

TREASURE VALLEY COMMUNITY COLLEGE **STUDENT HANDBOOK**

Updated 2006-2007

Welcome to Treasure Valley Community College! At the college, students will experience a strong student life program which hosts nearly 200 events every year. The Associated Student Government also plays an integral role working with the administration to address student needs and provide an avenue for student success. In addition, TVCC is known for quality instruction and a helpful staff which create a thriving culture on campus. The TVCC philosophy of service and education gives students a positive learning environment to succeed in their respective program.

Treasure Valley Community College is committed to providing affordable and high quality educational opportunities for a diverse student population. The college has worked to ease the transfer to local and regional four-year colleges and universities. In addition, TVCC has taken pride in serving the needs of local business and industry through our various technical programs.

In addition to events and activities, the student life program offers a variety of clubs, organizations, programs, and a competitive intramural program. The Athletic Department also boasts 15 intercollegiate sports, including baseball, basketball, cross country, golf, soccer, softball, tennis, track, and volleyball.

The college invites students to maximize the college experience through participation in activities and programs offered at the college. Students who are involved, graduate from TVCC with lasting bonds of collegiality and friendship which are forged from involvement in student life.

TVCC STUDENT SERVICES

Student Services Center, ext. 200

The Student Services center provides general information about Treasure Valley Community College. In addition, it gives personal assistance in scheduling classes and referral to academic advisors who will help design academic schedules. Newly admitted students will be assigned an advisor by their chosen major.

Registrar: Student Services Center, ext. 259 Official/Unofficial Transcripts

Official transcripts must be ordered in writing and will be mailed directly to institutions or businesses at a cost of \$3 per copy. Unofficial copies may be picked up by the students for a fee of \$1 or obtained at the TVCC website. Fax copies are \$5.00.

Bookstore: Student Services Center, ext. 269

New and used required textbooks and supplies can be purchased at the College Bookstore which is located next to the Student Services Center. The bookstore also carries greeting cards, food, sundries, TVCC apparel, and retail supplies. The Bookstore offers a book buy-back program from 9:00 AM to 4:00 PM Tuesday through Thursday during finals week of each term.

Regular Hours: Monday – Friday 9:00 AM – 5:00 PM

Business Office: Student Services Center, ext. 240/200

Payment for tuition and fees is accepted in the Student Services Center. Students with work-study or campus employment can also pick up their checks in the Business Office.

Campus email, ext. 383

E-mail accounts are assigned to each student upon registration at TVCC. For more information log on to: www.tvcc.cc/iss/student_login/cfm or contact the Computer Services department.

Childcare Center: Albertson Center, ext. 317

The Childcare Center is located at the south end of campus across from the Elks Memorial Baseball Field. The center is available for TVCC students with children ages six weeks to five years old. The program provides affordable childcare with ongoing activities from 7:30 AM - 5:30 PM. For current childcare costs please contact the Childcare Center.

Continuing/Community Education: Student Services Center, ext. 358/281

The Continuing/Community Education Division offers many academic, vocational, business training, self-improvement, and home improvement courses. Registration for Continuing/Community Education and Workforce Training classes is available in the Student Services Center.

Cooperative Work Experience: Albertson Center, ext. 332

Cooperative Education allows students to gain work experience while they are enrolled in classes. Placement service provides job search information to students and alumni. Students may check the campus email to access employment opportunities.

Counseling/Advising Services: Student Services Center, ext. 200

TVCC provides counseling services for every student to assist in planning an academic or vocational future. Personal counseling services such as helping students adjustment to college life is also available on an appointment basis.

Discover Program: Four Rivers Cultural Center, ext. 419

The Discover program is an electronic career information resource offered through counseling/advising services. It can search through more than 400 job titles, provide information regarding occupations, and suggest appropriate education and training institutions.

Disability Services: Barber Hall, ext. 234

Treasure Valley Community College is committed to providing services and accommodations for students with disabilities. Reasonable accommodation will be provided in academic programs, student life activities, and general campus accessibility. Students with disabilities will provide documentation and receive accommodations through Disability Services located in Barber Hall.

Financial Aid: Student Services Center, ext. 286

Student financial aid exists in the form of grants, loans, and work study monies. The Financial Aid office will work with qualified students to develop a program best suited to meet individual student needs. In order to ensure funding, students should complete all financial aid applications and verification processes five weeks prior to initial enrollment. Students without a Financial

Aid Award Notification by the payment due date will need to arrange payment in the Business Office. The financial aid office may also provide assistance with tuition waivers and scholarships which are applied to student accounts.

Food Service: Weese Building, ext. 241

The Chukar Grill offers a variety of food services including a buffet breakfast, lunch, and dinner for campus residents and non-residents. The Barber Bistro in Barber Hall also offers an espresso stand, drinks, food, and snacks for limited hours during each weekday on campus.

GED Testing: Student Services Center, ext. 249/200

TVCC is an official testing center for the General Educational Development Certificate Program (GED). This test provides a chance to earn a GED (or High School equivalent degree) for adults who have not yet graduated from high school. Tests may be arranged through the Student Services Center or information is available by contacting the GED Testing office.

Housing Office: Residence Hall, ext. 278

TVCC offers an interactive and exciting student living experience with a new state-of-the-art residence hall. Living in the residence halls allows students to be at the center of student involvement and meet new friends, study partners, and participate in a myriad of activities and events. Students living in the residence halls are typically more involved with the campus. Students have easy access to classes, facilities, and the student union building. Residence hall experiences can enhance self-confidence, self esteem, and self-reliance. Students will learn to become independent and enjoy living within a thriving learning community.

Library: Weese Building, ext. 248

The TVCC Library is located on the second floor of the Weese Student Union Building. The library supports the college curriculum and serves the cultural and recreational interests of local citizens. The library contains a variety of books, reference materials, and periodicals. A number of other resources, including an extensive microfiche collection, computer periodical indexes, and computer terminals for public and student use, are provided. Materials not owned by the library may be requested through Inter-Library Loan.

Student ID Cards: Library, ext. 248

All TVCC students can obtain a student identification card. Card-holders can check out library materials, use all computer labs, attend athletic events, vote in Associated Student elections and receive discounts at participating local businesses. Student Identification cards are required at many TVCC student functions. ID card photographs are taken in the Library (located in the Weese Building) during regularly scheduled hours.

Parking/Campus Security: ext. 428

A student parking fee is currently assessed at the time of registration. Parking is unrestricted in most areas of the campus. To ensure safety and accessibility, some parking spaces are reserved for staff, visitors, and ADA parking spaces. Cars parked in prohibited "NO PARKING" zones or seen breaking campus parking policies may be ticketed.

Student Accounts/Payment: Student Service Center, ext. 200/325

It is the individual student responsibility to observe and arrange finances to meet the early payment deadline each term. If a student is unable to pay full tuition at the published due date, the student must arrange for a deferred payment plan. Students who fail to pay (in full) or

arrange a payment plan (signing a promissory note) by the deadline will be removed from classes immediately. Contact the Business Office in the Student Services Center for details on various payment plans.

Placement Testing: FRCC, ext. 417

All degree (and certificate) seeking students who enroll at TVCC will be required to take the placement test prior to registration. These placement tests determine course level placement in the areas of English, Reading, and Mathematics.

The initial placement test is free, but there is a \$10 fee if students choose to take the exam more than once. Retaking the entire test or any part the placement test is permitted. Students enrolling during the fall term are encouraged to test during the summer orientation sessions. However, other testing times may be scheduled to meet the needs of the student. Students seeking additional information or wanting to schedule a test should call the testing center at extension 417.

Student Fees: Student Programs, ext. 243

Students are assessed a quarterly fee based on the number of credits taken. The fees include a “universal” fee and a student activity fee. The universal fee is designed to consolidate fees (such as parking fees, tutoring, gym fees, etc.) while the student fee is designed to provide activities, events, and support ASG projects.

Tutoring Services: Barber Hall, ext. 234

Tutoring is available to all TVCC students upon request. Tutors are often peers who demonstrate expertise in a particular subject. There is no charge for tutoring at Treasure Valley Community College.

Veteran Affairs: Student Services Center, ext. 235

Veterans should contact the veteran’s advisor in the Student Services Office to verify a program and/or courses of interest which qualify for Veterans Administration funding.

STUDENT LIFE INFORMATION

TVCC Associated Student Government: Weese Building, ext. 243

The Associated Student Government represents students on campus, in the community, and to the Oregon legislature. The ASTVCC Student Government also fosters cooperation among students, staff, faculty, administration, and the Board of Education. TVCC is an active participant in the Oregon Community College Student Association (OCCSA) which participates in statewide governmental issues and lobbying efforts. As the official voice of students, ASTVCC officers also influence institutional policy and serve on college governance councils.

Student Activities – “Chukar Entertainment”: Weese Building, ext 243

The Student Activities team (known as Chukar Entertainment) is part of the Student Leadership Team. Seven student coordinators initiate, plan, and execute a variety of events and activities for the campus and community. Student Activities leaders gain valuable professional experience through contact with talent agencies and entertainment companies. TVCC students have the autonomy to plan large scale events and collaborate with faculty and staff on campus projects.

More importantly, students gain experience with event management, promotion, facilities coordination, public relations, and fiscal management.

Clubs and Organizations: Weese Building, ext 243

Clubs and Organizations at Treasure Valley Community College provide students with an opportunity to interact with peers who have a specific interest while at the college. This includes educational aims, community service, cultural and ethnic interests, academic success, recreational pursuits, and political or religious affiliations. The college has nine clubs and organizations including Phi Theta Kappa (collegiate honor society), Outdoor Club, Ag Ambassadors (Agricultural Interest Group), Nursing Club, Multi-Ethnic Student Association (MESA), Latter Day Saints Student Association (LDSSA), Campus Christian Fellowship (CCF), Student Education Association (SEA), and College Business Organization. All groups have membership on the Associated Student Government and Activities team.

TREASURE VALLEY COMMUNITY COLLEGE
COMPUTER SERVICES ACCEPTABLE USE POLICY
(Adopted June 3, 1997)

Treasure Valley Community College has established measures for the protection, access, responsibility and acceptable use of Electronic Information Resources (EIRs). These electronic resources, including electronic media, are intended to support College facilities. Users must show respect for College property, consideration for others, responsibility for actions, and authorized, efficient use of College resources. Users must refrain from use not consistent with the policies, purposes or objectives of Treasure Valley Community College.

Users of College EIRs must not use these resources to:

- Violate any College policies or international, federal, state, or city laws.
- Seek unauthorized access to another user's computer account or data; modify, inspect or broadcast another user's files or data without authorized permission for that user.
- Profit from commercial purposes;
- Send or display to other materials that might be considered harassing, intimidating, abusive or offensive;
- Attach material (or references to material) to software or documents viewable or used by others that may be considered harassing, intimidating, abusive, or offensive.
- Solicit for groups unrelated to the College;
- Disrupt the functions of Network or other EIRs.

Users of College EIRs must:

- Use the resources in ways which are consistent with the mission, policies, and purposes or Treasure Valley Community College.
- Indemnify and hold harmless Treasure Valley Community College, its employees and agents, from any claim, demand, liability, cause of action or suit for damages arising from the use of Treasure Valley Community College EIRs, including, but not limited to, any loss of data stored in the Network.

Consequence of Inappropriate Use of EIRs

Any action by a user that is determined to constitute an inappropriate use of the EIRs may result in disciplinary action and/or loss of access to, or use of, the EIRs. A user found in violation may have to reimburse Treasure Valley Community College for any losses, costs, damages, including attorney's fees, caused by inappropriate use of the EIRs.

Reporting of EIR Violations

Students should report violations of the EIRs to the Dean of Student Services. Staff should report violations of the EIRs to the Director of Human Resources.

*See the Administrative Regulation on Electronic Information Resources for clarification.

STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

TVCC has adopted the following Administrative Regulations on "Students Rights, Freedoms and Responsibilities." This policy outlines student rights in the following areas:

I. Freedom of Access to Higher Education

It is the policy of TVCC that there is no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs. It is also recognized that educational financial resources, facilities and programs are limited; and to the extent possible, all U.S. citizens who are qualified, according to current admission standards, will be admitted.

Students are protected from harassing behavior by any manager, supervisor, faculty, staff or student. Any student who believes they have been discriminated against or harassed by any college member should refer to the TVCC Affirmative Action Plan. The Affirmative Action Plan contains procedures for resolving grievances and complaints.

II. The Classroom

Students shall have the right of free discussion, inquiry, and expression. Student shall be evaluated on academic and technical performance.

- 1. Protection of freedom of expression:** Students are free to:
 - (a) Take reasoned exception to the data, opinions or views offered in any course of study; and
 - (b) Retain personal judgment about matters of opinion.
- 2. Protection against improper academic evaluation:** Students shall be protected against capricious or arbitrary academic evaluation.
- 3. Protection against improper disclosure:** Information about student views, beliefs, and political associations which teachers become aware of in the course of their work as instructors, advisors, or counselors is confidential.

III. Student Affairs: Out-of-Class Student Rights

1. Freedom of association:

- a. Students shall be free to organize/ join associations to promote common interests.
- b. Only members of the Associated Student Government of Treasure Valley Community College (ASGTVCC) shall vote to determine policies and actions of student organizations.
- c. Each club must function as a service club, contributing positive and worthwhile service to the college as well as the community.
- d. Any group or club desiring to organize shall present to the Executive Council a constitution for consideration and approval. Such clubs must open their membership to all TVCC students as set forth in the ASGTVCC Constitution. All clubs and associations must have a faculty advisor and said advisor must be present at all quorum meetings. The club advisors are nominated by the club members.

2. Freedom of inquiry and expression:

As constituents of TVCC, students shall be free to inquire, research, and express their ideas on any topic of interest to them or of general interest to all students.

3. Students participating in institutional government:

As constituents of TVCC, students shall be free to express their views on issues of institutional policy and on matters of general interest to students. The students and/or their association are given the opportunity to provide input in the formulation and application of institutional policy.

4. Student publications:

- A. In the delegation of editorial responsibility to students, the institution provides sufficient editorial freedom and financial autonomy for their student publications to maintain integrity of purpose as vehicles for free inquiry and free expression in an academic community. Publications will adhere to the Oregon Code of Ethics for Journalism of the Oregon Newspaper Publishers Association.
- B. All ASG/TVCC published and financed student publications shall explicitly state, on the editorial page, that the opinions therein expressed are not necessarily those of the college or student association.

IV. Student Records

1. Inspection of Records

Students 18 years and older have the right to inspect their educational records. They have the right to a hearing, if they choose to challenge the content of such records, to insure that the records are not inaccurate, misleading, or otherwise in violation of their privacy or other rights. The hearing provides an opportunity for the approval, correction, or deletion of possibly otherwise misleading or otherwise inappropriate data contained therein, and an opportunity to insert into the records a written explanation respecting the content of the records.

2. Timelines

A written request to inspect student records shall be responded to in not later than five working days from the date of request. The same time limit applies for a written request for a hearing to challenge the content of such records.

3. Release of Information

In compliance with the Family Rights and Privacy Act, it is the policy of TVCC not to release information other than directory information about enrolled students without written permission by the student. However, the student's last known address and phone number will be made available to assist in the collection of any debts owed to this institution.

V. Off-Campus Rights of Students

Off-Campus Representation of the College:

Student organizations officially representing TVCC may not sponsor, join in sponsoring, hold, or attend off-campus events without securing prior permission. Permission must be secured from the appropriate faculty advisor and the Dean of Student Services or his/her representative. TVCC students may be held responsible to the college for their actions, and the implications of their actions in their individual or group representation of the college, whether it be social, athletic, or academic.

VI. Student Conduct and Disciplinary Standard

Like other members of the college community, students are expected to conduct themselves in accordance with the standards of the college. These standards create an orderly learning environment and perpetuate the educational purposes of the college.

Guidelines for Acceptable Student Conduct

Students enrolling in the college assume the responsibility to conduct themselves in a manner that allows the college to function as an education institution. Although TVCC is dedicated to an open, free society, there are actions, as determined by the Administration of the college, which are incompatible with an institution of higher education. The student must not disrupt the educational process or threaten the health, safety, and security of individuals and/or property.

Grounds for disciplinary action include but are not limited to:

- (1) Dishonesty that includes, but is not limited to, cheating, plagiarism, or knowingly furnishing false information to the college.
- (2) Forgery, alteration, or misuse of college documents of identification.
- (3) Freedom from acts of lewdness, physical or verbal abuse, including sexual harassment, or coercion by fellow students, instructors, other college staff or contracted service providers.
- (4) Obstruction or disruption of teaching, administration of the college, disciplinary procedures, or other college activities, including but not limited to, meetings of the TVCC Board of Education, community service functions, or other authorized activities on college premises.
- (5) Physical, inscribed or verbal intimidation, harassment, hazing, stalking or abuse of any person on college owned or controlled property or at college sponsored or supervised functions; or conduct which threatens or interferes with or endangers

the physical or mental health, security, or safety of any person, such as but not limited to, another student, a faculty member, an employee or campus visitor.

- (6) Theft of, or damage to, campus property, a campus community member, or a campus visitor.
- (7) Unauthorized entry or occupancy of college facilities; blocking access to, or egress from, such areas.
- (8) Unauthorized or improper use of college supplies, equipment, and funds.
- (9) Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
10. Use, possession, or distribution of illegal drugs or non-permitted alcohol on college property, or appearance on campus or at any College sponsored event while under the influence of illegal drugs or alcohol.
11. Disorderly conduct; lewd, indecent, hateful or obscene conduct or expression; breach of the peace; aiding, abetting, or recruiting another to breach the peace on college-owned or controlled property or at college sponsored or supervised functions.
12. Failure to comply with directions of college staff or officials acting in the performance of their duties.
13. Possession or use of firearms, explosive or dangerous chemicals or substances, weapons or other instruments which can be, or are intended to be used, to inflict bodily harm to any individual; or to cause physical damage to building(s), college-owned or controlled vehicles, equipment, or property at college-sponsored or supervised functions without written authorization from appropriate TVCC officials.

VII. Disciplinary Procedures

A student or staff member of TVCC may initiate disciplinary action against a student for violation of one or more of the grounds for disciplinary action listed under Article VI, Section 2 shown above. Allegations concerning student misconduct must be in writing and signed by the complaining party(s).

1. Initial Procedures

The Dean of Student Services shall receive, investigate and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Dean to determine whether disciplinary action is required. Notice of the conference must be given to the student at least two working days prior to the scheduled appointment. The student may present an explanation, defense, and/or mitigation of his/her conduct to the Dean.

2. Statement of Findings

If, after this conference, the Dean of Student Services recommends disciplinary action, the student shall be notified of the following:

- The Dean's findings and conclusions from his/her investigation,
- The sanctions the Dean intends to recommend,
- The student's right to accept the discipline recommended or request a hearing before the Committee on Student Conduct.

3. Hearing Request

If the student desires a hearing, he/she shall, within five working days of the date of the Dean's notice, file a written request with the Dean of Student Services, together with a written response to the dean's findings and conclusions. If a request is not filed within the time specified, the request for hearing shall be deemed waived and the decision of the Dean shall stand.

4. The Committee on Student Conduct

The Committee on Student Conduct shall convene within ten working days after receipt of the student response for hearing is filed with the Dean of Student Services.

- a. The committee shall be established to conduct hearings when requested by a student regarding disciplinary actions recommended by the Dean of Student Services.
- b. A committee shall be appointed annually at the start of the academic year. Vacancies that occur during the year shall be filled as they arise.
- c. The Committee shall include:
 - i. Two students designated by the ASB President.
 - ii. Two TVCC administrators designated by the TVCC President, neither of whom can be the Dean of Student Services.
 - iii. Two persons representing the faculty designated by the faculty President.
- d. A quorum shall consist of five members with at least one member from each group.
- e. All committee members shall have voting rights.
- f. The committee shall select a chairperson and make additional rules for conducting hearings.
- g. No member of the review committee who is otherwise interested in a particular case should sit in judgment during the proceeding.

5. Hearing Procedure

- a. The hearing shall be private unless the student requests a public hearing.
- b. The evidence; pictorial, physical, written and oral, will be received.
- c. The student will have the right to be assisted in his or her defense by a staff member of the student's choice.
- d. The hearing shall proceed in the following order:
 - i. Presentation of evidence and/or witnesses by the student and the Committee.
 - ii. The student's response to the charges.
 - iii. Closing arguments.
 - iv. Decision of the committee as well as grounds and procedures for appeal.
- e. The student and committee members shall have the right to hear and question all witnesses who testify.
- f. A written record of the proceedings before the committee shall be kept.

- g. Written and/or pictorial statements may be used in evidence, provided they are signed and disclosed to the other party in sufficient time for such party to question the witness prior to the hearing. If the other party fails to interrogate the witness within a reasonable time, or if a reply is obtained and reduced to writing, signed by the witness, the original statement bound together, with the reply if any, shall be admitted into evidence.
- h. After hearing the evidence, the committee will retire to executive session for deliberation. When a recommendation had been reached, the committee shall announce its decision in writing, giving its findings of facts, conclusions, and recommendations. The decision of the Committee shall be final, subject to only the student's right to appeal to the President.
- i. The record of the hearing, findings and recommendations of the Committee on the Student Conduct, and the action taken by the President shall be housed in the Dean of Student Services Office.

6. Sanctions

The following are disciplinary measures that can be taken by the Dean of Student Services, the Committee on Student Conduct, and the President of the College.

- a. **Censure:** A written statement and warning by the Dean of Student Services and the Supervisor of the department involved which may be placed in the student's file.
- b. **Restitution:** Reimbursement for theft, impropriation of, or damage to, college or personal property. Reimbursement may take the form of appropriate services to repair or otherwise compensate for the damages.
- c. **Disciplinary Probation:** Student is subject to immediate removal from the specified class(s) or activity(s) for any additional infractions of this regulation for a specified period of time.
- d. **Suspension:** Student is forbidden to attend classes and/or participate in activities for the remainder of a specified period of time.
- e. **Expulsion:** Termination of student, guest, and/or visitor status for a specified period of time. Violators are subject to prosecution for trespass.

7. Summary Suspension

Summary suspension may be used to protect the school from the immediate possibility of disorder or threat to safety of student or staff. A suspended student is not to occupy any portion(s) of the campus, as specified in writing, and may be denied any or all college privileges including class attendance. Summary suspension shall be for the purpose of investigation of the event or events in which the student(s) are allegedly involved. It may be continued pending final disposition of the case if it is determined that it is necessary for the peace and safety of the students or the welfare of the college.

- a. The Dean of Student Services may summarily suspend a student(s) when he/she deems it necessary for the safety and welfare of the college community. In the absence of the Dean of Student Services, the college President is empowered to suspend a student or students. In the absence of the President, the remaining college administrators are empowered jointly to summarily suspend students.
- b. The reasons for the suspension and notification of further action that is expected of the student shall be mailed to his/her latest known address within twenty-four hours of the suspension or to his/her parents if the student is under eighteen years of age.

- c. Within two working days of mailing such notification, the Dean of Student Services shall extend an invitation to the student, or parents if the student is under eighteen, giving the student an opportunity to present any explanations as to why the summary suspension should not be continued until formal hearing can be held.
- d. The President and the Dean of Student Services shall be notified in writing on the next working day of any suspensions by the suspending members of the College Administration.

STUDENT GRIEVANCE PROCEDURE

According to TVCC Administrative Regulation 901-9, Student Grievance Procedure, if any student attending TVCC feels that any staff member at the College have acted in an arbitrary or capricious manner, the student may initiate a student grievance under either grievance process listed below. **Process “A”** is for all Academic or Instructional related issues regarding the classroom and faculty members. **Process “B”** is for all other non-instructional related issues and all issues related to Discrimination, Sexual Harassment and Handicapped Discrimination.

Process “A” – Academic or Instructional Related Issues:

1) Faculty/Student

- a) Complaints must be filed within ten (10) working days following the incident or no later than ten (10) working days after the grade has been posted.
- b) The student meets with the faculty member to discuss the complaint.
- c) The student must provide any supporting material or evidence.
- d) If the faculty member involved no longer works at the college, the student may begin at Step Two.
- e) If the complaint is not resolved, the student has ten (10) working days after the meeting to move to Step Two.

2) Department Chair of Faculty/Student

- a) If the complaint is not resolved in Step One, the student has ten (10) working days from the meeting in Step One to request that the student and faculty member meet with the appropriate department chair person.
- b) If the faculty member is the department chair, the meeting will be conducted by the chair of another department. If the complaint is not resolved, the student has ten (10) working days after the meeting to move to Step Three.
- c) The aggrieved student may appeal within ten (10) working days of the meeting.

3) Dean of Instruction/Department Chair Person/Faculty/Student

- a) If the efforts of the department chair or immediate supervisor also fail to satisfy the grievant, the supervisor shall forward the complaint to the Dean of Instruction who shall, within ten (10) working days, decide how best to resolve the grievance. The Dean shall issue a written opinion.

However, in the event the faculty member or student disagrees with the Dean of Instruction’s decision, he/she may appeal to the Academic Grievance Committee that consists of the following five (5) members: one tenured faculty member appointed by TVEA, one tenured non-departmental faculty member appointed by the TVEA, one tenured faculty chair appointed by the Dean of Instruction or TVEA, one degreed

professional staff appointed by the President, and one Dean appointed by the President acting as chair and voting only in a tie situation.

4) Grievance Review Committee Procedures

- a) Any grievance not resolved informally may be appealed to the Grievance Review Committee for a hearing. The grievant shall petition the committee by obtaining an official grievance form from the Student Services Office. That petition shall be made within ten (10) working days of the notice of the decision in the informal proceedings.
- b) When a petition for review is filed, the student shall either be assigned an advocate, or waive his/her right to an advocate, or notify the college of his/her retention of an attorney. Where the student is represented by an attorney, the college may also be represented by legal counsel.
- c) The student's completed official grievance form shall be distributed to all members of the committee.

5) Final Decision Regarding the Appeal Procedure

- a) When the student is unsatisfied by the committee's decision, she/he may appeal that decision to the President of the college, provided that such appeal is made within ten (10) working days of the student's receipt of notice of the decision.
- b) The President will review the record of the case prepared by the committee, together with any appeal statement, and will deliver a written acceptance of the Grievance Review Committee's decision or directions as to what other course of action shall be taken, within ten (10) working days after receiving the appeal.
- c) This decision shall constitute final action by the College.
- d) A student who is granted a formal hearing by the President of the College and who feels aggrieved by the institution's final decision, may petition for judicial review of that decision.

In each of the above steps, meetings should be held on campus. At any level, the student bringing the complaint may be accompanied by a representative of the student's choice. Records should be kept of the meeting(s) stating the student and staff member involved, other persons present, the student's case, the staff member's case, and any decision reached. The parties present should sign and date the record to verify their presence at the meeting and the discussion that took place. Signing the record does not necessarily signify agreement with the decision made.

Nature of Grievance Proceedings:

All hearings growing out of a student-initiated grievance, including appeals to the office of the President, shall remain closed unless all parties to the grievance agree to an open hearing.

Withdrawal of Grievance:

At any time during the grievance procedure, the grievant may officially withdraw the grievance in writing. In the event the grievant or appellant fails to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, this shall be considered to constitute withdrawal of the grievance or appeal.

Grievances Excluded From this Regulation:

A student may not use the provisions of this section as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in earlier sections of the student rights and responsibilities code.

Federal and state laws, rules and regulations as well as policies, regulations and procedures adopted by the State Board of Education, Department of Community Colleges and Workforce Development, TVCC Board of Education or TVCC Administrative Regulation shall not be grievable matters.

Grievances involving sexual harassment, discrimination or handicapped discrimination will follow the general college student grievance process.

Process “B” – All Other Non-Instructional Related Issues:

General Procedures

If a student believes he or she has been unfairly treated by an officer of the college, or a member of the college staff, excluding faculty or instructional related issues, the student may pursue the matter on two levels. First, the student may follow an informal procedure. Second, if the informal procedure fails to satisfy the grievant, she/he may file an official grievance and request a hearing before the grievance review committee. The student may waive his/her right to have the matter resolved informally. In either case, the student must initiate proceedings with the college within twenty days (20) of the occurrence which gave rise to the grievance.

Informal Grievance Procedure

- 1) A student wishing to pursue an informal resolution to his/her grievance may first contact the Student Services Office. That office will serve as a source of information and direction for the grievant and shall advise students as to the most effective means of resolving their grievance. This service is optional.
- 2) A student may instead, as a first step in the informal grievance procedure, contact the staff member with whom she/he has a grievance and attempt to resolve the matter through direct discussion.
- 3) If direct discussion does not resolve the grievance to the student’s satisfaction, the student shall take the matter to the staff member’s department director or immediate supervisor. The department director or supervisor shall serve as a mediator and will attempt to resolve the matter promptly and fairly.
- 4) If the efforts of the department director or immediate supervisor also fail to satisfy the grievant, the supervisor shall forward the complaint to the appropriate Dean who shall, within ten (10) working days, decide how best to resolve the grievance. The Dean shall issue a written opinion.
- 5) The student shall be notified of this decision and shall also be informed of his/her right to file a petition to have the grievance heard before the grievance review committee.
- 6) The informal grievance procedure shall be completed in thirty (30) working days unless all parties agree to more time.

- 7) Any student alleging a violation of Title IX of the 1972 Education Amendments concerning sexual harassment may avail himself/herself to the following procedure.

Discrimination and Sexual Harassment

The purpose of the regulation is to protect each student's freedom of expression in the classroom; to protect each student against improper disclosure of the students' views, beliefs and political associations; to protect each student from improper, arbitrary, or capricious academic evaluation as evidenced by the student's final course grade and to afford each student reasonable protection against arbitrary or capricious actions taken outside the classroom by other members of the college community.

Treasure Valley Community College is committed to protecting the rights and dignity of each individual in the campus community. Therefore, the college will not tolerate discrimination of any kind at any level. Further, it is the policy of Treasure Valley Community College to provide an environment in which students can work and study free from sexual harassment or sexual intimidation. Sexual harassment is a form of sexual discrimination. As such, it is a violation of Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments.

Sexual harassment of a student is defined as unwelcome sexual advances; requests for sexual favors, or other verbal or physical conduct when:

- 1) Submission to the conduct is either explicitly or implicitly a term or condition of an individual's academic standing; and/or
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment.

Informal Grievance Procedure – Sex and Handicapped Discrimination

- 1) Any student alleging a violation of Title IX of the Education Amendments of 1972 (sex discrimination) or Section 504 of the Rehabilitation Act of 1973 (handicapped discrimination) shall, as a first step in the informal grievance procedure, contact the Human Resources Director. The student may contact the Student Services Office for the name and location of the Human Resources Director.
- 2) The Human Resources Director shall:
 - a) Provide information about informal and formal options within and outside the college.
 - b) Intervene, if requested by either party, in order to resolve the problem to the satisfaction of all.
- 3) If the Human Resources Director is unable to resolve the grievance, the student may file an official grievance requesting a hearing before the grievance review committee and is entitled to all appeals beyond that committee.

- 4) Consultations with the Human Resources Director shall be strictly confidential until the Human Resources Director begins to act as a mediator.

Formal Grievance Appeal (Procedure) to the Grievance Review Committee

In the event that it appears a staff member acted in an arbitrary and capricious manner, the student may initiate the following process:

- 1) Any grievance not resolved informally may be appealed to the Grievance Review Committee for a hearing. The grievant shall petition the committee by obtaining an official grievance form from the Student Services Office. That petition shall be made within ten (10) working days of the notice of decision in the informal proceedings. When a petition for review is filed, the student shall either:
 - a) Be assigned an advocate, or
 - b) Waive his or her right to an advocate, or
 - c) Notify the college of his/her retention of an attorney. Where the student is represented by an attorney, the college may be represented by legal counsel.
- 2) The student's completed official grievance form shall be distributed to all members of the Grievance Review Committee.
- 3) The President will appoint an appropriate person to chair the committee, and six additional members shall be chosen as follows:
 - a) Two (2) faculty members appointed by the TVEA,
 - b) Two (2) students appointed by ASG,
 - c) Two (2) professional staff members appointed by the President,
 - d) One (1) administrative staff member appointed by the President to act as chair.

Note: the Chair will break a tie vote.

- 4) The Grievance Review Committee may call any witnesses and hear any testimony needed to reach a prompt, fair resolution of the grievance. Committee proceedings shall not be considered a formal, trial-type hearing. However, where requested by the student and approved by the President, a formal hearing may be granted.
- 5) Within ten (10) working days of the conclusion of the hearing, the committee shall issue a written recommendation. All parties shall receive a copy of this recommendation.

Final Decision Regarding the Appeal Procedures

- 1) Where the student is not satisfied by the Dean's decision, he or she may appeal that decision to the President of the college, provided that such appeal is made within ten (10) working days of the student's receipt of notice of the decision.
- 2) The President will review the record of the case prepared by the committee, together with any appeal statement and will deliver a written acceptance of the Dean's decision or directions as to what other course of action shall be taken, within ten (10) instructional days after receiving the appeal.
- 3) This decision shall constitute final action by the College.

- 4) A student who was granted a formal hearing by the President of the college and who feels aggrieved by the institution's final decision, may petition for judicial review of that decision.

Nature of Grievance Proceedings:

All hearings growing out of a student-initiated grievance, including appeals to the office of the President, shall remain closed unless all parties to the grievance agree to an open hearing.

Withdrawal of Grievance:

At any time during the grievance procedure, the grievant may officially withdraw the grievance in writing.

- 1) In the event the grievant or appellant fails to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, this shall be considered to constitute withdrawal of the grievance or appeal.

Grievances Excluded From This Regulation:

- 1) A student may not use the provisions of this section as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in earlier sections of the Student Rights and Responsibilities Code.
- 2) Federal and state laws, rules and regulations as well as policies, regulations and procedures adopted by the State Board of Education, Department of Community Colleges and Workforce Development, TVCC Board of Education or TVCC Administrative Regulation shall not be grievable matters.

COORDINATING INFORMATION FOR TITLE II, TITLE IX, AND SECTION 504

It is the policy of the Treasure Valley Community College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center Building. Telephone: 541-881-8822, ext. 226 or TDD 541-881-2723.

Persons having questions about Title II, Title IX or Civil Rights Section 504 please contact the following individuals:

Title II & Section 504 Joy Bloch, Director of Special Needs
Treasure Valley Community College
Barber Hall (5410 881-8822, ext. 234
650 College Blvd.
Ontario, OR 97914

Title IX: Lisa Del Re, TVCC Director of Athletics,

John J. Easley Gymnasium (541) 881-8822, ext. 273
650 College Blvd. Ontario, OR 97914