

## POLICIES

All policies are subject to revision at any time and will be updated on the webpage in the event revisions take place after the catalog is published. The webpage will supersede the catalog in the case of a revised policy.

### 721.0 Student Code of Conduct

*This policy is undergoing revision in the 2020-2021 year; please check the webpage for the most up-to-date version.*

Students 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.

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.

Through this Student Code, UCC describes:

- 1) The responsibilities, rights and freedoms afforded to students; and
- 2) Conduct that would interfere with the educational mission of the institution.

The provisions of the Student Code of 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.

This Student Code of Conduct will apply to conduct which occurs on College premises and to conduct which occurs elsewhere during the course of a College-sponsored activity. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the UCC Student Code of Conduct.

The Dean of Student Services is responsible for the administration of the Student Code of Conduct. In the absence of the Dean of Student Services, the President may appoint a designee to administer the Student Code of Conduct.

The full UCC Code of Conduct is available online at [www.umpqua.edu/conduct-grievance/](http://www.umpqua.edu/conduct-grievance/)

#### Academic Integrity

*This policy is undergoing revision in the 2020-2021 year; please check the webpage for the most up-to-date version.*

UCC 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 faculty members and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but 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.

#### A. ACADEMIC DISHONESTY

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to 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. Deliberate cheating on any graded assignment; cheating is defined as any of the following:
  - a. use of any unauthorized assistance in taking quizzes, tests or exams;
  - b. dependence upon the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments;
  - c. the acquisition without permission of the faculty member, of a test or other academic material.
2. Consultation of any notes, crib sheets, or other materials in examinations where such consultation is prohibited.
3. Copying another student's answers or strategies on a test, quiz, professional or practical assignment or allowing another to do so.
4. Obtaining a faculty member's examination questions or answers without the faculty member's permission.
5. Collaborating with others on assignments or assessments when expressly prohibited by the faculty member.
6. Submitting one's own previously graded work as a new assignment without the faculty member's permission.
7. Plagiarism or the presenting as one's own work the work of another writer without acknowledgment 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 the Internet.
8. Fabrication or falsification of any information, research, data, references or clinical records.
9. Assisting another student to engage in any form of academic dishonesty.
10. Tampering with evaluation devices or documents;
11. Impersonating another student during a quiz, test, cooperative work experience placement, or clinical placement or other student assessment/assignment or participating in being impersonated by another student;
12. Use of electronic devices including cell phones 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.

#### B. SANCTIONS FOR ACADEMIC DISHONESTY

1. Zero or F grade for assignment. A faculty member 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. A faculty member 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 faculty member has documented that the student has engaged in egregious acts of academic dishonesty.

3. Recommendations for administrative sanctions. In addition to the above sanctions, a faculty member or department chair may petition the Dean of Student Services to apply administrative sanctions. Administrative sanctions include:
  - complete withdrawal from all courses (with no possibility of refund);
  - disciplinary suspension from the student's academic program (if applicable); and/or
  - disciplinary suspension from the college.

### C. PROCESS

A student who violates the academic integrity policy will initially be dealt with by the faculty member in whose class the violation occurred.

**Step One:** Notice. The faculty member will inform the student of the misconduct and apply the appropriate immediate sanction.

**Step Two:** Filing of report. The faculty member will file a written report of the act of academic dishonesty with the Dean of Student Services within five (5) college business days of when the faculty member discovered the act of dishonesty. A copy of the report will be provided to the Registrar.

**Step Three:** Filing of Student Code of Conduct violation. Pursuant to Policy 721.5, the faculty member or department chair may initiate disciplinary proceedings by filing a Student Code of Conduct violation with the Dean of Student Services. Independent of the faculty member or department chair, the Dean of Student Services may choose to initiate disciplinary proceedings based on the written report of the act submitted by the faculty member.

**Step Four:** Disciplinary Proceedings. Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with the Student Discipline procedure outlined in the Student Code of Conduct, policy 721.4.

**Step Five:** Grievance/Appeals. Pursuant to the Student Code of Conduct, policy 721.7 the student may grieve the faculty member's decision and/or appeal any decision rendered through the Student Discipline process.

### Student Discipline

*This policy is undergoing revision in the 2020-2021 year; please check the webpage for the most up-to-date version.*

The student discipline process is outlined in the Student Code of Conduct at [www.umpqua.edu/conduct-grievance](http://www.umpqua.edu/conduct-grievance).

### Student Grievance Procedure

*This policy is undergoing revision in the 2020-2021 year; please check the webpage for the most up-to-date version.*

Students have recourse through the Student Grievance Procedure, which provides both informal and formal processes, to investigate concerns or complaints arising from conditions, policy, procedures, practices, working relationships, decisions, actions or inactions of UCC and/or its students and employees.

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

If the informal procedure fails to resolve the issue, the student has the option of filing a formal complaint and/or pursuing outside legal advice. However, the student may not be represented by an attorney during the formal complaint process.

Students with complaints of possible unlawful harassment or unlawful discrimination may seek immediate assistance through the Office of the Dean of Student Services or the Office of Human Resources.

Processes are student initiated and designed to facilitate the student's grievance being heard and to outline steps to resolve the complaint. It is important that the student be an active and informed participant in the process.

Any timeline set forth in the procedures may be extended by the Dean of Student Services 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.

A more detailed outline of the Student Grievance Procedure is available at: [www.umpqua.edu/conduct-grievance/](http://www.umpqua.edu/conduct-grievance/)

## Campus Security

UCC conforms with the Crime Awareness and Campus Security Act of 1990, Title II of Public Law 101-542 which states all criminal actions and other emergencies occurring on campus be reported to Campus Security. All criminal actions and other emergencies which occur at off-campus, college activities are also to be reported to Campus Security. Information of criminal actions will be forwarded to the Douglas County Sheriff's office or the appropriate local police agency in whose jurisdiction the incident occurred.

When fully staffed, four full-time Security Officers and three part-time security guards maintain 24/7 security to the campus community and are responsible for the protection of persons and property on campus.

All Security Officers are well-trained and licensed by the Oregon Department of Public Safety Standards and Training. While on campus, they are empowered to conduct investigations, contact local safety authorities, and are also responsible for the physical security of the campus buildings and facilities. They assist with providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations and promoting crime prevention.

Campus Security closely coordinates its activities with the Douglas County Sheriff's Office and/or agencies with jurisdiction. The College annually collects and discloses information relating to campus security procedures and practices.

Individuals on campus, including students, employees, and visitors should take active responsibility for their personal property.

The College maintains its grounds and lighting to ensure the campus is as secure as possible.

UCC works with appropriate law enforcement agencies to reduce the opportunity for sexual assault on campus or at off-campus events sponsored by the College. Students may obtain information about registered sex offenders through the UCC Director of Security.

UCC Security Department offers these helpful tips:

- Park in a well-lighted area.
- Be smart! Always lock car. If a student is on campus after dark, move the car to a closer parking space before a night class.
- Buddy up — have classmates walk together to car, then drive them to theirs. Security Officers are also available to escort students to their vehicle.
- Know the location of telephones and blue-light telephones.
- Be aware of surroundings. If a student notices anything, or anyone, who appears suspicious, report it to Security by dialing 541-440-7777 (7777 on-campus phones).

### Procedures for Reporting Crimes:

If a crime occurs on campus, report it to Campus Security as soon as possible.

#### EMERGENCY SITUATIONS

- Dial 911
- Call Campus Security 541-440-7777

#### ASSISTANCE NEEDED

Call Campus Security 541-440-7777

#### SEXUAL OFFENSES

If a student believes that they have been sexually assaulted, report it to the UCC Civil Rights Coordinator, Kelley Plueard at 541-440-7690. If the crime occurs on campus, report it to Campus Security as soon as possible. The College employs four full-time Security Officers and three part-time security guards who maintain 24/7 security to the campus community and are responsible for the protection of persons and property on campus.

#### UCC CAMPUS CRIME STATISTICS

The following statistics identify the number of persons who were arrested, referred or involved in the incident.

#### DESCRIPTION OF CRIME

	2016-17	2017-18	2018-19
Murder/Non-Negligent Homicide			
Manslaughter	0	0	0
Sex Offense – Forcible	0	0	0
Sex Offense – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	5	0
Arson	0	1	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	2	0
Hate Crime	0	2	0
Weapons Crime Violations Arrest	0	0	0

Weapons Crime Violations Referral	0	0	0
Drug Abuse Arrest	0	0	0
Liquor Law Violations Arrest	0	0	0
Liquor Law Violations Referral	0	0	0
Drug Abuse Referral	0	0	0

## Cancellation of Classes

The college reserves the right to cancel any class due to extenuating circumstances, such as low enrollment.

## Closure Due to Weather or Emergency

School closure shall be determined by the Provost, in consultation with the college President and Director of Facilities. When the college is closed, it is totally closed and no one is required to report for classes or work, excepting security personnel and others specifically requested or approved by the Provost and President. All closures will be publicized as soon as possible through all news media. Closures due to adverse weather conditions will be announced by 6:30 am the day of the closure through AlertSense.

## Directory Information

UCC defines certain information as Directory Information, and this information may be released to a third party. Students may sign a Directory Information Hold Form which will prevent the release of this information. Students who sign the request will not be listed in news releases concerning honor rolls, or in commencement related publications. UCC defines Directory Information as:

1. Student name
2. Student email address
3. Student phone number
4. Student address
5. Terms of enrollment
6. Degree and awards received
7. President's list, honors list.
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Most recent previous educational agency or institution attended
11. Under the Solomon Amendment, names and addresses will be released to the branches of the US Armed Forces upon request
12. In compliance with the Hope Scholarship and Lifetime Learning Tax reform, information will be released to the IRS.

If a student has not filed a hold, UCC will assume the student approves disclosure. If a third party requests information other than that listed above, a copy of signed authorization will be required.

## Diversity, Equity, Inclusion

### Equal Employment/Educational Opportunity Affirmative Action

UCC promotes inclusion and equal opportunity in employment and education. In full accordance with the law, UCC prohibits

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unlawful discrimination based on race, color, religion, national origin, gender, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.

In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), Title II of the Americans with Disabilities Act, and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

- Title IX Coordinator:  
Kelley Plueard (staff), Interim Human Resources Director  
Title IX Coordinator - 541-440-7690, 1-800-949-4232 TTY  
7-1-1, kelly.plueard@umpqua.edu, located in the Sue Shaffer Learning Commons and Library
- Title IX Deputy Coordinator:  
April Hamlin (students), Dean of Student Services -  
541-440-7860, april.hamlin@umpqua.edu, located in the LaVerne Murphy Student Center
- College ADA Coordinator:  
Kelley Plueard (staff), Interim Human Resources Director  
Title IX Coordinator - 541-440-7690, TTD 541-440-4612,  
kelly.plueard@umpqua.edu, located in the Sue Shaffer Learning Commons and Library
- Coordinator, Accessibility Services:  
Les Rogers (students), Accessibility Services Coordinator -  
541-440-7655, 1-800-676-3777 (TTY/Voice) or dial 7-1-1,  
les.rogers@umpqua.edu, located in the Laverne Murphy Student Center

## Drug and Alcohol Policy

### Alcohol/Drug Free Environment

UCC is committed to maintaining an effective learning environment free from the devitalizing influences of alcohol and drug abuse. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as a part of any of its activities is strictly prohibited. UCC will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), up to and including expulsion or termination of employment and referral for prosecution for violations of college policies. Information about applicable legal sanctions, description of health risks, and resources for treatment is made available for all employees through the Human Resources department 541-440-4626.

UCC is dedicated to providing a learning environment for students that is safe and free of the detrimental influences of drug and alcohol abuse.

[www.umpqua.edu](http://www.umpqua.edu)

The abuse of drugs and alcohol by individuals constitutes a serious threat to their physical and mental well-being and may significantly impair performance. Although the college recognizes drug and alcohol dependencies as illnesses and major health problems, drug and/or alcohol abuse at UCC is considered unacceptable behavior because it negatively affects the productivity, safety and security of the college.

Therefore, in order to foster a safe, healthful, and secure campus environment, it is UCC's intent and obligation to provide appropriate drug and alcohol related procedures, educational resources, prevention-focused activities and referral services. In addition, when necessary, the college will impose sanctions.

Actions taken with respect to students shall be consistent with rights afforded individuals under college policy, state and federal statutory, regulatory and constitutional provisions.

The college's premises are defined as any building, room, outdoor space, or vehicle that is owned, rented, leased or used by the college.

In keeping with this commitment, students are expected to comply with the following procedures:

- A. Students are expected to report to class in a condition that is conducive to learning. Any student under the influence of alcohol or controlled substances (as defined by federal and state statutes) while on the college's premises or on college-sponsored activities will be subject to sanctions which may include suspension or expulsion from the college.
- B. The unlawful manufacture, distribution, or possession of a controlled substance (other than a drug prescribed by a physician) by any student while on college business or while on the college's premises is prohibited and may constitute grounds for suspension, expulsion from the college, and referral to appropriate law enforcement agencies for prosecution.
- C. Students experiencing problems resulting from drug, narcotic, alcohol abuse, or dependency should make use of appropriate community resources for dealing with their specific situation. Although the college recognizes that alcohol and drug abuse can be treated and is willing to work with students who may suffer from such problems, it is the student's responsibility to seek assistance before drug or alcohol problems lead to academic problems.

### Tobacco Free Campus Policy

UCC acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. The College further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, and in support of a safe and healthy learning/working environment, the following restrictions shall be placed:

1. Smoking or other tobacco usage is not permitted inside the perimeter of any UCC property. This includes all College sidewalks, landscaped areas, recreational areas, buildings on UCC property, and any leased or rented facilities. Designated smoking areas will be provided near parking lots on the outside perimeter of campus.

2. Improper disposal is prohibited and includes but is not limited to:
  - Spitting smokeless tobacco product
  - Littering (i.e. discarded cigarette butts, throwing cigarette butts out of windows, leaving spit container)
  - Anything that creates fire hazards
3. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars, or pipes, is prohibited in all areas not designated for smoking, and in vehicles owned or operated by UCC. The use of other tobacco products, such as smokeless or chewing tobacco is also prohibited.
4. The sale of tobacco products or tobacco-related merchandise is prohibited on College property.
5. The free distribution (sampling) of tobacco products and associated products is prohibited at College facilities or events.
6. Sponsorship of campus events by organizations that promote tobacco use is prohibited.
7. Advertisement of tobacco products and printed materials on campus is prohibited regardless of sponsorship.
8. Tobacco use on college property or improper disposal of smoking materials may result in disciplinary action or a \$25 fine.

More information on UCC's tobacco policy, related fines, and the appeal process is available at [www.umpqua.edu/tobacco-use-policy](http://www.umpqua.edu/tobacco-use-policy), or in the Tobacco-Free Campus brochure.

## Emergency Notification

In addition to making public announcements of closure by radio and on its website: [www.umpqua.edu](http://www.umpqua.edu), UCC is also able to notify students, faculty, staff and community members by phone, cell phone, email and text of issues regarding access to campus. Students, staff and faculty are automatically added to the AlertSense system. AlertSense is a streamlined, efficient data-based emergency notification system which can notify thousands of an emergency or campus closure within minutes. Secure technology and privacy controls utilize the highest security protocol possible (SSL). Students can opt out, add or change their information anytime through Self-Service Banner by following the steps printed here: [www.umpqua.edu/emergencies](http://www.umpqua.edu/emergencies). Community members can also be added to the system by contacting the Facilities Office.

## Enrollment Limitations

All courses, course sections, and classes of Umpqua Community College shall be open for enrollment to any person who has been admitted as an undergraduate student. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and corequisites, specialized program admission requirements, or due to other practical considerations such as exemptions set out in statute or regulation.

## FERPA

### Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) gives all matriculated students certain rights regarding their education records. Students have the right:

- To inspect and review their education records. They may request to review their education records by submitting a written request to the Registrar or other school official having custody of such records. The College will normally comply with their request to inspect their education records within ten days, but in no case more than 45 days from the request;
- To seek amendment of a student's education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights. Requests for amendment of education records must be in writing and must describe the specific portions of specific records they wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- To consent to disclosure of personally identifiable information contained in their education records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities. Other exceptions include: to schools in which a student seeks or intends to enroll, to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs, in connection with financial aid (such as the administration or continuation of aid), to individuals or organizations conducting studies for or on behalf of an educational institution, to regional or professional accreditation organizations, to comply with a judicial order or subpoena, in the event of a health or safety emergency where the information is required to resolve the emergency. FERPA also allows the disclosure of a student's directory information without consent, but a student may request that their directory information not be released. If a student wishes to make such a request, they must do so according to the procedures outlined in the following section under the heading "Directory Information";
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and personally identifiable information (PII) contained in such records - including a Social Security Number, grades, or other private information - may be accessed without a student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities:") may allow access to a student's records and PII without their consent to any

third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program and job training, as well as any program that is "principally engaged in the provision of education," such as early childhood and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student's education records and PII without their consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student's consent, PII from their education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about a student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

- To file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA.

## Section 504 - Accessibility Services

The Accessibility Services office coordinates accommodations for students with disabilities.

### What is the purpose of Accessibility Services?

Accessibility Services has multiple purposes. The office:

- Provides academic accommodations
- Offers support services
- Promotes a supportive learning environment
- Promotes student independence, program accessibility and a psychologically-supportive environment
- Helps students achieve educational objectives

### Who can I contact for more information and accommodations?

- Les Rogers (Students), Accessibility Services Coordinator  
541-440-7655, les.rogers@umpqua.edu  
located in the LaVerne Murphy Student Center

## Sexual Harassment Policy

*This policy is undergoing revision in the 2020-2021 year; please check the webpage for the most up-to-date version.*

UCC is committed to providing all employees and students with the opportunity to work and learn in an environment free from discrimination, including harassment. It is a violation of college policy for any employee or student to engage in harassment of any other college employee or student.

Sexual harassment includes any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, either explicitly or implicitly:

- A. It is made a condition of employment or a basis for employment decisions regarding students or staff or
- B. It is made a condition for a student's enrollment, evaluation, or satisfactory progress in a class or program; or
- C. Such behavior unreasonably interferes with a student or staff member's academic or work performance by creating an intimidating, hostile, or offensive learning or work environment.

UCC employees and students who feel they have been subjected to sexual harassment are encouraged to first pursue an informal resolution to their complaint. Employees should bring their concerns to the attention of their supervisors, Human Resources, Dean of Student Services, or the college Affirmative Action Officer. Students are encouraged to discuss their concerns with a college counselor or the Dean of Student Services. Every effort will be made to maintain confidentiality for both the complainant and the accused at the informal level.

If the situation is unresolvable by informal means, employees and students should promptly seek assistance from the college Affirmative Action Officer and follow the formal discrimination grievance procedures. Impartial replacements will be selected by the President in the event that a member of the Personnel/Affirmative Action Committee is the alleged harasser.

UCC supervisors are responsible for promoting an environment that is free from sexual harassment.

UCC will thoroughly investigate all reported incidents of sexual harassment. Employees or students found to be in violation of this policy will be subject to immediate discipline, including possible termination or suspension from the college.

UCC will not tolerate retaliation of any kind against employees or students based upon their allegations regarding sexual harassment. Retaliatory behavior will be considered a breach of this policy and will be dealt with accordingly.

Employees and students should be aware that formal allegations of sexual harassment carry potentially serious consequences to the person charged. Such allegations should be made if warranted, but should be made with accuracy and truthfulness.

### RESOLVING DISCRIMINATION/HARASSMENT CONCERNS INTERNALLY

- Kelley Plueard, (staff), Interim Human Resources Director, Title IX Coordinator - 541-440-7690  
kelley.plueard@umpqua.edu  
located in the Sue Shaffer Learning Commons and Library
- April Hamlin (student/visitors), Dean of Student Services, Title IX Deputy Coordinator - 541-440-7860  
april.hamlin@umpqua.edu  
located in the Laverne Murphy Student Center
- Les Rogers (Students), Accessibility Services Coordinator  
541-440-7655, les.rogers@umpqua.edu  
located in the LaVerne Murphy Student Center
- Security Staff (visitors), 541-440-7777  
located in the Warehouse

## RESOLVING DISCRIMINATION/HARASSMENT CONCERNS OUTSIDE OF THE COLLEGE

Individuals are encouraged to utilize an internal complaint process, but do have a right to file an external complaint of discrimination and/or harassment with:

- U.S. Department of Education’s Office for Civil Rights**  
 915 Second Avenue, Room 3310,  
 Seattle, WA 98174-1099  
 206-220-7900 (v), 206-222-7887 (fax)  
[www.ed.gov/ocr/complaintprocess.html](http://www.ed.gov/ocr/complaintprocess.html)
- Equal Employment Opportunity, Seattle Field Office**  
 909 First Avenue, Suite 400, Seattle, WA 98104-1061,  
 1-800-669-4000 (v), 1-800-669-6820 (TTY)  
 206-220-6911 (fax)
- Bureau of Labor and Industries**  
 3865 Wolverine Ave NE, Building E, Suite 1  
 Salem, OR 97305-1268,  
 Phone: 503-378-3292, Ore. Relay TTY: 711
- The Federal Equal Employment Opportunity Commission

## Social Security Number (SSN), Use of

OAR 589-004-0400 authorizes UCC to ask a student to provide their Social Security Number. The number will be used by the college for reporting, research, and record keeping. Their number will also be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development, and the Oregon Community College Association.

OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs. OCCURS or the college may provide a student’s social security number to the following agencies or match it with records from the following systems:

- State and private colleges, universities, colleges and vocational schools to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education;
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available;
- The Oregon Department of Education, to provide reports to local, state, and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to a student by the college.

State and federal laws protect the privacy of student records. A student’s number will be used only for the purposes listed above.

## Student Right to Know Act Statement & Statistics

The reporting of graduation and transfer rates are calculated based on the federal IPEDS definitions. College-based graduation and transfer rates are based on known transfers as confirmed by the National Student Clearinghouse match process.

For more information about the UCC student population, contact the Institutional Researcher at 541-440-4625. For more information about the athletic programs and athletic participation, contact the Athletic Department at 541-440-4686.

IPEDS Cohort Graduation Rate	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
<b>Total Cohort</b>	205	120	101	87	345
<b>Total Graduates</b>	47	24	20	28	104
<b>Graduation Rate</b>	23%	20%	20%	32%	30%

## Title IX – Prohibits Sexual Harassment and Discrimination on Basis of Gender

*This policy is undergoing revision in the 2020-2021 year; please check the webpage for the most up-to-date version.*

UCC is committed to diversity and equal employment/ education opportunity. We comply with Title IX. This is a federal civil rights law. It prohibits discrimination on the basis of sex in federally-financed education programs.

UCC protects and supports the 1972 Educational Amendments of Title IX. We work to:

- Promote equity in academic and athletic programs.
- Prevent hostile environments on the basis of sex.
- Prohibit sexual harassment and sexual violence.
- Protect from retaliation and remedy the effects of other gender-based forms of discrimination.
- Investigate and notify the college community of serious or ongoing threats. We work to prevent a recurrence.

### How do I file a harassment or discrimination complaint?

### Who can I contact for more information on Title IX issues?

### When should I file a complaint of discrimination/harassment?

Students should file a complaint of discrimination if they are a UCC student, staff, or faculty member and believe:

- Students are being subjected to harassment/discrimination
- Students have witnessed harassment/discrimination
- Students have knowledge of harassment/discrimination

### How do I file a complaint of discrimination/harassment?

Report the situation to an Responsible Employee. A Responsible Employee is any of the following:

- The administrative-level supervisor
- The administrator to whom the alleged harasser reports
- Kelley Plueard (staff) Interim Human Resources Director, Title IX Coordinator – 541-440-7690, [kelley.plueard@umpqua.edu](mailto:kelley.plueard@umpqua.edu), located in the Sue Shaffer Learning Commons and Library

- Title IX Deputy Coordinator  
April Hamlin (Students), Dean of Student Services -  
541-440-7860, april.hamlin@umpqua.edu  
located in the LaVerne Murphy Student Center
- The grievance procedures can be found online at  
[www.umpqua.edu/conduct-grievance/](http://www.umpqua.edu/conduct-grievance/)

### Disclaimer

Students are to read and abide by the contents of the current UCC College Catalog, which sets forth the terms and conditions of enrollment and supersedes and replaces any previous Catalog.

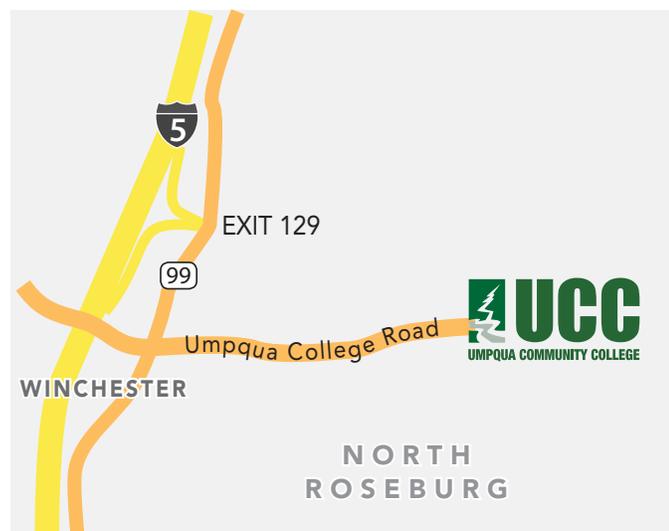
Circumstances will undoubtedly require that the policies, procedures, rules, and benefits described in this catalog change from time to time as the College deems necessary or appropriate, and those changes will be valid when approved by UCC administration and/or voted by the Board of Education. Those changes will be posted on Student Self-Service Web and the UCC website and when appropriate, will be incorporated in future editions of the UCC College Catalog.

A grievance procedure and binding arbitration are provided for any dispute or claim (including those based upon a statute, tort, or public policy) that a student has with the College regarding the terms and conditions of enrollment by the College.

UCC in full accordance with the law is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. UCC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, Veteran status, or any other legally protected classification. UCC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit individuals of color and women. Inquiries should be directed to Human Resources and/or the Dean of Student Services, 1140 Umpqua College Road, P.O. Box 967, Roseburg, OR 97470-0226 Telephone, 541-440-4600.

## HOW TO GET TO UCC

Easy I-5 access. Take exit 129. If coming from the south, at first light merge right, at next light turn left onto Umpqua College Road. If coming from the north, turn left at the stop sign. Continue traveling east on Umpqua College Road. UCC is about one mile.



## PARKING

UCC provides more than 1,400 parking spaces conveniently located near all the campus buildings. Students DO NOT need an annual parking permit.

### Student and General Public Parking

Students may park in the spaces designated by yellow lines. This parking is considered general parking and is open to all students and general public.

### Employee Parking

About 170 spaces are assigned to college faculty and staff. All employees are given a yearly parking permit. Designated parking spots for employees are marked by green lines, curbs and employee only signage.

### Visitor Parking

Parking in front of the Jacoby Auditorium Building is limited to one hour. Parking spaces are marked by white lines and Visitor Parking signs.

### Bicycle Parking

Bicycle racks are provided in numerous locations around campus. Individuals shall not chain bikes to posts, pipes, trees, etc. Bicycles must be walked, not ridden, through the interior areas of the UCC campus.

Foot traffic is the primary means of transportation within the internal passageways of the campus. For safety purposes, individuals should not use wheeled conveyances (other than disabled conveyances) such as skateboards, bikes, roller skates, roller blades, scooters, etc., at any time.

### Disabled Person Parking

Special placards are required for parking in clearly marked Disabled Parking spaces. These placards are issued by the Oregon Division of Motor Vehicles and must be prominently displayed when parking in a disabled parking space.

### Accessibility Parking

Special permit required for parking at the LaVerne Murphy Student Center east parking area. See Accessibility Services for special permit access.

### Parking Violations

Traffic citations will be issued for improperly parked vehicles.