabus for specific instructions.

## ACADEMIC INTEGRITY/HONESTY

Academic Integrity and Honesty: Students, staff, and faculty work together to develop and maintain a culture of academic honesty. See "Student Code of Conduct, Academic Integrity" for further information and definition. A breach of academic integrity and honesty is not tolerated. Though not all inclusive, examples of academic dishonesty include: purchase of and/or distribution and/or use of instructor test-banks, sharing of or talking about information related to test/quiz content, accepting a passing grade for group projects in which the student did not participate, or a breach of any listed inappropriate actions in the "Student Code of Conduct, Academic Integrity."

Faculty members monitor student work for evidence of plagiarism. The submission of one's own previously graded work as a new assignment without the faculty member's permission constitutes that of self-plagiarism and will result in a zero grade and further disciplinary action as deemed appropriate by the Nursing Program. At the discretion of faculty, student assignments may be submitted to online originality reporting services.

To ensure and promote academic honesty, you may be required to sign a "testing agreement" stating that the student will follow the academic integrity policies/procedure listed throughout this handbook before taking a midterm, final, and/or HESI exam.

In the event that faculty and/or test proctors suspect that there has been a breach in academic integrity, the faculty and Director of Nursing reserve the right to disavow a test/exam and/or a test/exam grade. See "Academic Standards: Testing."

### SUPPORT PERSON FOR MANDATORY MEETINGS/EXIT INTERVIEWS:

In the event that you are required to participate in a mandatory meeting, or complete an Exit Interview, you will be permitted to bring one support person with you to the meeting. It is not common to have a support person during "academic" meetings, as these are often strategies shared to improve grades at midterms, etc. However, you are still permitted to bring a support person if desired. A *Student Release of Information* form will be completed prior to the start of the meeting. The Instructor will have a staff member present as a witness.

**Who can serve as a Support Person?** The support person can be a UCC staff member, a UCC student, a friend/parent/attorney/or other person that is not directly involved in the situation that will be discussed.

1. The student must notify the Instructor (or person requesting the meeting) within 24 hours of the meeting if a support person will be in attendance. The Instructor will have a staff member present as a witness.
2. The student must notify the Instructor (or person requesting the meeting) within 48 hours of the meeting if a support person is an attorney and will be in attendance. In instances where a student's attorney will be

in attendance, UCC may also have an attorney present. The Instructor will also have a staff member present as a witness.

**Role of the Support Person, and Guidelines:** The student may have one support person present during their meeting and are limited to “advising” the student. The support person may not:

1. Present information
2. Ask questions
3. Make any statements during the meeting
4. Speak for or on behalf of the student

**The Support Person may:**

1. Assist the student in clarifying their response to questions
2. Briefly converse with or write brief notes to the student

**Support Person and Student Expectations:**

1. It is expected that the support person and student act in a professional and courteous manner
2. Be mindful of (support person) communication with the student so that the meeting is not disrupted
3. Do not delay, disrupt, or interfere with meeting (or hearing) procedures
4. Do not disrespect others in the meeting (or hearing) by badgering or harassing the other student(s) or staff that may be involved
5. Be mindful that the process is to guide students as defined by the Student Handbook

**Non-Compliance:** If the student and/or support person does not act in accordance with the limitations set forth, the meeting facilitator will provide a verbal warning for non-compliance. If the non-compliance persists, the support person will be asked to leave the meeting (or if the student is in non-compliance, the meeting will be cancelled). Failure to complete the meeting/plan may result in dismissal from the program. Failure to complete an exit interview may result in the inability to re-enter the program at a later date. (Support person language borrowed, in part, from: <https://studentconduct.okstate.edu/advisors/>.)

## EXIT INTERVIEW

Exit interviews are held to obtain information on reasons, circumstances or any details that lead to a nursing student leaving the program of study. The interview will include a detailed course of action for both the student and the department to follow when a student exits the nursing program. Students must participate in an Exit Interview to be considered for future audit. A meeting will be scheduled with the student, the involved faculty, the Director of Nursing and the Dean (if available/applicable). The meeting will address the following:

- a. Discuss what area the student has failed in and provide written proof of the inability to meet the grading standard. (Clinical evaluation tool, technical standards, testing scores, didactic failed assignments and/or any other material that affected the student’s ability to meet the course standard.)
  - b. Student will leave the exit interview with either a verbal or written statement of some of the behaviors that were identified that could have contributed to their failure in the course. If it is given verbally, they will receive a written follow up.
  - c. The written evaluation from nursing faculty of the student’s inability to continue will give the student some ideas of areas where the faculty felt the student needs to make some changes in their focus, behavior, or their ability to allocate the necessary time to the program.
  - d. The student will not only be asked to sign this document, but they must use this document to address how they will be successful when applying to return to the program. The summary of the exit interview will be placed in the student’s file in the nursing department.
  - e. Please see “Readmission Policy” for the steps to re-enter the program if applicable.
  - f. The student should come to the committee with a plan for success and some things that have changed that will impact the student’s ability to be successful on this next attempt in the program. The student will have a maximum of two attempts. (See policy on Nursing Program Readmission.)
  - g. Program re-admittance is at the discretion of the Nursing Director based on the student’s interview and written plan.
2. Note: The student is advised to contact the UCC Registration department and the UCC Financial Aid department after the exit interview is complete.

## READMISSION POLICY

It is the student's responsibility to submit a written request stating their desire to return to the program as an auditing student. This letter of intent is due within 30 days of the unsuccessful course completion or withdrawal date and is to be submitted to the Program Coordinator and the Director of Nursing. An interview may be scheduled with the student seeking an audit at the discretion of faculty and the Director of Nursing.

All re-admissions must be approved by the Director of Nursing, no later than 45 days, prior to the beginning of the term the student is requesting to audit. The Nursing Director may seek feedback from faculty regarding re-admission for students(s) seeking re-entry. There is no guarantee of receiving an audit or re-entry in the program.

- a. A student who fails from the required nursing course must successfully repeat that course before proceeding in the program. Students requesting re-entry will be required to audit the preceding course and clinical (space allowing) prior to entry term (with the exception of section "g.").
- b. A single (one) repeat opportunity may be provided to reenter the program within a year of the failure (not obtaining a grade of 74.5%) or withdrawal. Factors that influence the decision to allow a student to re-enter the program are related to the nature of the failure (i.e. safety of patient care, academic integrity, failed drug screening, or not meeting course requirements). Students who participate in defamation of the campus, program, peers, or staff, will not be considered for re-admission. Students who threaten the campus, program, peers, self, or staff (general or specific) via face-to-face, phone, text, social media, or otherwise will not be considered for re-admission.
- e. Students wishing re-entry into the nursing program will be responsible for the financial cost of any additional standardized testing and/re-entrance fees related to the nursing schools' policies.
- f. Students auditing the course are expected to take the midterm and final exams, (and HESI testing if applicable), complete all assignments, and attend at least 75% of classes (see clinical absence policy if applicable – re: student is auditing clinical).
- g. If there are multiple auditing students that are competing for readmission, the average score of exams will be reviewed and used to determine readmission to UCC's nursing program.
- h. If a student leaves the program before successful completion, and due to extenuating circumstances, auditing the previous course may not be required based on previous academic performance. Re-entry is not guaranteed except in extenuating circumstances and per space availability. Extenuating circumstances may consist of: significant loss of immediate family member, major loss of property, military service, major medical conditions, and other circumstances as approved by the UCC nursing staff and director. Proof of the legitimacy of the event must be provided to the nursing director before returning to the program.
- i. All returning students will be required to practice/demonstrate core skills with an instructor before being allowed to perform these skills in off-campus facilities. It is the responsibility of the student to communicate with Nursing Support staff 5-6 weeks before re-entry to initiate skills practice, determine upcoming CLA opportunities, EMR training, review of immunizations, BLS expirations date, etc.
- j. The UCC Nursing Director and staff reserve the right to hold an "admission placement" for the following academic year should the student have extenuating circumstances as listed in section "h" or clear and credible cause to withdraw from the program after acceptance but prior to the start date. Proof of the legitimacy of reason for withdrawal must be submitted in writing to the UCC Nursing Director.

## STUDENT REPRESENTATIVES

Student Representatives and student participation in nursing school staff meetings:

1. Each year's class will nominate individuals to serve as student representatives for each academic year. There will be one representative chosen to represent each clinical day cohort. The top three candidates from each group will then complete a panel interview process. The interview panels will include:
  - a) The current second-year student representatives
  - b) A second-year student
  - c) A nursing instructor
  - d) A non-nursing instructor
  - e) Support personnel
  - f) The Nursing Director

2. The interview panel will choose the incoming student representatives.
3. Student representatives are expected to attend the majority of nursing faculty meetings, normally held bi-weekly. If one of the representatives is unable to attend meetings regularly, faculty may elect a new candidate or ask that an alternate move into the role.
4. Each representative will be allotted time during each faculty meeting to provide feedback, describe concerns, or contribute to discussion topics. They may also be asked to convey information to the nursing student body.
5. Individual students may have concerns that may need to be addressed personally. These students will notify the class representative that they will talk directly with the Instructor of Record, and if necessary, follow the chain of command.
6. Student representatives will participate in the annual Pinning Ceremony.
7. Active Student Representatives are not required to complete CLA hours but are encouraged to participate in community events related to the essential representative duties.

### **APPROVED COMMUNITY LEARNING OPPORTUNITIES or ACTIVITIES (CLA)**

1. RN Students are required to complete 50 hours for the total program (10 hours each for the first 5 terms). CLA hours do not “earn” points. However, incomplete CLA hours will result in a loss of 5 didactic points per hour (up to 50 points) and will be deducted from the “assignments” category (Health Promotion, Chronic 1, Acute 1, Chronic 2, or Acute 2, respectively).
2. The Nursing Program may post information on potential CLA opportunities. However, it is the student’s responsibility to secure these hours and not the Nursing Program.
3. Being an active participant in the local community is an important part of your nursing education. There are experiences which may result in the allotment of additional hours (exceeding 10) within the term. To promote continued participation in the community, students are able to roll over up to three hours each term with the exception of spring to fall terms. CLA opportunities that occur over summer term will count towards the students upcoming fall term.
4. No CLA hours are required in the 6<sup>th</sup> and final term (Scope of Practice).
5. International Service Learning, mission, and humanitarian work (one week or greater) is the equivalent of 5 CLA hours per term for the remainder of the program.
6. Mentors can earn up to 2 hours of CLA per term using the following guidelines: half-time is earned while waiting for students to arrive. 1:1 mentoring time will accrue via regular hours.
7. Active Student Representatives are not required to complete CLA hours but are encouraged to participate in community events related to the essential representative duties.

### **ACCESSIBILITY STATEMENT and MENTAL HEALTH STATEMENT**

#### **Accessibility Statement:**

UCC is committed to supporting all students. Any student who feels he or she may need an accommodation for any type of disability should make contact with the Accessibility Services Office in the Campus Center, as soon as possible. Accommodations are not retroactive; they begin when the instructor receives the “Approved Academic Accommodations” letter sent by email. This is why it is imperative to start the process early. To request academic accommodations for a disability, please contact Accessibility Service Coordinator: Phone (541) 440-7655 or (541) 440-4610 or Oregon Relay 1-800-735-2900. Additional information can be found on the UCC website: <http://umpqua.edu/accessibility-services> (Links to an external site.)

#### **UCC Disability Services Verification Form:**

UCC Nursing **is not able** to approve the following section of the UCC Disability Services Form:

***Other:** Flexibility of deadlines/testing scheduling due to disability related absences. \*Student will be responsible for notifying instructor of such an absence within the agreed upon time frame (suggested within 24 hours). The instructor will identify a reasonable due date and the student is responsible for all work \_\_\_\_\_.*

**ADA compliance statement:** Canvas conforms with the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines.

**Mental Health Statement:**

The Campus Mental Health, Recovery and Wellness Department at UCC offers counseling services and specialty advising for students who are enrolled at UCC. We can assist with common student and personal concerns including: Counseling Services (personal, crisis, 10/1 related), Recovery/Specialty Academic Advising (10/1 related, Veterans, and students receiving accommodations), career exploration, planning and counseling, testing anxiety, referrals to campus and community resources, and weekly Wellness Workshops. Drop-ins are always welcome!! **Campus Wellness Center located in the Campus Center. Phone: 541-440-7859**

**Oregon Consortium for Nursing Education:** The following guidelines are for student looking to transfer to OHSU at the end of their AND program for their BSN.

Overarching Principles:

**Communication:** It is important that the personnel and offices responsible for providing services to students with disabilities at the partner schools be able to communicate with each other in an honest and respectful manner. Concerns or issues that arise need to be communicated as early as possible among affected partner schools. Students need to be made aware of the partnership relationship early on, and communication for the student between the partner schools (community colleges and OHSU) should be as barrier free as possible.

**Seamlessness:** To the greatest extent possible students with disabilities will be provided seamless services and accommodations between the community college partner and OHSU.

**Partnership:** The community colleges and OHSU will work in the spirit of partnership to make sure that the needs of students with disabilities are met in a timely manner.

**Guidelines:**

- 1) A co-admitted student who requests accommodation will be served by the disability service office where the student is enrolled. For routine accommodations, documentation and decision will be made by staff in that office. OHSU and community college disability services offices will communicate/consult with each other as necessary to support students who choose to transition from the college to the university. This consultation can take place without sharing the personal identifying information or the community college may choose to get a signed release form from the student enabling more formal discussions. The goal of the consultation is to discuss appropriateness of accommodations, strategy, and accommodation ideas.
- 2) The disability service office at OHSU will provide a release form to the community college disability service office if needed. The release form will be given to students with disabilities in the nursing program to sign to enable the sharing of information and communication between the disability service offices at the community college and OHSU. This release form will also address the transfer of hardcopy information including documentation information from the community colleges to OHSU when requested by the student.  
The community college will determine when is the best time and manner to provide this form and information to the student. However, this will happen no later than when a student with a known disability indicates their intention to pursue the BS degree through OHSU and requests the assistance of the community college disability services office.
- 3) The OHSU disability services office will be responsible for developing and writing the accommodation letter for the student with a disability after matriculation into the OHSU nursing program.

### **INCOMPLETES (UCC Policy #711.01)**

The core nursing courses are not subject to an incomplete grade with the exception of the final term, NRS 224, in which the student experiences extenuating circumstance (see Clinical Rotations, NRS224C). An "incomplete" will not be assigned unless a contract is initiated by the student and approved by the instructor. The UCC Student Handbook states: "An "I" (incomplete) is given under special circumstances. If you cannot complete the class work in the term in which you take a course, you can arrange with the instructor (prior to grading time) to be given an "I". An incomplete must be made up no later than the following term of study, under the conditions specified by the instructor at the time he or she agreed to grant the "I". An "I" is not computed when figuring your GPA, but it does appear on your academic record.

### **WITHDRAWALS (UCC Policy #704)**

Students registered for classes are considered to be in attendance. Students discontinuing attendance without filing the official withdrawal form in the Admissions and Records Office may receive a failing grade.

*Students wishing to withdraw from a course or courses must initiate the withdrawal procedure during the first twenty instructional days of each quarter, except for classes less than 10 weeks in length. The student may withdraw by completing the appropriate form in the Admissions and Records Office. After that date the following procedures must be followed:*

*Withdrawal from the College - To withdraw from all courses the student must secure the signature of a Dean or Counselor. The withdrawal form may be obtained in the Admissions and Records Office, and must be completed and filed in the Admissions and Records Office.*

*Withdrawal fall quarter - During the Fall quarter students may withdraw from a course or courses by obtaining the signature of the instructor anytime between the 21st instructional day and the end of the tenth week of instruction.*

*Withdrawal winter and spring quarters - Winter and Spring quarter students may withdraw from a course or courses by obtaining the signature of the instructor anytime between the 21st instructional day and the end of the ninth week of instruction.*

*Withdrawal summer quarter for ten-week classes - Students may withdraw during the first four weeks of the quarter from any class or classes by completing the appropriate form in the Admissions and Records Office. Beginning with the fifth week of instruction, and continuing through the eighth week of the summer quarter, a student must obtain the signature of the instructor on the appropriate form. The student then will complete the process at the Admissions and Records Office.*

*Withdrawal summer quarter for five-week classes - The student may withdraw during the first two weeks of the five-week session by going to the Admissions and Records Office and completing the appropriate form. During the third and fourth weeks of the five-week quarter, the student must obtain the signature of the instructor on the appropriate form. The student will then complete the process at the Admissions and Records Office.*

*Withdrawal summer quarter for three-week classes - Students may withdraw during the first week of the three-week session by going to the Admissions and Records Office, completing the appropriate form. During the second week of the three-week quarter, the student may withdraw by obtaining the signature of the instructor on the appropriate form, and completing the process by going to the Admissions and Records Office.*

*Students are expected to process withdrawals in person, but under exceptional circumstances may do so by telephone or writing a letter of explanation to the Admissions and Records Office. Proper withdrawal is reflected on transcripts and adherence to the correct procedure protects the student's academic record.*

*Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms may be obtained from the Counseling Office. (Refer to UCC'S Student Code of Conduct.)*

Note: The student is advised to contact the UCC Registration department and the UCC Financial Aid department after the withdrawal process is complete.

## UCC POLICIES

### STUDENT CODE OF CONDUCT

Students, staff, and administration have together developed rules to guide student behavior. It is the student's responsibility to know and abide by these regulations. Always refer to the updates available for UCC policies online. Please note that the UCC Nursing Program works in conjunction with the UCC Campus Student Code of Conduct. Certain circumstances warrant the need and action to immediately remove/dismiss a student from the UCC Nursing Program in order to safeguard the cohort, college, and/or community.

The Standards of Student Conduct or (Student Code of Conduct) describes your rights and responsibilities while a student at Umpqua Community College. It also describes the College's student disciplinary process and also how a student can have a [complaint addressed](#).

Umpqua Community College [Board of Education](#) adopted the Standards of Student Code Board Policy and Administrative Procedures as of May 2020.

### STANDARDS OF STUDENT CONDUCT

#### Board Policy 5500

- A. Students of Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the College that are designed to perpetuate its educational purposes.
- B. The College, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.
- C. The provisions of the Standards of Student Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein, at any time, in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.
- D. The Standards of Student Conduct will apply to conduct which occurs on College premises, including hybrid and online classes, and to conduct which occurs elsewhere during the course of a College-sponsored function or activity, or at functions sponsored by the College. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Standards of Student Conduct.
- E. The President will establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The Dean of Student Services is responsible for the administration of the Standards of Student Conduct. In the absence of the Dean of Student Services, the President will appoint a designee to administer the Standards of Student Conduct.
  1. Administrative Procedure 5500 will provide definitions used throughout the Administrative Procedures for Standards of Student Conduct;
  2. Administrative Procedure 5501 will define the conduct that is subject to discipline;
  3. Administrative Procedure 5506 will define Academic Integrity, violations of Academic Integrity, and sanctions for violation; and
  4. Administrative Procedure 5520 will identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.
- F. The procedures defining the Standards of Student Conduct will be made widely available to students through the college catalog, the website, and other means.

### **DEFINITIONS**

#### *Administrative Procedure 5501*

1. Definitions: The following definitions apply for all policy and procedure related to Standards of Student Conduct:
2. Day – Unless otherwise defined, day will mean a day during which the college is in session and regularly scheduled classes as published in the term schedule are held, excluding Saturdays and Sundays.

3. Expulsion – Exclusion of the student by the Board of Education from all campuses and programs of Umpqua Community College for one or more years.
4. Instructor or Faculty Member – Any academic employee of Umpqua Community College in whose class a student subject to discipline is enrolled, or Life Coach / Counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.
5. Long-term Suspension – Exclusion of the student by the Provost and/or President for good cause from all classes and activities of the college for one or more terms.
6. May – used in the permissive sense.
7. ORS – Oregon Revised Statutes, the codified laws of the State of Oregon.
8. Umpqua Community College or “the College” – Umpqua Community College or UCC; includes any College premises, College-sponsored or supervised functions, or at functions sponsored by the College.
9. Removal from class – Exclusion of the student by an instructor for the day of the removal and the next class meeting.
10. Shall – used in the imperative sense.
11. Short-term suspension – Exclusion of the student by the Provost and/or President for good cause from one or more classes for a period not longer than 1 academic term.
12. Student – Any person currently enrolled as a student at any campus or in any program offered by Umpqua Community College, including academic and certificate programs, dual credit, Career & Technical, Community & Workforce Training, and Adult Basic Skills programs.
13. Written or verbal reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student’s permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the college for a period of up to one year.

## **STUDENT MISCONDUCT**

### ***Administrative Procedure 5502***

The following are examples of conduct that will constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student as the College deems appropriate. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list.

- I. **Acts which are dishonest, disrespectful, or disruptive**
  - A. Committing acts of dishonesty including but not limited to:
    1. Engaging or participating in forms of academic dishonesty including cheating and plagiarism (including plagiarism in a student publication). Academic integrity is covered in more detail in UCC administrative procedure # 5506.
    2. Knowingly furnishing false information to any staff or faculty member of the College community or College office.
    3. Forging, altering, or misusing a College document, record, or instrument of identification, including information related to a cooperative work experience placement, supervised field experience placement, or clinical placement.
    4. Unauthorized preparation, transfer, distribution, or publication, or any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent side of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administration procedure.
    5. Tampering with the election of any College-recognized student organization.
    6. Attempting to represent or act on behalf of the College, any College-recognized student organization, or any official College group without the explicit prior consent of the officials of that group.
  - B. Disruptive behavior, including willful disobedience, repeated profanity or vulgarity, defiance of authority, or abuse of, College personnel.
  - C. Lewd, indecent, or obscene conduct or expression on Umpqua Community College premises
  - D. Libel or slander of another member of the college community.
  - E. Invasion of another person’s reasonable right to privacy by any means, including the unauthorized use of surveillance or recording devices on College premises.

- F. Participating in a demonstration or gathering which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
  - G. Engaging in or inciting others to engage in dangerous or unlawful acts on College premises, to violate lawful Umpqua Community College administrative procedures, or to disrupt the orderly operation of Umpqua Community College operations or functions.
  - H. Disrupting or obstructing teaching, research, administration, disciplinary proceedings, other College activities, including its public service function on or off campus, or other authorized non-College activities, when the act occurs on College premises.
  - I. Failure to disperse when an unauthorized assembly (as defined by the campus free speech policy) is ordered to disperse by College officials on College premises.
  - J. Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on College premises.
  - K. Aiding, abetting or procuring another person to engage in disruptive conduct on College premises.
- II. Acts which are violent, threatening, or harassing**
- A. Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces or otherwise endangers the mental or physical health or safety of any member of the College community.
  - B. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an Umpqua Community College employee, which is concurred with by the Provost and/or President.
  - C. Unwanted contact or communication of any nature with another student or other member of the College community after being instructed by that person or a College official that such contact or communication is unwelcome or disruptive to the educational process of UCC, as determined by a College official.
  - D. Sexual assault or sexual exploitation, regardless of whether the victim is affiliated with Umpqua Community College.
  - E. Committing sexual discrimination (including sexual harassment) as defined by law or by Umpqua Community College's policies and procedures.
  - F. Engaging in harassing or discriminatory behavior based on age, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status or activity protected by law.
  - G. Engaging in intimidating conduct or bullying against another student or employee through words or actions, including direct physical contact; verbal assaults; repeated teasing or name-calling; social isolation or manipulation; and cyberbullying.
  - H. Planning, directing or committing acts of hazing, as defined by ORS 163.197.
  - I. Interference by force or by violence (or by threat of force or violence) with any member of the College community in carrying out his/her duties or studies.
  - J. Willful conduct which results in injury or death to a student or employee or which results in damaging or defacing any real or personal property owned or controlled by Umpqua Community College, or personal property of another student or employee.
- III. Acts involving unapproved use of cigarettes, drugs, alcohol, or other illicit intoxicants**
- A. Unlawful possession, use, sale, offer to sell, or furnishing, any controlled substance, alcoholic beverages, cigarettes and tobacco products, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia. Possession of controlled substances with a valid prescription is not prohibited. You must be 21 to legally possess cigarettes and tobacco products in Oregon.
  - B. Appearing or being under the influence of alcohol or illicit substances on College premises.
  - C. Smoking in any area where smoking has been prohibited by the law or by regulation of the College or Umpqua Community College.
- IV. Acts that threaten campus integrity, safety, and security**
- A. Violating any notice against trespass on College premises or unauthorized entry upon Umpqua Community College facilities.

- B. Unauthorized use of Umpqua Community College facilities and/or unauthorized use of College equipment.
  - C. Unauthorized possession, sharing, duplication or use of keys or entry codes to any College building, facility or equipment.
  - D. Failure to identify oneself to College personnel when requested to do so.
  - E. Failure to leave a building or specified work area when directed to do so by College personnel.
  - F. Posting, affixing, or otherwise attaching, written or printed messages or materials, without proper approval, and/or on or in unauthorized places. Removing written or printed messages or materials approved by the College for posting without specific authorization to do so.
  - G. Engaging in unauthorized canvassing, sales or solicitation on College premises.
  - H. Making false reports of fire, bomb threat, or other dangerous conditions; failing to report a fire or other known dangerous condition; or interfering with the response of the College or emergency response teams to emergency calls.
  - I. Unauthorized use of College computers (hardware or software), internet or electronic communications equipment or systems, including but not limited to:
    - 1. Unauthorized entry into a file, to use, read, or change its contents.
    - 2. Unauthorized transfer or copying of a file or files or software.
    - 3. Unauthorized use of another person's identification and password.
    - 4. Use of computing facilities to interfere with the work of another member of the College community.
    - 5. Use of computing facilities to send obscene, defamatory or harassing messages or use of College computing facilities for activities not within the scope of the College's instructional objectives.
    - 6. Use of computing facilities to interfere with the normal operation of the College computing system.
    - 7. Unauthorized installation of software on College equipment.
    - 8. Tampering with College computer hardware.
    - 9. Any attempt to gain access to College computers or network, on campus or off campus, without authorization (i.e., hacking).
    - 10. Use of computing facilities to conduct personal business activities or illegal activities.
    - 11. Noncompliance with any of the provisions of the Information Technology Acceptable Use Policy. (#3720)
  - J. Violation of electronic devices guidelines for personal devices.
  - K. Bringing animals into classrooms and college buildings except for "assist" animals, "assist" animals in training, or other animals defined in ORS 346.680, or animals used for instructional purpose.
  - L. Engaging in gambling activities on College premises, except as expressly permitted by law and with written approval from the President or President's designee.
- V. **Acts that violate local, state, or federal laws or UCC Board Policies & Administrative Procedures**
- A. Committing or attempting to commit robbery or extortion.
  - B. Stealing or attempting to steal Umpqua Community College property or private property on campus, or knowingly receiving stolen Umpqua Community College property or private property on campus.
  - C. Committing acts of arson, creating a fire hazard, or possessing or using without proper authorization, flammable materials or hazardous substances on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
  - D. Abusing or obstructing the Standards of Student Conduct procedures, including but not limited to:
    - 1. Falsifying or misrepresenting information before the Dean of Student Services, hearing panel, or President.
    - 2. Disrupting or interfering with the orderly conduct of the hearings panel.
    - 3. Instituting a College grievance knowingly without cause.
    - 4. Attempting to discourage an individual's proper participation, or use of, the College hearings.
    - 5. Attempting to influence the impartiality of the Dean of Student Services or members of a hearing panel, prior to, during, and/or after a hearing panel.
    - 6. Harassing (verbal or physical) and/or intimidating the Dean of Student Services, member of a hearings panel, or other College employee prior to, during, and/or after a College hearings panel.
    - 7. Failing to comply with the sanction(s) imposed under the Standards of Student Conduct

8. Influencing or attempting to influence or aiding another person to commit any of the prohibited acts above.
- E. Violating published Board of Education or College policies, regulations, and/or procedures including, but not limited to, the policies on discrimination, harassment, campus disruption, and drug and alcohol abuse.
- F. Violating federal, state or local laws on College premises or while in attendance at College-sponsored or supervised events or committing off-campus violations of federal, state or local law that adversely affect the College and/or the pursuit of its objectives.

## HAZING

### *Administrative Procedure 5505*

- A. Hazing is not permitted at Umpqua Community College. No individual, student organization, club, team, or any other College-affiliated student group is permitted to plan, engage in, or condone hazing, on or off the Umpqua Community College campus.
  1. “Hazing” includes, but is not limited to:
    - a. To subject an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual’s body or to subject an individual to other similar forms of physical brutality;
    - b. To subject an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual;
    - c. To compel an individual to consume food, liquid, alcohol, cannabis, controlled substances or other substances that subject the individual to an unreasonable risk of harm or adversely affect the physical health or safety of the individual; or
    - d. To induce, cause or require an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
- B. This policy is not intended to prohibit or sanction the following conduct:
  1. Customary public athletic events, contests, or competitions that are sponsored by the College; or
  2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.
- C. Umpqua Community College encourages all members of the College community who believe that they have witnessed, experienced, or are aware of conduct that violates this policy to report the violation to the Dean of Student Services. In the absence of the Dean of Student Services, reports are made to the Provost.
- D. Should the College become aware of hazing by a student organization or any of its members, the College may immediately suspend the organization or group pending an investigation into the allegations. Allegations of hazing are resolved in accordance with the student conduct process. Students and/or student organizations found responsible for violating this policy are subject to the full range of disciplinary sanctions. For more information, refer to BP/AP 5500 Standards of Student Conduct.

NOTE: Oregon law requires community colleges and universities to provide an annual report to the legislature on the number of hazing incidents reported and investigated during the previous academic year.

## ACADEMIC INTEGRITY

### *Administrative Procedure 5506*

#### I. Introduction

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and UCC. The academic integrity of each student is crucial not only to that individual student’s quality of education but also to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

#### II. Academic Dishonesty

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to

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sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list.

1. Cheating on any graded assignment; cheating is defined as any of the following:
  - a. Use of any unauthorized assistance, including notes, crib sheets or other academic material, in taking quizzes, tests, or exams;
  - b. Relying on the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - c. Acquiring or viewing, without permission of the instructor, a test, or examination questions or answers, or other academic material.
2. Copying another student's or a tutor's answers or strategies on a test, quiz, professional or practical assignment; or allowing another to do so.
3. Collaborating with others on assignments or assessments unless expressly authorized by the instructor.
4. Submitting one's own previously graded work as a new assignment without the instructor's permission.
5. Plagiarism or the presenting as one's own work the work of another writer without acknowledgement of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or another source such as the Internet.
6. Fabrication or falsification of any information, research, data, references or clinical records.
7. Assisting another student to engage in any form of academic dishonesty.
8. Turning in work which was completed, all or in part, by an individual other than the student.
9. Tampering with evaluation devices or documents.
10. Impersonating another student during a quiz, test, cooperative work experience placement, supervised field experience placement or clinical placement or other student assessment/assignment or participation in being impersonated by another student.
11. Use of electronic devices, including cell phones, smart watches, or other similar wireless devices to convey information relevant to the test, quiz, or other student assessment, during any test, quiz, or other student assessment.

### III. **Immediate Sanctions for Academic Dishonesty**

1. **Zero or "F" grade for assignment.** An instructor may immediately issue a zero or "F" grade for a paper, assignment, quiz, or other student assessment as a sanction for academic dishonesty, with or without the possibility of makeup
2. **Zero or "F" grade in course.** An instructor has the right to immediately suspend a student from the course (with no possibility of refund) and issue a grade of "F" for a course if the instructor has documented that the student has engaged in egregious acts of academic dishonesty.
3. **Request for administrative sanctions.** An instructor or department chair may petition the Dean of Student Services to apply administrative sanctions. Administrative sanctions include:
  - a. Complete withdrawal from all courses (with no possibility of refund);
  - b. Disciplinary suspension from the student's academic program (if applicable); and/or
  - c. Disciplinary suspension from the college.

### IV. **Process**

#### **Step 1: Filing of Report**

The instructor will file a written report of the act of academic dishonesty with the Department Chair, Chief Academic Officer, Dean of Student Services, and Registrar within 5 days of when the instructor discovered the act of dishonesty.

#### **Step 2: Filing of Standards of Student Conduct Violation**

Pursuant to Administrative Policy 5520, the instructor or department chair may initiate disciplinary proceedings by filing a Standards of Student Conduct violation with the Dean of Student Services.

Independent of the instructor, department chair, or Chief Academic Officer, the Dean of Student Services may

choose to initiate disciplinary proceedings based on the written report of the student's act submitted by the instructor.

### **Step 3: Disciplinary Proceedings**

Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with Administrative Procedure 5520, Student Discipline.

### **Step 4: Grievance/Appeals**

Pursuant to Administrative Procedure 5535, Student Grievances, the student may grieve the instructor's decision.

Pursuant to Administrative Procedure 5520, Student Discipline, if additional disciplinary sanctions are imposed, the student may grieve the Dean of Student Services' decision.

## **STUDENT DISCIPLINE**

### ***Administrative Procedure 5520***

#### **I. Introduction**

- A. Umpqua Community College will discipline students in accordance with UCC policy, and state and federal law. In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be educational and restorative, rather than punitive. In determining or recommending a sanction for misconduct, all relevant factors will be considered, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, and the student's past disciplinary record, if any.
- B. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.
- C. These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions and will not be used to punish expression that is protected.
- D. The President of Umpqua Community College designates the Dean of Student Services to implement the procedures as outlined in this Administrative Procedure.

#### **II. Informal Process**

- A. The informal procedure attempts to resolve the matter through cooperative meetings with the parties involved short of a written charge of misconduct, investigation, and disciplinary action. The Dean of Student Services will work with the parties involved to facilitate meetings.
- B. If the parties are not satisfied with the informal discussion and any suggested resolution, a formal written charge of misconduct may be filed.
- C. **Informal Sanctions** – In a restorative justice model, all parties involved may wish to pursue natural and logical consequences that keep the student(s) in classes and in the college community, while also working to restore the relationships and status of everybody involved prior to the behavior(s) in violation of the Standards of Student Conduct. The imposition of informal sanctions must be related to the nature of the violation and agreed upon by all parties. Creative ideas to restore the situation are encouraged. The following are examples of informal sanctions:
  1. Restitution or reimbursement for damage to, or misappropriation of property which may take the form of monetary or material replacement or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
  2. Service to the community or other related discretionary assignments.
  3. Educational activities and/or training.
  4. Decision-making skills workshops/peer education, written responses to posed questions.
  5. Mandatory counseling or therapy, possibly at the student's cost.
  6. Revocation of degree, holding transcripts, removal from specific courses.

7. Loss of institutional grants, scholarships, and/or merit awards.
8. Loss of privileges or denial of specified privileges for a designated period of time up to an academic year.
9. Exclusion from a portion of the campus (which may result in the filing of a trespass complaint with the Douglas County Sheriff's office if violated).

### III. **Formal Process: Short-term suspensions, Long-term suspensions, and Expulsions**

If the informal process does not resolve the initial complaint against the student, then the following procedures for disciplinary action apply.

#### A. **Step 1: Filing of Complaint**

Any employee or student of the College may file a complaint against any student for misconduct. The complaint shall be prepared in writing, be signed, and shall contain the student's name and contact information (if readily available) and a statement of concern with full and relevant detail and documentation. The written documentation shall be submitted to (or by) the Dean of Student Services within 10 days after the event or behavior is discovered.

#### B. **Step 2: Initial Determinations**

If the Dean of Student Services or their designee deems it appropriate, one or more of the following measures may be taken prior to or in lieu of formal disciplinary action.

##### 1. **Disciplinary Admonition & Warning**

Disciplinary Admonition and Warning means oral or written notice that a student's conduct in a specific instance does not meet college standards and that continued misconduct may result in more serious disciplinary action by the Dean of Student Services. The oral or written notice should be documented in the student's file.

##### 2. **Removal from Class or Campus**

- a. Any instructor may order a student removed from their class for the day of the removal and the next class meeting for violations of the Standards of Student Conduct. The instructor shall immediately report (verbally or email) the removal to the appropriate Department Chair, Chief Academic Officer, and the Dean of Student Services, and will provide a written report to the Dean of Student Services within one day of the incident. If the instructor or the student requests, the Dean of Student Services shall arrange for a conference between the student and the instructor regarding the removal, and shall attend the conference if further requested.
- b. During a temporary class exclusion, the student will be provided a means of obtaining assignments, presenting assignments to the faculty member, completing projects and/or taking examinations without penalty. For a campus-wide exclusion, the student's instructors will be responsible for providing a means of obtaining assignments, presenting assignments, completing projects, and/or taking examinations without penalty. A temporary exclusion will become effective immediately upon verbal notice to the student.
- c. Nothing herein will prevent the Dean of Student Services from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

##### 3. **Summary Exclusion from Campus**

- a. In certain circumstances, the Dean of Student Services may impose an exclusion sanction, whereby a student is excluded from classes or activities pending a hearing before a hearings panel and imposition of formal sanctions. In such a case, a student's health, behavior, or other actions are deemed to be so serious that the continued presence of the student in the College community represents a serious and immediate threat to the health, welfare, and safety of the College community and to the ongoing educational activities of the College.
- b. The student may be subject to exclusion when deemed necessary to ensure the student's own physical and emotional safety and wellbeing; safety and well-being of member of the College community; preservation of college property, or stability and continuance of

normal College operations and functions. The determination of the seriousness of the act(s) shall be the sole discretion of the Dean of Student Services, Provost, or President.

- c. Prior to imposing a summary exclusion, the Dean of Student Services will meet with the student, unless it can be shown that such a meeting is impossible or unreasonably difficult to afford. The student will be provided with a written notice of the exclusion. A summary exclusion will become effective immediately upon the written notice being delivered to the student.
- d. A summary exclusion is a temporary action that will be enforced and shall be in effect only until such time as a formal disciplinary hearing and resulting decision-making process has been completed. Determination of continuing exclusion (or formal suspension) or expulsion will be made through the formal hearing process.
- e. Summary exclusion may not be appealed prior to the required formal discipline hearing.

C. **Step 3: Notice and Meeting**

1. Upon receipt of written complaint regarding violations of the Standards of Student Conduct, the Dean of Student Services will review the documentation, conduct an investigation, and determine whether to move forward with a recommendation for additional sanctions.
2. If further disciplinary action is indicated, the Dean of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
  - a. the specific section of the Standards of Student Conduct that the student is accused of violating.
  - b. a short statement of the facts supporting the accusation.
  - c. the right of the student to meet with the Dean of Student Services or designee, to discuss the accusation, or to respond in writing.
  - d. the nature of the discipline that is being considered.
3. **Time limits** – the notice must be provided to the student within 10 days of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within 10 days of the last incident which led to the decision to take disciplinary action.
4. **Meeting** – If the student chooses to meet with the Dean of Student Services, the meeting must occur no later than 10 days after the notice is provided. At the meeting, the student will be told the facts leading to the accusation, and will be given an opportunity to respond verbally or in writing to the accusation. The Dean of Student Services will review the possible disciplinary actions that could be taken, and the student will be given an opportunity to respond.
5. **Initial Findings** – After meeting with the student, the Dean of Student Services has the option to discuss the charges as having no grounds for further review, if the Dean concludes that the charges are: untimely; being concurrently reviewed in another forum; previously decided pursuant to this procedure; frivolous; or filed in bad faith. The Dean may also determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the Dean and the parties. The Dean may also determine that the charges have merit, cannot be disposed of by mutual consent, and may impose both formal and/or supplemental sanctions. Verbal notice of the initial findings may be provided to the student at the conclusion of the meeting.

If the student does not respond to a request for a meeting with the Dean of Student Services, the Dean will move forward to assess initial findings. If so determined, the Dean will place an Administrative Hold on a student's account (which will prohibit a student from registering and/or accessing an official student transcript), which will be in place until the student meets with the Dean of Student Services. The investigation will be completed and a report, not including the student's statement, will be submitted to the President and placed on hold until the student initiates contact with the Dean of Student Services. At the time that a student initiates contact, the Dean of Student Services will review the report and meet with the student.

**D. Step 4: Initial Determination**

Within 5 days after the investigation is complete, the Dean of Student Services, or designee, will determine whether the student's conduct in a specific instance is in violation of the Standards of Student Conduct, whether to end the matter, or whether to refer the matter to an impartial hearing panel; and **will notify the student about the decision in writing, electronically**. If the complaint is brought before a hearing panel, disciplinary sanctions may include, but are not limited to, the following:

- a. Disciplinary reprimand
- b. Disciplinary probation
- c. Short term suspension
- d. Long term suspension
- e. Expulsion

**E. Step 5: Hearing Procedures**

Within 5 days after receipt of the Dean of Student Services' decision regarding the complaint of violation of the Standards of Student Conduct, if additional sanctions are recommended beyond the initial determinations, a Hearing Panel will be convened by the President or designee. Hearing procedures will be suspended in the case of a student's failure to respond to the Dean's request to meet.

**1. Schedule of Hearing**

The formal hearing shall be held within 15 days after the student has been notified of the Dean's decision and, if applicable, recommendation to the President.

**2. Hearing Panel**

The hearing panel for any disciplinary action shall be composed of the President, or designee, an administrator, a classified employee, a faculty member, and a student. The President, or designee will not serve as the chair of the hearing panel; the chair will be selected by the panel.

**3. Conduct of the Hearing**

The members of the hearing panel shall be provided with a copy of the initial report against the student, the investigation report submitted by the Dean of Student Services, any written response provided by the student, and any other collected evidence, before the hearing begins.

- a) The facts and evidence supporting the charges of misconduct shall be presented by the Dean of Student Services or designee
- b) The Dean of Student Services or designee and the student may call witnesses and introduce oral and written statements relevant to the issues of the matter.
- c) Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- d) Unless the hearing panel determines to proceed otherwise, the Dean of Student Services/designee and the student shall each be permitted to make an opening statement. Thereafter, the Dean shall make the first presentation, followed by the student. The Dean may present rebuttal evidence after the student completes their evidence. The burden shall be on the Dean to prove by the preponderance of the evidence that the facts alleged are true.
- e) The student may self-represent and may also have the right to be represented by a person of their choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

- f) The Hearing shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 3 days prior to the date of the hearing.
- g) In a closed hearing, witnesses shall not be present at the hearing when not providing oral statements, unless all parties and the panel agree to the contrary.
- h) Within **5** days following the close of the hearing, the chair of the hearing panel shall prepare and send to the President or designee a written recommendation regarding the initial complaint. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

**F. Step 6: President's Decision**

1. Within 5 days following receipt of the hearing panel's recommended decision regarding disciplinary action against a student found to have violated the Standards of Student Conduct, the President or designee shall render a final written decision. The President or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President modifies, or rejects the hearing panel's decision, he or she shall review the documentation and record (if made) of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. Written notice of the decision will be provided to the student and will be placed in a student's file. The President's decision shall be final.

- a. **Disciplinary Reprimand**

If the President imposes a Disciplinary Reprimand, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that continued misconduct may result in more serious disciplinary action. Written notice of a disciplinary reprimand will be placed in the student's file.

- b. **Disciplinary Probation**

If the President imposes a Disciplinary Probation, written notice of the decision will be provided to the student and will indicate that a student may continue to be enrolled under stated conditions. Probation is for a fixed period of time up to one year and includes the probability of more severe disciplinary sanctions if the student is found to be violating any college policy, regulation, or Standards of Student Conduct during the probationary period. Disciplinary probation may include defining specific behaviors that the student must follow to remain a part of the College community. Written notice of disciplinary probation will be placed in the student's file.

- c. **Short-term suspension**

If the President imposes a short-term suspension, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious disciplinary action. Written notice of a short-term suspension will be placed in a student's file. The decision of the President shall be final.

- d. **Long-term suspension**

If the President imposes a long-term suspension, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious

disciplinary action. Written notice of a long-term suspension will be placed in a student's file. The decision of the President shall be final.

e. **Expulsion**

If the President imposes an expulsion, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious disciplinary action. Written notice of an expulsion will be placed in a student's file. The decision of the President shall be final.

G. **Time Limits**

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

IV. **Referral to Outside Authorities**

If a student is in violation of federal and/or state laws on campus, or at college-sponsored activities, it is the practice of the College to report offenses to local law enforcement agencies for prosecution. The College reserves the right to discipline a student even if no action is taken by the local law enforcement agency.

**STUDENT RESPONSIBILITIES, RIGHTS, AND FREEDOMS**

*Administrative Procedure 5530*

I. **Student Responsibilities**

A. Students will be responsible for:

1. Learning the substance of any course of study for which they are enrolled, participating in class activities, and knowing the rules and regulations governing the educational community.
2. Following the lawful direction of college personnel, including providing information and personal identification when requested.
3. Respecting the teaching/learning environment by interacting with civility within the classroom, including face-to-face, online, and hybrid class formats, and following safety guidelines.
4. Respecting the rights of others and cooperating to ensure that such rights are protected.
5. Exercising dissent in a responsible manner and within a framework compatible with the orderly resolution of differences.
6. Maintaining honesty and integrity in all work (as outlined in the Academic Integrity policy), communication, and interactions.
7. Properly using college equipment, computers and facilities, including timely return of loaned equipment/materials.
8. Complying with all college policies and regulations, including those posted in labs and classrooms.
9. Complying with local, state, and federal laws.
10. Utilizing established procedures to influence change or challenge UCC policies and regulations.

II. **Student Rights**

A. Students will have the right to:

1. Be protected against improper academic evaluation. Students have protection through orderly procedures against unfair academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified by the instructor in writing in the syllabus.
2. Confidentiality of student records. Umpqua Community College will abide by federal and state regulations regarding the privacy of student records and comply with the law regarding access procedures.
3. Due process in disciplinary proceedings. Students will have the right to be notified of the charges, will be afforded the opportunity to be heard, and will have the right to be assisted without prejudice by an advisor who may be an attorney.
4. Reasonable accommodation. UCC is committed to providing opportunities to students with disabilities in order for them to have meaningful access to college programs and services.

### III. Student Freedoms

- A. Students will be free to:
  1. Organize and join associations to promote their common interests subject to the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college's Student Government, as a condition of institutional recognition.
  2. State any reasoned exception to information or views offered in any course of study and to reserve judgment about matters of opinion without it affecting their grade as long as the disagreement is not disruptive to the instructional process.
  3. Examine and discuss all questions of interest to them and express opinions publicly and privately. In accordance with Board Policy 723 Free Speech and Distribution of Materials, students will be free to support causes by orderly means, in ways that do not disrupt the regular and essential operation of the College or violate college policies or procedures.
  4. Participate in institutional governance. The Associated Students of Umpqua Community College (ASUCC) Leadership Board serves as the student government body, and through this body, students are afforded the right to have student representation on selected UCC councils and committees.
  5. Engage in free and responsible discussion through student publications and student press, in conformance with local, state and federal laws and professional codes.
- B. Students will be free from:
  1. Unlawful discrimination. In order for Umpqua Community College to maintain a place of learning and work that is free of unlawful discrimination Umpqua Community College and its Board of Education provide equal educational and employment opportunities and provide service benefits to all individuals without regard to sex, race, color, religion, national or ethnic origin, place of birth, age, sexual orientation, gender identity or expression, marital status, disability, political affiliation or belief, GED, veteran status, or/and other status or characteristic protected by applicable state or federal law.
  2. Unlawful harassment. Umpqua Community College is committed to providing a learning and working environment free of harassment.
  3. Sexual harassment/sexual assault. Umpqua Community College is committed to providing all individuals with the opportunity to work and learn in an environment free from sexual harassment/sexual assault.

## STUDENT GRIEVANCES

### *Administrative Procedure 5535*

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures will be available to any student who reasonably believes a college decision or action has adversely affected their status, rights, or privileges as a student. The procedures will include, but not be limited to, grievances regarding:

1. Course grades
2. The exercise of rights of free expression protected by state and federal constitutions
3. Violations of Board Policy and/or Administrative Procedures

This procedure does not apply to:

1. Student disciplinary actions, which are covered under separate board policies and administrative procedures.
2. Parking citations (i.e. "tickets"); complaints about citations must be directed to the Office of Safety and Security.
3. Disability grievances
4. Title IX grievances

### I. Definitions

- A. **Complaint** – An informal method to discuss a matter of concern, brought by a student or employee to an administrative employee of the College, which may have implications that a College Board Policy and/or Administrative Procedure may have been violated, in order to determine if a grievance is warranted. A complaint is also a method for voicing dissatisfaction with services and instruction received at UCC to a supervisor of a department or program at the College.
- B. **Day** – Unless otherwise defined, day will mean a day during which the college is in session and regularly scheduled classes as published in the term schedule are held, excluding Saturdays and Sundays.

- C. **Grievance** – A formal process initiated by a student or employee when they believe an employee, department, or the College has acted in violation of the College’s Board Policies and/or Administrative Procedures, or local, state, or federal laws.
- D. **Party** – The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. “Party” will not include the Grievance Hearing Panel or the College Grievance Officer.
- E. **President** – The President of Umpqua Community College (UCC) or a designated representative of UCC.
- F. **Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant will be limited to a complaint regarding denial of admission. Former students will be limited to grievances relating to course grades.
- G. **Respondent** – Any person claimed by a complainant to be responsible for the alleged grievance.

## II. Procedures for Informal Resolution

- A. **Informal Resolution** – Each student who has a grievance will make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and will attempt to solve the problem with the person with whom the student has the grievance, that person’s immediate supervisor or department chair, and the Dean/Director who oversees the UCC department.
  1. The Provost or designee will appoint an employee who will assist students in seeking resolution by informal means. This person will serve as a student’s Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Students of Umpqua Community College (ASUCC) Leadership Board in attempting to resolve a grievance informally.
  2. Any student who believes they have a grievance will file a Statement of Grievance with the Grievance Officer within 15 days of the incident on which the grievance is based, or 15 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official; failure to take this first step in the grievance process will render the grievance waived. The Statement of Grievance must include a clear and concise statement of the alleged grievance, including the facts upon which the grievance is based, the issues involved, the policies or rights involved, and the relief sought. Within 5 days following receipt of the Statement of Grievance Form, the Grievance Officer will advise the student of their rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.
  3. If at the end of 10 days following the student’s first meeting with the Grievance Officer, there is no informal resolution of the complaint, which is satisfactory to the student, the student will have the right to request a grievance hearing.

## III. Procedures for a Formal Grievance

- A. **Grievance Hearing Panel** – The President or designee will, at the beginning of each academic year, establish a standing panel of 12 members of the college community, including 3 students, 3 faculty members, 3 classified employees, and 3 administrators, from which one or more grievance hearing panels may be appointed. The panel will be established with the advice and assistance of the Associated Students of Umpqua Community College (ASUCC) Leadership Board, Faculty Association, Classified Association, and Administrator Group, who will each submit 3 or more names to the President or designee for inclusion on the panel annually. A Grievance Hearing Panel will be constituted in accordance with the following:
  1. The panel will include a minimum of 1 student, 1 faculty member, 1 classified employee, and 1 administrator selected from the panel described above, as selected by the President or designee. Membership will be based on availability and lack of partiality.
  2. No person will serve as a member of a Grievance Hearing Panel if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing panel prior to the beginning of the hearing by addressing a challenge to the President or designee, who will determine whether cause for disqualification has been shown. If the President or designee feels that sufficient ground for

removal of a member or members of the panel has been presented, the President or designee will remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

3. The Grievance Officer will sit with the Grievance Hearing Panel but will not serve as a member nor vote. The Grievance Officer will coordinate all scheduling of hearings, will serve to assist all parties and the Grievance Hearing Panel to facilitate a full, fair and efficient resolution of the grievance, and will avoid an adversary role.

**B. Request for Grievance Hearing**

1. Any request for a grievance hearing will be filed on a Request for a Grievance Hearing within 20 days after filing the Statement of Grievance as described above.
2. Within 10 days following receipt of the request for a grievance hearing, the President or designee will appoint a Grievance Hearing Panel as described above, and the Grievance Hearing Panel will meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.
3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing will be based on the following:
  - a. The statement contains information which, if true, would constitute a grievance under these procedures;
  - b. The grievant is a student as defined in these procedures, which include applicants and former students;
  - c. The grievant is personally and directly affected by the alleged grievance;
  - d. The grievance was filed in a timely manner;
  - e. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
4. If the grievance does not meet each of the requirements, the Hearing Panel chair will notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 3 days of the date of the decision is made by the Grievance Hearing Panel.
5. If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer will schedule a grievance hearing. The hearing will begin within 10 days following the decision to grant a Grievance Hearing. All parties to the grievance will be given not less than 5 days' notice of the date, time, and place of the hearing.

**C. Hearing Procedure**

1. The decision of the Grievance Hearing Panel chair will be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. The members of the Grievance Hearing Panel will be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence will not apply. Any relevant evidence will be admitted.
5. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance will be permitted to make an opening statement. Thereafter, the grievant or grievants will make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden will be on the grievant(s) to prove by substantial evidence that the allegations are true and that a grievance has been established as specified above.
6. Each party to the grievance may represent themselves, and may also have the right to be represented by a person of their choice; except that a party will not be represented by an attorney unless, in the judgement of the Grievance Hearing Panel, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than 3 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party will have the right to be represented by an attorney. The hearing panel may also request legal assistance through the President or designee, or Director of Human Resources. Any

legal advisor provided to the hearing panel may sit with it in an advisory capacity to provide legal counsel but will not be a member of the panel nor vote with it.

7. Hearings will be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 3 days prior to the date of the hearing.
8. In a closed hearing, witnesses will not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. Within 10 days following the close of the hearing, the Grievance Hearing Panel will prepare and send to the President or designee a written decision. The decision will include specific factual findings regarding the grievance, and will include specific conclusions regarding whether a grievance has been established as defined above. The decision will also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision will be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

#### **D. President's Decision**

Within 7 days following receipt of the Grievance Hearing Panel's decision and recommendation(s), the President or designee will send to all parties their written decision, together with the Hearing Panel's decision and recommendations. The President or designee may accept or reject the findings, decisions, and recommendations of the Grievance Hearing Panel. The factual findings of the Grievance Hearing Panel will be accorded great weight; if the President or designee does not accept the decision or a finding or recommendation of the Grievance Hearing Panel, the President or designee will review the record of the hearing, and will prepare a new written decision, which contains specific factual findings and conclusions. The decision of the President or designee will be final.

#### **E. Time Limits**

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

### **NON-DISCRIMINATION STATEMENT ON THE BASIS OF DISABILITY**

Umpqua Community College complies with all applicable federal and state regulations that prohibit discrimination on the basis of disability. These regulations require that any qualified person receive reasonable accommodation to ensure equal access to educational opportunities, services, programs and activities at the College.

Any student who believes he or she has been denied any service or benefit or otherwise discriminated against due to a disability may follow the steps outlined in the Disability Grievance. In addition to utilizing the College's Grievance Procedure, a student may contact the Office of Civil Rights or the Equal Employment Opportunity Commission at the following address:

Seattle Office, Office of Civil Rights, United States Department of Education

915 Second Avenue Room 3310, Seattle, WA 98174-1099

Telephone: (206)220-7900, FAX: (206)220-7887, TDD: (877)521-2172

Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

Seattle Field Office, United States Equal Employment Opportunity Commission

Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061

Telephone: (800)669-4000, Fax: (206)220-6911, TTY: (800)669-6820

### **DISABILITY GRIEVANCE PROCEDURE**

In the event that any student enrolled in UCC believes that the student disability procedures have not been followed properly or feels that any action has been directed against him or her because of a disability or perception of a disability by a College employee, the student may attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

The informal procedure attempts to resolve the grievance through cooperative meetings with the parties involved. The formal procedure resolves issues through written grievances, investigations and hearings. Students are strongly

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encouraged to resolve any concern informally. It is not necessary to follow the informal procedure prior to filing a formal grievance.

Any timeline set forth in the procedures may be extended by the Vice President for Student Development upon written application to do so.

No student shall be expelled, suspended, disciplined or in any other way retaliated against for having pursued a grievance in good faith whether or not the charges were substantiated. However, anyone willfully filing a false grievance is subject to discipline.

### **Informal Grievance Procedure**

Any student who feels he or she has been denied access to any service, benefit or opportunity at UCC because of his or her disability, may attempt to resolve the issue through the informal grievance process. The steps to follow in the informal procedure are as follows:

**Step 1:** The student should meet with the Disability Services Coordinator. If the grievance is against the Disability Services Coordinator, the student should meet with the supervisor. If the grievance is against either of these individuals, the student should meet with the Vice President for Student Development. The meeting will be documented.

**Step 2:** The Disability Services Coordinator or supervisor will meet with the Vice President for Student Development to review the student's complaint.

**Step 3:** The Vice President for Student Development or Disability Services Coordinator will meet with the individual believed to be responsible for the discrimination and attempt to find a resolution to the grievance.

**Step 4:** The Vice President for Student Development will meet with the supervisor of the individual believed to be responsible for the discrimination to review the student's complaint and the response from the individual.

**Step 5:** The results of the Vice President for Student Development's attempt to resolve the issue will be documented in writing and a copy provided to all persons involved in the grievance.

**Step 6:** The Vice President for Student Development will monitor the situation to insure that the terms of the resolution are followed or complied with by all persons involved in the grievance.

### **Formal Grievance Procedure**

If the student is not satisfied with the informal process and any suggested resolution, the student may initiate the formal grievance procedure.

The steps in the formal grievance procedure are as follows:

**Step 1:** The student shall schedule a conference with the Vice President for Student Development within 180 calendar days of the incident. The Vice President will advise the student of his/her options and direct the student accordingly. The Vice President may endeavor to determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the student.

**Step 2:** The student shall file a written grievance with the Vice President for Student Development within five (5) college business days of the conference with the Vice President. A formal grievance form will be available at the office of the Vice President.

**Step 3:** Within ten (10) college business days of receipt of the grievance, the Vice President for Student Development will convene an administrative hearing board. The hearing board will consist of the Vice President for Student Development, a college employee appointed by the Vice President, a member of the Associated Students of UCC (ASUCC) Executive Council and one of the following:

- the Human Resources Director, for employment issues; or
- the Vice President for Administrative Services, for facilities issues; or
- the Vice President for Instruction, for instructional and all other issues

It shall be at the discretion of the hearing board to determine whether to meet with the involved parties separately or in a single meeting. Throughout the hearing process, the board may call witnesses, including those persons identified by the parties, as well as any other persons who may have relevant information. The student complainant and the accused shall be notified in writing of the time and place for the hearing with sufficient time to prepare any presentation they may wish to make. All parties may be represented at the hearing and shall have the opportunity to examine all witnesses.

**Step 4:** Following the hearing and within 30 college business days of receiving the formal grievance, the Vice President for Student Development will report, in writing to the involved parties, his/her findings, conclusions and any actions taken by the hearing board to resolve the grievance.

View/Download the [Student Complaint Form](#)

## Appeals

The student may appeal the decision of the Administrative Hearing Board to the college President. The steps in the appeal process are as follows:

**Step 1:** An appeal must be filed within three (3) college business days of receipt of notice of the decision from the hearing board. If the request is not filed within the prescribed time, it shall be deemed that the student accepts the findings of the hearing board.

The written appeal will include a written response to the findings and conclusions of the hearing board and will address the grounds for the appeal. The following are the only grounds for appeal:

- A procedural error or irregularity, which materially affected the decision.
- New evidence of substantive nature not previously available at the time of the hearing that would have materially affected the decision.
- Bias on the part of a member of the hearing board, which materially affected the decision.

Appeals shall be limited to review of the record of the hearing and supporting documents, except as required to explain new evidence that should be considered.

**Step 2:** The President will render a decision and submit a written report of findings to the hearing board and will notify the student in writing within 10 college business days of receipt of the appeal.

The President may decide:

1. To uphold the original decision.
2. To remand the case to the hearing board for rehearing and decision. The rehearing shall be conducted within ten (10) college business days of receipt of the decision from the President. The board shall notify the student of its decision within three (3) college business days of closing the hearing.
3. To remand the case to an ad hoc hearing board for decision. In the case where an ad-hoc hearing board must be convened, the board shall be comprised of one (1) student, one (1) faculty, one (1) classified staff, one (1) administrator selected by the related representative bodies. The ad-hoc hearing shall be conducted within ten (10) college business days of receipt of the decision from the President. The board shall notify the student of its decision within three (3) college business days of closing the hearing.

**Step 3:** If the student is dissatisfied with the President's response to his/her appeal, the student may pursue other legal remedies.

For additional information regarding claims of disability discrimination, students are directed to the following:  
 Seattle Office, Office of Civil Rights, United States Department of Education, 915 Second Avenue Room 3310, Seattle, WA 98174-1099, Telephone: 206-220-7900, FAX: 206-220-7887; TDD: 877-521-2172, Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
 Seattle Field Office, United States Equal Employment Opportunity Commission, Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061, Phone: 1-800-669-4000, Fax: 206-220-6911, TTY: 1-800-669-6820.

## NON-DISCRIMINATION STATEMENT ON THE BASIS OF SEX

Umpqua Community College complies with all applicable federal and state regulations that prohibit discrimination on the basis of sex. No student at UCC shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination in any education, program, service or activity.

Any student who believes he or she has been denied any service or benefit because of sex discrimination may follow the steps outlined in the Sex Discrimination Grievance Procedure. In addition to utilizing the College's Grievance Procedure,

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a student may contact the Office of Civil Rights or the Equal Employment Opportunity Commission at the following address:

Seattle Office, Office of Civil Rights, United States Department of Education  
915 Second Avenue Room 3310, Seattle, WA 98174-1099

Telephone: (206)220-7900, FAX: (206)220-7887, TDD: (877)521-2172

Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

Seattle Field Office, United States Equal Employment Opportunity Commission  
Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061

Telephone: (800)669-4000, Fax: (206)220-6911, TTY: (800)669-6820

## **SEXUAL DISCRIMINATION GRIEVANCE PROCEDURE**

In the event that any student enrolled at UCC believes that he or she has been denied any service or benefit because of sex may attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

The informal procedure attempts to resolve the grievance through cooperative meetings with the parties involved. The formal procedure resolves issues through written grievances, investigation and hearings. Students are strongly encouraged to resolve any concern informally. It is not necessary to follow the informal procedure prior to filing a formal grievance.

The student may initiate the formal grievance procedure at any time.

Any timeline set forth in the procedures may be extended by the Vice President for Student Development upon written application to do so.

No student shall be expelled, suspended, disciplined or in any other way retaliated against for having pursued a grievance in good faith whether or not the charges were substantiated. However, anyone willfully filing a false grievance is subject to discipline.

### **Informal Grievance Procedure**

Any student who feels he or she has been denied any educational service or benefit at Umpqua Community College because of sex discrimination may attempt to resolve the issue through the informal grievance process. The steps to follow in the informal procedure are as follows:

1. The student should meet with the Director of Counseling to discuss the issue. If the grievance is against this individual, the student should to meet with the Vice President for Student Development. The meeting will be documented.
2. The Director of Counseling will meet with the Vice President for Student Development to review the student's complaint.
3. The student may meet with the individual believed to be responsible for the discrimination. If this cannot occur, the Vice President for Student Development will meet with the individual believed to be responsible for the discrimination and attempt to find a resolution to the grievance.
4. The Vice President for Student Development will meet with the supervisor of the individual believed to be responsible for the discrimination to review the student's complaint and the response from the individual.
5. The results of the Vice President for Student Development attempt to resolve the issue will be documented in writing and a copy provided to all persons involved in the grievance.
6. The Vice President for Student Development will monitor the situation to ensure that the terms of the resolution are followed or completed with by all persons involved in the grievance.
- 7.

### **Formal Grievance Procedure**

If the student is not satisfied with the informal discussion and any suggested resolution, the student may initiate the formal grievance procedure. The steps in the formal grievance procedure are as follows:

1. The student shall schedule a conference with the Vice President for Student Development within 180 calendar days of the incident. The Vice President will advise the student of his/her options and direct the student accordingly. The Vice President may endeavor to determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the student.
2. The student shall file a written grievance with the Vice President for Student Development within five (5) college business days of the conference with the Vice President. A formal grievance form will be provided by the Vice President.

3. Within ten (10) college business days of receipt of the grievance, the Vice President for Student Development will convene an Administrative Hearing Board. The hearings board will consist of the Vice President for Student Development, a college employee appointed by the Vice President, a member of the Associated Students of UCC (ASUCC) Executive Council and one of the following:
  - the Human Resources Director, for employment issues; or
  - the Vice President for Administrative Services, for facilities issues; or
  - the Vice President for Instruction, for instructional and all other issues
4. It shall be at the discretion of the hearings board to determine whether to meet with the involved parties separately or in a single meeting. Throughout the hearing process, the board may call witnesses, including those persons identified by the parties, as well as any other persons who may have relevant information. The student complainant and the accused shall be notified in writing of the time and place for the hearing with sufficient time to prepare any presentation they may wish to make. All parties may be represented at the hearing and shall have the opportunity to examine all witnesses.
5. Following the hearing and within 30 college business days of receiving the formal grievance, the Vice President for Student Development will report, in writing to the involved parties, his/her findings, conclusions and any actions taken by the hearing board to resolve the grievance.

View/Download the [Student Complaint Form](#)

### Appeals

The student may appeal the decision of the Administrative Hearing Board to the college President or designee. The steps in the appeal process are as follows:

1. An appeal must be filed within three (3) college business days of receipt of notice of the decision from the hearing board. If the request is not filed within the prescribed time, it shall be deemed that the student accepts the findings of the hearing board. The written appeal will include a written response to the findings and conclusions of the hearing board and will address the grounds for the appeal. The following are the only grounds for appeal:
  - A procedural error or irregularity, which materially affected the decision.
  - New evidence of substantive nature not previously available at the time of the hearing that would have materially affected the decision.
  - Bias on the part of a member of the hearing board, which materially affected the decision.

Appeals shall be limited to review of the record of the hearing and supporting documents, except as required to explain new evidence that should be considered.

2. The President or designee will render a decision and submit a written report of findings to the hearing board and will notify the student in writing within 10 college business days of receipt of the appeal. The President may decide or designee:
  - To uphold the original decision.
  - To remand the case to the Administrative Hearing Board for rehearing and decision. The rehearing shall be conducted within ten (10) college business days of receipt of the decision from the President or designee. The board shall notify the student within three (3) college business days of closing the hearing.
  - To remand the case to an ad hoc hearing board for decision. In the case where an ad-hoc hearing board must be convened, the board shall be comprised of two (2) students, one (1) faculty, one (1) classified staff, one (1) administrator selected by the related representative bodies. The ad-hoc hearing board shall be conducted within ten (10) college business days of receipt of the decision from the President or designee. The board shall notify the student within three (3) college business days of closing the hearing.
3. If the student is dissatisfied with the President's or designee's response to his/her appeal, the student may pursue other legal remedies. Inquiries and appeals beyond the college level may be directed to:

Seattle Office, Office of Civil Rights, United States Department of Education

915 Second Avenue Room 3310, Seattle, WA 98174-1099

Telephone: (206)220-7900, FAX: (206)220-7887, TDD: (877)521-2172

Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

Seattle Field Office, United States Equal Employment Opportunity Commission

Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061

Telephone: (800)669-4000, Fax: (206)220-6911, TTY: (800)669-6820

## **COPYRIGHT INFRINGEMENT**

Umpqua Community College's Acceptable Use and Copyright policies prohibit the use of the Umpqua Community College network or computer systems for the unauthorized duplication, use, or distribution of copyrighted digital materials, movies, music, and videos, regardless of the method employed (e.g. web pages, peer-to-peer (P2P) file sharing, email, etc.). Peer-to-peer file sharing is covered under the Student Code of Conduct. Disciplinary actions follow sections 5520.

## **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

## CONTACTING THE OREGON STATE BOARD OF NURSING (OSBN)

The UCC Nursing Staff and Faculty strive to meet and exceed the needs of all UCC Nursing Students. If, after following the chain of command (listed in section 16: Communication), the need to communicate with and/or file a complaint to the OSBN persists, the following web-link is provided.

[Click Here to File a Complaint Against a Nurse or Nursing Assistant](#) or call: 971-673-0678.

### **Other methods to contact the OSBN include:**

#### **Address:**

Oregon State Board of Nursing  
17938 SW Upper Boones Ferry Rd.  
Portland, Oregon 97224-7012  
[www.oregon.gov/OSBN](http://www.oregon.gov/OSBN)  
[Map/Directions](#)

#### **Hours of Operation:**

Main Phones: 9:00 AM - 3:00 PM  
Office Hours: 7:30 AM - 4:30 PM

#### **Contact:**

[General E-mail](#)

Phone: 971-673-0685

Fax: 971-673-0684

[Website Privacy Notice](#)

#### **Customer Service Center:**

971-673-0685

#### **License Verification:**

[Click here](#) for the OSBN Online Verification System.

### UCC Nursing Student RN 2022 - 2024 Contract

I have read the material in the 2022 - 2024 UCC Nursing RN Student Procedures Handbook and understand it. As a UCC RN student, I will comply with these regulations. I understand, further, that certain nursing procedures will be practiced by all students on manikins and in simulated environments plus in the clinical facilities under the supervision of the nursing faculty.

It is understood that all information regarding individuals, both in clinical rotation and in the classroom is strictly confidential, whether written in the hospital record or coming to the student's knowledge from being in the health care facility.

I, (legibly printed name): \_\_\_\_\_ pledge to follow the behaviors as identified by the ANA Conduct of the Professional Nurse, the NSNA Student Code of Academic and Clinical Conduct, nurse competencies, and the UCC Code of Conduct. I will refrain from any form of academic or clinical dishonesty or deception, such as cheating, plagiarism, or falsification of information. I am also aware that as a member of the UCC RN Program, it is my responsibility to report all suspected violators of the above codes following the appropriate chain-of-command.

I understand that failing to comply with the standards in the UCC Nursing RN Student Procedures Handbook may result in academic discipline and/or program dismissal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please return this completed and signed form to Ruth Verkuyl, Nursing Program Coordinator, on or before Friday of week 1, fall term.