

February 19, 2004

04-104

RESOLUTION TO APPROVE BOARD POLICY
REVISIONS - CHAPTER 400 (First Reading)

PREPARED BY: Jan Coulton, Director, Public Affairs

APPROVED BY: Gerard cJerryc Berger, President

REPORT: The Board appointed a subcommittee to review its policy manual. The subcommittee has reviewed the policies in Chapter 400 (Students and Student Services) and is recommending approval for the first reading.

RECOMMENDATIONS: That the Board approve the revision to policies in Chapter 400 for first reading.

A motion was made by Director Germond to approve Resolutions 04-092 through 01-104 and it passed unanimously.

PCC Board Policy

Chapter B 400 – Students and Student Services

- B 401 Students Rights and Responsibilities
- B 402 Residency Policy
- B 403 Program/Class Admission
- ~~B 404 Out of State Student Admissions~~
- ~~B 405 Programs~~
- ~~B 406 Grading~~
- ~~B 407 Class Attendance of Nonregistered Persons~~
- B 408 Student Credit by Examination
- [~~B 409 Past Due Debts~~] move to chapter 500
- ~~B 410 Student Financial Aid~~
- B 411 Co-curricular Program
- ~~B 412 Admission of Minors~~
- B 413 Certificates and Degrees
- ~~B 414 The Bridge Newspaper~~
- B 415 Student Records
- B 416 Americans with Disabilities Act

Student Policies, Rights and Responsibilities Handbook – Policy B 401

Student policies, rights and responsibilities shall be easily accessible to students. The information shall include those policies and procedures required by state or federal law, and shall include the following:

The Board directs the President to prepare and make available to all students a handbook containing student rights and responsibilities. The handbook shall be updated to reflect changes in Oregon law and shall contain at least the following information:

Student/College Responsibilities
Student Evaluation
Student Records
Student Organizations
Student Fund-raising
Right of Access to College Facilities
Code of Student Conduct
Student Grievance Procedure
Disability Services
Nonharassment
Credit by Exam
Class Attendance

The handbook and other materials pertaining to students should be easily accessible to all students.

Residency Rules – Policy B 402

The President shall establish procedures to verify student residency for purposes of charging tuition, complying with federal or state requirements or meeting institutional research needs.

A person's permanent residence is used to determine residence status at Portland Community College. Residence is not established by attendance at a college or the location of an employer.

Non-U.S. citizens in the country on anything other than a refugee or immigrant visa cannot be considered permanent residents for the purposes of tuition rates.

Residence status is determined at the time of enrollment and can be changed when a student's address changes or after a "Petition for Residency" form has been filed and approved.

Verification of student residency status requires the student's current address and the student's signature stating "I have been a resident of the State of Oregon for the past 90 days."

Permanent Residence—A person's home, to which one intends to return after any absence or in which one's dependents reside for an unlimited period of time.

Oregon Resident—A person who currently maintains a permanent residence in the state and whose residential status satisfies one of the following criteria:

1. Permanent residence has been maintained in Oregon for no less than ninety (90) continuous days immediately preceding the person's first instructional day of the term (quarter) of instruction for which residency is in question; or

2. Extraordinary circumstances can be verified to claim permanent residence in Oregon. Permanent residence in Oregon can be verified by specific documentation, eg Oregon Department of Revenue income tax statements, deeds, bills of sale or other papers indicating ownership of residence; appropriate Department of Defense forms.

Program/Class Admissions – Policy B 403

College programs shall be open to all students who have the ability to benefit from those programs, subject to budget limitations. However, the college may require specific academic standards for admission into programs when such standards are necessary for student success. The college has a compelling interest in ensuring student diversity in its programs.

Portland Community College shall make a strong attempt to fit programs to the needs of each individual in every way possible.

Pre-admission requirements such as testing or personal interviews are authorized and waiting lists may be compiled for programs where there is great demand.

The college will endeavor to include up to date admissions information and procedures in current catalogs and schedules.

An instructor may not deny class admission of any properly enrolled student. However, an instructor may deny admission or have appropriate college employees or public officials remove students from a class to maintain order, decorum or for reasons of health or safety. The decision as to any student's rights to attend any program, section or class shall rest with the Board or its designee and shall be final.

Notwithstanding the above, an instructor may require a student seeking class admission to complete other preliminary courses if the instructor believes that the student does not have the educational qualifications to successfully complete the class involved.

~~Out of State Student Admissions — Policy 404~~

~~First priority for classes and services shall be extended to Oregon residents.~~

~~The basic policy for admitting out of state students will be reflected in the college's ability to handle these students without impairing services to students from the Portland Community College District.~~

Programs — Policy B 405

To achieve its purpose, the college offers experiences in:

General Education: Programs and experiences which will broaden and balance the intellectual growth of the student outside of any specialized study students may pursue for their careers.

Professional-Technical Education: Programs to build skills and knowledge which will qualify the student for employment in business and industry.

College Transfer Education: Programs which will enable students to complete the first two years of an organized four-year program satisfying requirements in the liberal arts and in the scientific, engineering and other professional fields.

Community Services: Programs in which all persons living in the community may broaden their educational, vocational and aesthetic horizons.

Programs offering short courses, public forums and lecture series, small group discussions, seminars and institutes, and similar educational and cultural programs.

Counseling: Programs to assist students to profit most from their education, to help discover aptitudes and to choose life work. Guidance is offered through a formal program of counseling and through informal student-teacher relationships.

Grading — Policy B 406

Transcribed grades reflect student performance in each course. Their definitions are approved by the President or his or her designee.

The instructor of a course has the responsibility for assigning and changing grades. No grade will be changed by the administrative staff without due process except when the instructor is no longer employed by the college and a reasonable effort has been made to contact the instructor.

Exceptions must be approved by the College President.

Each student has the responsibility to arrange for correcting any error in the grade transcript record within three (3) academic terms following receipt of the grade. Exceptions must be approved by the College President.

Student Credit by Examination – Policy B 408

The college shall establish rules for alternative means of earning college credit and will establish guidelines for the acceptance of transfer credit, credit by examination and other, non-PCC earned credit.

College credit may be earned by students enrolled in degree or certificate programs by petitioning for an examination. A maximum of 45 hours may be accepted through examination. Course articulation and credit at other institutions shall be the responsibility of the student.

Move this policy to Chapter 500-Finance

Past Due Debts – Policy B 409

The College will take appropriate steps, including withholding of services, the use of collection agencies and refusal of registration, to collect past due debts owed the College.

~~Past due debts are for services rendered in prior terms where no financial arrangements for payment have been made.~~

Student Financial Aid — Policy B 410

Financial aid shall be administered pursuant to federal and state laws, Oregon State Scholarship Commission rules and college policies, rules and procedures. Basic educational expenses are the responsibility of each student and parents. Upon a satisfactory showing of need and/or performance, the district shall provide limited financial aid in the form of loans, grants and employment opportunities based upon the financial resources available to the district for the allocation to this program.

Co-curricular Program ~~Athletic Policy~~ – Policy B 411

The college shall provide a diverse student activity program as part of the co-curricular educational plan at each campus. Students may be assessed a fee to support this program. Each campus shall establish a representative student government that will assist in the development and delivery of these activities.

The college district shall maintain a comprehensive, current physical education program which substantially meets the diverse needs of the district citizens. Limited intramural, intercollegiate and recreational programs for various ages and skill levels will also be provided.

Admission of Minors — Policy B 412

Oregon law states "Admission to the community college should be open to high school graduates or to non high school graduates who can profit from the instruction offered."

Qualified high school students may be admitted for enrollment at Portland Community College in transfer, professional technical, or community education courses.

Such admission may be limited or denied based upon space, safety or other relevant considerations made by Portland Community College. Exceptions for pre high school age students may be made on a case by case basis.

Students who are concurrently enrolled in high school and the college, during normal high school hours, must provide the college with letters of permission from the principals of their schools. Students under the age of sixteen (16) must also provide letters of permission from parents or guardians. Students admitted under this policy are subject to all college regulations, regarding attendance and scholarship. Courses attempted and units earned will be recorded on a college permanent transcript and may be used for meeting program graduation requirements for the college.

Students enrolled in Project Advance or PAVTEC are exempt from letters from principals and parents or guardians.

Certificates and Degrees – Policy B 413

The Board of Directors shall ~~has the ultimate power and authority~~ to establish the academic requirements for certificates and Associate Degrees. **The Board of Directors shall award** ~~All~~ certificates and degrees ~~are awarded and granted by the Board of Directors~~ **upon the recommendation of the President and** after a student has satisfied the academic policies of the curriculum related to that certificate or degree.

~~The Bridge Newspaper — Policy B 414~~

~~The Board of Directors sanctions the newspaper, The Bridge, which will be published by students of Portland Community College. The Bridge will adhere to the highest operating and publishing standards of professional journalism.~~

~~The manager will promptly notify the College President of any threatened legal action or demands resulting from the operation, publication and distribution of The Bridge.~~

~~The president shall assign responsibility for the production of the newspaper. A community advisory committee shall be appointed to provide contemporary advice and counsel to the staff on matters relating to professional standards, journalistic ethics and other related issues.~~

Student Records – Policy B 415

The PCC district shall follow all applicable state and federal laws, rules and regulations which apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction. **Student information may be shared among college faculty and staff on an official “need to know” basis.**

~~Portland Community College may publish "directory information" as a part of the operation of departments internal to the college without student's written consent. Such information may include but is not limited to, name, address, academic standing, dates of attendance, major, date and type of awards received.~~

~~A student may direct in writing that such directory information be kept confidential. This option may be exercised by filing a written, dated and signed request with the Student Record Office.~~

Americans with Disabilities Act 1991 - Policy Statement – Policy B 416

Portland Community College shall comply with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1991 (ADA), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. These acts mandate that no qualified person shall, solely by reason of disability be denied access to, participation in, or the benefits of any program or activity operated by the College. Each qualified person shall receive reasonable accommodation to ensure equal access to employment, educational opportunities, programs and activities, in the most appropriate integrated setting.

The President shall develop administrative standard procedures as required to carry out this policy. The President shall be responsible for dissemination of information to College staff, students and the community regarding the College's compliance with these acts.

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