

*PORTLAND COMMUNITY COLLEGE*  
**STUDENT RIGHTS AND RESPONSIBILITIES**  
*FALL 2008*

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**1. INTRODUCTION**

- 1.1 This handbook supersedes all previous student handbooks and student grievance procedures and applies to all conduct and activities effective Fall term 2007. This handbook shall be made available to all students in the PCC College Catalog, on the PCC website at [www.pcc.edu](http://www.pcc.edu), and in printed form.
- 1.2 This handbook is not a contract between a student and PCC, and PCC reserves the right to modify or revise the contents of this handbook at any time. This handbook is to be construed in a manner that is consistent with other College policies and regulations.

**2. COLLEGE/STUDENT RESPONSIBILITIES**

- 2.1 Portland Community College provides students with broad, comprehensive programs of general education, developmental/remedial programs, and vocational/technical curricula. The College also provides cultural, recreational, and community service activities.
- 2.2 It is, in turn, the responsibility of the student to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community.
- 2.3 A student's registration obligates him/her to comply with the policies and regulations of the College. PCC will restrict a student's admission to or registration with the College and will withhold degrees and academic transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or other legal reasons.
- 2.4 Portland Community College is granted the right by law to adopt such rules as are deemed necessary to govern its operations.

<b>STUDENT RIGHTS</b>
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**3. RIGHT TO PARTICIPATE IN FORMULATING POLICIES AND RULES PERTAINING TO STUDENT CONDUCT**

- 3.1 Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law and as provided by this handbook, in the enforcement of all such rules.

**4. RIGHT TO FREEDOM FROM HARASSMENT AND DISCRIMINATION**

- 4.1 Portland Community College does not tolerate unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability,

veteran status, age, or sexual orientation in any area, activity or operation of the District. In addition, the college complies with the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, USERRA – Uniformed Services Employment and Reemployment Rights Act, and all civil rights laws of the City of Portland and the State of Oregon. Accordingly, equal opportunity for employment, admission, and participation in the college’s benefit and services shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing affirmative action plan.

4.2 Therefore, it is the responsibility of every member of the College community to strictly comply with the policy. This includes notifying each employee/student of his or her rights and responsibilities under PCC's Nonharassment Policy. Management staff will be held accountable for taking reasonable action to maintain work sections and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

4.3 Any person who believes he or she has been discriminated against or harassed by a College employee, representative or student is encouraged to file a complaint through the Affirmative Action Office, Downtown Center, 3<sup>rd</sup> Floor, 971-722-5840 or 971-722-5841, or online at <http://www.pcc.edu/about/affirmative-action/Nonharassment.html>. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure or Complaint Form.

## 5. **RIGHT TO PROTECTION OF FREEDOM OF EXPRESSION**

5.1 Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

5.2 As constituents of the academic community, PCC students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

5.3 Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the college administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause, or are likely to, or do cause substantial disruption or interference with the regular and essential operation of the College.

## 6. **RIGHT TO PROTECTION FROM IMPROPER ACADEMIC EVALUATION AND IMPROPER DISCLOSURE OF STUDENTS’ VIEWS, BELIEFS, ASSOCIATIONS**

6.1 Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

6.2 At the same time, students are responsible for meeting standards of academic performance established

for each course in which they are enrolled.

- 6.3 Information about student views, beliefs, and political associations which staff members acquire in the course of their association with students is considered confidential.

## **7. RIGHT OF ACCESS TO, AND PROTECTION FROM IMPROPER DISCLOSURE OF, STUDENT RECORDS**

- 7.1 To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

- 7.2 Information from disciplinary or counseling files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion, in cases where the safety of persons or property is involved, or other disclosures that comply with the Family Educational Rights and Privacy Act, Board Policy, and Oregon laws pertaining to education records.

- 7.3 In order to assist students to benefit from courses, programs, and activities, the College provides limited guidance and counseling services which students are encouraged to make use of on a voluntary basis. The confidentiality of student record information obtained by counseling and advising services will be strictly maintained, except when PCC is legally permitted to disclose student record information.

## **8. RIGHT TO FORM STUDENT ORGANIZATIONS**

- 8.1 Students may form student clubs and organizations under the provisions of the ASPCC constitution and campus by-laws. Any chartered student club or officially recognized student organization acting through the Associated Students of Portland Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

- 8.2 College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

## **9. RIGHT TO SELL AND DISTRIBUTE MATERIALS AND ENGAGE IN FUND-RAISING ACTIVITIES**

- 9.1 Students have the right to engage in legal incidental sales of personal property in private transactions. PCC has not designated any facilities for this purpose, however, except for the use of designated College bulletin boards.

- 9.2 All fund-raising activities for ASPCC must be approved by the Campus Student Leadership Coordinator.

- 9.3 All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College bookstores or College food services except when within district policy and approved by the Campus President or designee.

- 9.4 All free publications not in violation of state laws, federal laws, and/or College rules, such as books, magazines, newspapers, handbills, leaflets, and similar materials may be distributed on campus. Any persons desiring to distribute publications shall first register with the campus Campus President or designee on the campus at which distribution is contemplated so that reasonable areas and times can be assured and the activities of the College will not be interfered with.

9.5 All handbills, leaflets, newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

9.6 Printed materials shall not be placed on any vehicle parked on campus.

## **10. RIGHT TO ACCESS COLLEGE FACILITIES**

10.1 Students have the right of access to College facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASPCC student clubs have free access to facilities unless additional services (custodial, Campus Safety, etc.) are required.

10.2 When faced with a situation which he/she determines is likely to or does disrupt the order of the College, threatens the health and welfare of the College community, or that interferes with the ingress and/or egress of persons from College facilities, the Campus President or designee shall have the authority to:

10.3 1. Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a College facility; or

10.4 2. Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering into or remaining within a College facility.

10.5 Any student (s) disobeying a directive given by the Campus President or designee, pursuant to the statements above, shall be subject to disciplinary action, and/or criminal trespass laws.

# **CODE OF STUDENT CONDUCT**

## **11. GENERAL POLICIES**

11.1 Admission to Portland Community College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Portland Community College, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.

11.2 Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. PCC administration and its Board, however, retain the authority to create and enact College policy.

11.3 Programs based on contracts with government agencies or external funding sources operated outside of the comprehensive campuses may adopt separate conduct procedures consistent with Portland Community College's Code of Student Conduct, the program's goals, and the principle of due process for all parties.

11.4 Portland Community College may take appropriate disciplinary action when student conduct deemed by the Dean of Student Development or designee to be disruptive to the operation of the College, or

constitutes one or more of the behaviors identified below.

## **12. VIOLATIONS**

- 12.1 Disciplinary action may result from the commission of any of the actions listed herein, or any violation of civil or criminal law while on College property or while engaged in any College activity.
- 12.2 1. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the College's Academic Integrity Policy.
- 12.3 2. Furnishing false information to the College with the intent to deceive the College or any person or agency.
- 12.4 3. Forgery, alteration, or misuse of College documents, records, or identification cards whether in written or electronic form.
- 12.5 4. Unauthorized use or access of College electronic communications media, equipment, files, or data, or failure to comply with the "PCC Technical Terms of Usage Policy":  
[www.pcc.edu/library/policies/aup.htm](http://www.pcc.edu/library/policies/aup.htm)
- 12.6 5. Abuse, harassment, intimidation, or threats by any means towards a student, staff member, vendor, visitor, or invited guest of the college.
- 12.7 6. Malicious destruction, damage, or misuse of College or private property.
- 12.8 7. Theft or conversion of College property.
- 12.9 8. Failure to comply with the College's Service and Assistance Animal Guidelines:  
[www.pcc.edu/resources/disability/animal.htm](http://www.pcc.edu/resources/disability/animal.htm)
- 12.10 9. Failure to comply with the lawful directions of College personnel acting in performance of their duties.
- 12.11 10. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or the other student that such contact or communication is unwelcome.
- 12.12 11. Any behavior that is disruptive to the educational or administrative processes of the College as determined by a College official.
- 12.13 12. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the discharge or conduct of his/her duties or studies.
- 12.14 13. Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Portland Community College Board of Directors.
- 12.15 14. Possession, consumption, being under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

- 12.16 15. Failure to disperse when an assembly is ordered to disperse by College officials.
- 12.17 16. Failure to comply with a notice against trespass.
- 12.18 17. Failure to comply with the following rules regarding firearms and weapons:
- 12.19 a. The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon Revised Statute 161.015), or facsimiles thereof, is prohibited on or in College facilities, except as provided by Oregon law or when approved by College administration for official College activities.
- 12.20 b. Explosives, incendiary devices, or any facsimiles thereof are prohibited on or in College facilities, except as provided by Oregon law, or when approved by College administration for official College activities.
- 12.21 c. The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement officers or campus security personnel.
- 12.22 18. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations which may be enacted.
- 12.23 19. Conduct that substantially interferes with the College's educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives, or the College's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out-of-class activities, such as lectures, concerts, athletic events, and social functions.
- 12.24 If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility, as determined by the Dean of Student Development or designee, that the behavior is substantially likely to disrupt the educational process of the College.

### **13. SANCTIONS**

- 13.1 The District Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action.
- 13.2 Each faculty member is responsible for class conduct and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from one class session or the equivalent. For non-classroom environments, conduct violation will be handled expeditiously. Violations may also require a conference among the student, the instructor and/or Division Dean to identify and set conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be imposed by the Dean of Student Development or designee pursuant to the provisions of the Code of Student Conduct.
- 13.3 The Dean of Student Development or designee may impose the following sanctions for violations of the Code of Student Conduct:
- 13.4 1. Expulsion from Portland Community College (i.e., permanent removal of the privilege to attend Portland Community College);
- 13.5 2. Suspension from Portland Community College for a definite period of time and/or pending the

- satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend Portland Community College).
- 13.6 3. Removal from class(es) for which the student is currently registered;
- 13.7 4. Restitution for damages;
- 13.8 5. A specified period of college and/or community service;
- 13.9 6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College;
- 13.10 7. Disciplinary admonition and warning.
- 13.11 8. Any other sanction the College deems educationally appropriate.
- 13.12 The parents or guardian of any student under 16 years of age who receives a sanction under the Code of Student Conduct shall be notified.

#### **14. DISCIPLINARY DUE PROCESS HEARING PROCEDURES**

- 14.1 In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the Dean of Student Development or designee.
- 14.2 1. Students in violation of institutional regulations or civil or criminal law shall be so informed.
- 14.3 2. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or College property, or which relate to or interfere with the orderly operation of the College, as determined by the Dean of Student Development or designee.
- 14.4 3. The student has the right to appeal any disciplinary (as distinct from academic) action to the Campus President or designee solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the Campus President or designee will remand the case to the Dean of Student Development or designee for reprocessing.
- 14.5 No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the Dean or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.
- 14.6 Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by a lawyer during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary process. Disciplinary sanctions may still be assessed, however, if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceeding.

14.7 In cases that are not resolved informally, the Dean of Student Development or designee shall use the following hearing procedure:

14.8 **Step 1:** At an initial conference with the Dean of Student Development or designee, the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.

14.9 **Step 2:** The student must submit all of his/her evidence within 7 calendar days of the initial conference.

14.10 **Step 3:** After considering the evidence in the case and interviewing persons as appropriate, the Dean of Student Development, or designee, may take one of the following actions:

14.11 a. Terminate the proceedings, exonerating the student.

14.12 b. Dismiss the case after appropriate counseling and advice.

14.13 c. Impose an appropriate sanction as described *above*.

14.14 The student will be notified in writing of the decision of the Dean of Student Development or designee. If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the Campus President or designee within 7 calendar days of the decision. The Campus President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.

## **15. READMISSION AFTER SUSPENSION**

15.1 A student suspended from the College may be readmitted only on written petition to the campus Dean of Student Development or designee. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The Dean of Student Development or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. The decision of the Dean of Student Development or designee is final.

## **16. RECORDS**

16.1 Records of all disciplinary actions shall be kept by the campus Dean of Student Development in accordance with the state archival policies.

# ACADEMIC INTEGRITY POLICY

## 17. INTRODUCTION

17.1 Students of Portland Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. PCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

## 18. GUIDELINES FOR ACADEMIC INTEGRITY

18.1 Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- 18.2 • Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- 18.3 • Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
- 18.4 • Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- 18.5 • Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

## 19. FORMS OF ACADEMIC DISHONESTY

19.1 Actions constituting violations of academic integrity include, but are not limited to, the following:

19.2 **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

19.3 **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.

19.4 **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

19.5 **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

19.6 **Academic Misconduct:** the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

## 20. **PENALTIES FOR ACADEMIC DISHONESTY**

20.1 If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

20.2 

- Verbal or written warning.

20.3 

- A grade of "F" or "NP" for the assignment, project, or examination.

20.4 The following penalty may be imposed by the faculty member only after a hearing conducted by the division dean:

20.5 

- A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

20.6 The Dean of Student Development may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

20.7 

- Disciplinary admonition and warning.

20.8 

- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.

20.9 

- Suspension from Portland Community College for a definite period of time. (i.e., suspension of the privilege to attend Portland Community College).

20.10 

- Expulsion from Portland Community College (i.e., removal of the privilege to attend Portland Community College).

## 21. **ACADEMIC DISHONESTY COMPLAINT AND HEARING PROCEDURES**

21.1 1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.

21.2 2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

21.3 3. The faculty member provides the student an opportunity to explain the incident.

21.4 4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Portland Community College Academic Integrity Policy.

21.5 5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's

decision, a hearing with the division dean may be requested in writing to the division dean within 10 days of the time the student is notified of the faculty member's decision. A hearing requested by a student under this section is informally conducted by the division dean, who may take steps he or she deems appropriate to resolve the conflict.

- 21.6 6. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the division dean. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the division dean within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.
- 21.7 7. Within 10 days of receiving an Academic Dishonesty Report form, the division dean notifies all parties in writing of the date, time and location of the hearing. At the hearing, the faculty member and division dean present charges and allow the student to present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and division dean may proceed with the process to completion. The division dean will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The division dean determines if the action recommended by the faculty member is appropriate.
- 21.8 8. Within 10 days of the hearing, the division dean sends written notification of the results to the student and faculty member.
- 21.9 9. Within 10 days of the notification, the student may submit a written appeal to the dean of instruction. The decision of the dean of instruction is final.
- 21.10 10. The division dean sends a final report to the dean of student development. The dean of student development may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:
- 21.11 • Disciplinary admonition and warning.
- 21.12 • Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
- 21.13 • Suspension from Portland Community College for a definite period of time. (i.e., suspension of the privilege to attend Portland Community College).
- 21.14 • Expulsion from Portland Community College (i.e., removal of the privilege to attend Portland Community College).

## 22. SOURCES

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; and "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College, Tucson, Arizona.

# GRIEVANCE PROCEDURE

## 23. INTRODUCTION

23.1 Students enrolled at Portland Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the Student Rights Section of the Student Rights and Responsibilities Handbook. This procedure does not apply to any other dispute.

23.2 The student will be allowed to have an advocate of his/her choice (such as a PCC Counselor or Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.

23.3 Programs based on contracts with government agencies or external funding sources operated outside of the comprehensive campuses may adopt separate grievance procedures consistent with Portland Community College's Grievance Procedure, the program's goals, and the principle of due process for all parties.

23.4 Concerns involving harassment or discrimination by a college staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action Officer.

23.5 Any other **COMPLAINT** about college services, programs, or activities not addressed in the Student Rights Section of the Student Rights and Responsibilities Handbook should be put in writing and sent to the campus Dean of Student Development or designee, who will forward it to the appropriate administrator. Complaint Forms are available at any campus ASPCC Office, Information Booth, or Admissions Office.

## 24. GRIEVANCE PROCEDURE

### 24.1 **Step 1: Communicate with the Faculty/Staff Member:**

- 24.2 a. Academic Grievances: The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance. Otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the Student Rights Section of the Student Rights and Responsibilities Handbook, and a proposed remedy.
- 24.3 b. Harassment or Discrimination Grievances: If the grievance involves harassment or discrimination by a college staff member or student, the student should be directed to the College's Affirmative Action Officer and follow the procedures outlined in PCC's Nonharassment Policy: <http://www.pcc.edu/about/affirmative-action/Nonharassment.html>

### 24.4 **Step 2: Submit a Grievance Form to the Dean of Student Development:**

- 24.5 a. In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a Grievance Form, with supporting evidence, to the campus Dean of Student Development or designee within 14 calendar days of the communication with the faculty/staff member. The Dean of Student Development or designee will review the grievance and refer it to the appropriate Administrator. Grievance Forms are available at campus ASPCC and Dean of Student Development offices and online at [www.pcc.edu](http://www.pcc.edu).
- 24.6 b. Within 14 calendar days, the Administrator will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the campus Dean of Student Development.

### 24.7 **Step 3: Appeal to Dean of Instruction or Dean of Student Development**

- 24.8 a. The student may appeal the decision in Step 2 if (1) PCC procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the campus Dean of Instruction for academic evaluation grievances, or to the campus Dean of Student Development for other grievances as defined in the Student Rights Section of the Student Rights and Responsibilities Handbook. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.
- 24.9 b. The Dean will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

## 25. REPORTING, RECORDING, AND MAINTAINING RECORDS

- 25.1 When the grievance is concluded, all documentation shall be forwarded to the campus Dean of Student Development, who will maintain them in accordance with the state archival policies.

## CONSENSUAL RELATIONSHIP STATEMENT

26. Portland Community College's mission is to offer an atmosphere that encourages the full realization of each individual's potential. This mission is promoted by professionalism in the relationships that faculty and staff have with students. These relationships are intended to foster free and open exchange of ideas, productive learning, and the work that supports it.
- 26.1 In addition, those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism. This mission is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students.
- 26.2 Faculty and staff are cautioned that consensual romantic relationships with their students can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:
- 26.3
- Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty relationship.
- 26.4
- Relationships in which one party is in a position to review the work, or influence the career of the other may provide grounds for complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
- 26.5
- Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.
- 26.6 Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.
- 26.7 If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be supervised by the staff member. If the student does enroll in the course or work for the staff member, the faculty/staff member should remove him/herself from academic or professional decisions concerning the student.
- 26.8 Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the College is obligated to investigate and resolve the charge in accordance with the complaint procedure in the Nonharassment Policy.

# CHILDREN ON PCC PROPERTIES

## 27. INTRODUCTION

27.1 Children are welcome on Portland Community College campuses and properties in appropriate situations and while actively supervised by a parent, guardian, or responsible adult. This policy outlines the College's approach to ensuring that reasonable steps are taken to protect the study and work environment of the College, and the health, safety, and liability issues associated with children on PCC properties.

## 28. SCOPE

28.1 This policy applies to minor children (children) under the age of 16 who are not officially enrolled in classes or employed by the College. This policy does not apply to organized activities such as attending a registered child care facility, after school care activities, school field trips, and approved programs including, but not limited to, athletic events, theater productions, art programs, and other events targeted to children.

28.2 Students under the age of 16 who are officially enrolled, and for whom an authorized Underage Release form is on file with the Admissions Office, have the same rights, responsibilities and privileges of any other student in the classroom and on college properties.

## 29. APPLICATION

29.1 The College seeks to provide an environment which is conducive to study and work. Children must be actively supervised by their parent, guardian, or responsible adult at all times when they are on college properties.

29.2 College staff, faculty and administrators have the responsibility to direct the removal of a child in accordance with section 3.6 of this policy.  
Unaccompanied children

29.3 Due to safety and liability issues, except as otherwise defined in this policy, under no circumstances may unsupervised children be on college properties, including playing, roaming, and occupying campus grounds or buildings.

29.4 Any College employee who finds an unaccompanied child on college properties should inform Public Safety of the location of the child.

## 30. RESTRICTED AREAS

30.1 Children cannot be allowed in areas where their presence is disruptive or where health, safety, and liability risks are identified. Areas in which children are NOT permitted include:

- Testing centers
- Classrooms (when the Instructor determines that the presence of children would be unsuitable)
- Laboratories and laboratory preparation areas
- Scientific, technical and maintenance work spaces
- Fine or performing arts work spaces or studios

- Areas that contain hazardous chemicals, machinery or equipment
- Commercial kitchens and other food preparation areas
- Fitness centers

30.2

Other areas may be identified as unsuitable for children as a result of a risk assessment and supervisors of the respective areas are required to inform staff and students of requirements or restrictions.

31

### **PCC TRANSPORTATION SERVICES**

31.1

When children are passengers in any PCC vehicle, including shuttle buses, the operators of these vehicles are not responsible for ensuring that child passengers meet child safety requirements. It is the responsibility of the care provider to ensure that any child accompanying them meet the child safety requirements. Where safety restraints are not available, the care provider will ensure the child is properly seated to minimize possible accident or injury. Failure to conform to these guidelines will result in child and care provider being denied transport (as applicable to ORS 811.210).

32

### **RESPONSIBILITY OF THE COLLEGE**

32.1

- To provide an environment conducive to study and work for all students, staff and visitors.
- To provide a healthy and safe study and work environment for all students, staff and visitors and to comply with legislative requirements.
- To take reasonable steps to assist students, staff and visitors who may have special needs to enable access to facilities and services.

33

### **RESPONSIBILITIES OF PEOPLE BRINGING CHILDREN INTO THE COLLEGE**

33.1

- To take reasonable steps to safeguard the health and safety of the children in their care while on college properties.
- To consider the potential risk to the health and safety of others that may come with bringing children into the College environment and to take reasonable steps to safeguard against those risks.
- To be responsible for the behavior of the children in their care, so as not to disrupt, inconvenience or endanger staff, students or other visitors.

34

### **RESPONSIBILITIES OF PCC STAFF AND INSTRUCTORS:**

34.1

To direct removal of a child in accordance with this policy if:

- The child's health or safety is at risk;
- The child is presenting a health, safety or liability risk to property or others;
- The child's behavior is causing undue disruption to the work of students or staff; or
- The presence of a child is unsuitable.

34.2

Instructors are responsible to direct the removal of children from their classroom. In the case of public areas, any member of staff on duty has the authority to direct that children be removed from the area.

34.3

Students who wish to appeal a specific situation, or who fail to comply, may follow the Code of Student Conduct hearing process as outlined in the PCC Student Rights and Responsibilities Handbook.

*Portland Community College*  
**CAMPUS CONTACT INFORMATION**

<b>CAMPUS DEPARTMENTS</b>	<b>CASCADE</b>	<b>ROCK CREEK</b>	<b>SYLVANIA</b>	<b>EXTENDED LEARNING CAMPUS &amp; SE CENTER</b>
<b>ADMISSIONS &amp; REGISTRATION</b>	SS Building, Room 102 971-722-5282	Building 9, Room 102 971-722-7270	CC Building, Room 208 971-722-4485	SE Tabor, Room 152 971-722-6322
<b>ADVISING OFFICES</b>	SS Building, Room 150 971-722-5271	Building 9, Room 102 971-722-7297	CC Building, Room 216 971-722-4531	SE Tabor, Room 152 971-722-6272
<b>AFFIRMATIVE ACTION DISTRICT OFFICE</b>	Downtown Center 3 <sup>rd</sup> Floor 971-722-5840 or 971-722-5841			
<b>COUNSELING OFFICES</b>	SS Building, Room 150 971-722-5271	Building 9 Room 118 971-722-7300	CC Building, Room 216 971-722-4531	SE Tabor Room 152 971-722-6157
<b>DEANS OF STUDENT DEVELOPMENT</b>	SS Building, Room 209 971-722-5292	Building 9, Room 115C 971-722-7215	CC Building, Room 247 971-722-4529 dos.sy@pcc.edu	SE Tabor, Room 152 971-722-6182 or 971-722-6252
<b>ASPPC STUDENT GOVERNMENT</b>	SC Building, Room 04 971-722-5379 971-722-5281	Building 3 Room 128 971-722-7442 971-722- 7261	CC Building, Room 101 971-722-4361	SE Tabor, Room 152 971-722-6328