

POLICIES & INFORMATION

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

5500 Student Code of Conduct

Students of Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment. Because of its responsibility to provide a safe and supportive learning environment, the College has certain obligations that need to be reflected as rules in the governance of student conduct and discipline. The College reserves the right to amend any provision of this Board policy and its associated administrative procedures at any time, in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion. The Standards of Student Conduct will apply to any person currently enrolled as a student at any campus or in any program offered by Umpqua Community College, including academic and certificate programs, dual credit, Career & Technical, Community & Workforce Training, and Adult Basic Skills programs. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Student Code of Conduct. The Office of Student Conduct is responsible for the administration of the Student Code of Conduct. The procedures defining the Student Code of Conduct will be made widely available to students through the college catalog, the website, and other means. There may be program specific conduct standards and procedures in addition to UCC specific Student Code of Conduct, which are handled by the individual program.

The full Standards of Student Conduct (Student Code of Conduct) is available online at umpqua.edu/student-code-of-conduct (<http://umpqua.edu/student-code-of-conduct/>).

Academic Integrity

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but also to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty. Please see 5506AP-Academic-Integrity-20240401.pdf ([umpqua.edu](https://umpqua.edu/images/5506AP-Academic-Integrity-20240401.pdf)) (<https://umpqua.edu/images/5506AP-Academic-Integrity-20240401.pdf>) for details.

Student Grievance Procedure

The purpose of this procedure is to provide a prompt and equitable means of resolving a student complaint or grievance. All efforts will be made to route the report to the appropriate office to best handle the complaint or grievance.

A more detailed outline of the Student Grievance Procedure can be found at [umpqua.edu_5535AP_Student_Grievances_20200407.pdf](https://umpqua.edu/images/5535AP_Student_Grievances_20200407.pdf) (https://umpqua.edu/images/5535AP_Student_Grievances_20200407.pdf)

Campus Security

The Umpqua Community College Campus is considered to be a safe and secure place for higher learning. We want everyone to be safe and secure.

Security staff may be contacted seven days a week, by calling 541-440-7777 or 7777 from any campus extension.

Security Services

First aid for basic injuries. For life-threatening emergencies, dial 9-1-1 and then notify the Campus Security Office, dial 541-440-7777.

Lost-and-found service, Monday through Friday, located in the Warehouse building

Personal safety escort is available to accompany you to your vehicle Campus wide, departmental, and individual safety and security training

For further Security information please visit: (<https://umpqua.edu/about/governance-operations/facilities-security/security/>)umpqua.edu/about/governance-operations/facilities-security/security (<https://umpqua.edu/about/governance-operations/facilities-security/security/>)

Cancellation of Courses

The college reserves the right to cancel any class due to extenuating circumstances, such as low enrollment, availability of faculty, affordability of the course and other situations beyond the college's control such as a pandemic or natural disaster.

Closure Due to Weather or Emergency

School closure shall be determined by the college President (<https://www.umpqua.edu/president/>). When the college is closed, it is totally closed and no one is required to report for classes or work, excepting security personnel and others specifically requested or approved by the President.

If possible, closures due to adverse weather will be announced by 6:30 a.m. the day of the closure or by 7 p.m. the proceeding evening.

All closures will be publicized as soon as possible through all appropriate news media and AlertSense, Umpqua Community College's emergency notification system. Messages can be sent to students, faculty, and staff within a matter of minutes using technologies such as text messaging, PDAs, cell phones, e-mail, work phones, home phones, social media, and TTY/TTD.

Directory Information

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

The college defines **limited** directory information available to **non-academic** third parties as follows:

1. Student name
2. Enrollment status
3. Verification of certificate or degree earned

The college defines directory information available to **academic** third parties as follows:

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

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

Diversity, Equity, Inclusion

Equal Employment/Educational Opportunity

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

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

- Title IX Coordinator:
Mary Flaherty, Title IX Coordinator - 541-440-7763, 1-800-949-4232
TTY 7-1-1, mary.flaherty@umpqua.edu (mary.flaherty@umpqua.edu),
located in the LaVerne Murphy Student Center
- Coordinator, Accessibility Services:
541-440-7655, 1-800-676-7655 (TTY/Voice) or dial
7-1-1, accessibilityservices@umpqua.edu located in the LaVerne
Murphy Student Center

Drug and Alcohol Policy

Alcohol/Drug Free Environment

Umpqua Community College is committed to providing its employees and students with a drug-free workplace and campus learning environment. UCC emphasizes prevention and intervention through education, institutional assistance, and community resources. Students seeking referral assistance for drug and/or alcohol related abuse may contact the Wellness Counselor. There is a wide variety of community

resources and entities that work with people experiencing the effects of substance use and abuse. UCC's Drug and Alcohol Abuse Prevention website lists available community resource options. Numerous health risks have been identified with substance abuse (use of illicit drugs and excessive use of alcohol). Substance use effects are both physical and mental. UCC's Drug and Alcohol Abuse Prevention website contains a detailed list of health risks.

Umpqua Community College shall be free from all drugs. Students and employees may not possess, use, or distribute illicit drugs and alcohol while they are on campus. Possession use or distribution of any substance, which is controlled by Federal or State law, or paraphernalia, is prohibited. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on UCC property, during College sponsored field trips, activities or workshops, and in any facility or vehicle operated by the College. Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program. UCC's Drug and Alcohol Abuse Prevention website contains a detailed description of UCC sanctions, and ORS Regulations and associated fines pertaining to Drug and Alcohol violations.

Please see the Drug and Alcohol Abuse Prevention website for additional information: umpqua.edu/about/governance-operations/human-resources/hr-operations/drug-alcohol-abuse-prevention-program (<https://umpqua.edu/about/governance-operations/human-resources/hr-operations/drug-alcohol-abuse-prevention-program/>) as well as the Standards of Student Conduct: umpqua.edu/student-life/student-resources/student-code-of-conduct. (<https://umpqua.edu/student-life/student-resources/student-code-of-conduct/>)

Tobacco Free Campus Policy

Umpqua Community College promotes a safe, healthy learning and working environment. In acknowledgement of the Surgeon General's findings that tobacco use in any form, active and passive, is a significant health hazard, and in recognition of the classification of environmental tobacco smoke as a Class-A carcinogen, UCC strives to minimize health risks with this policy. The distribution, advertising, promotion, sponsorship, sale, or use of tobacco, including any smoking device or inhalant delivery systems, is prohibited in any College-owned or College-controlled property and during College events including all College sidewalks, parking lots, grounds, recreational areas, buildings on UCC property, leased or rented facilities, and College-owned or rented/leased vehicles; or while representing the college on business or in college-sponsored activities, such as fine arts performances, athletic events, field trips, domestic and international study trips, practica, and internships. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited inside the perimeter of any UCC property. Exception: Smoking is permitted in designated smoking areas located next to parking lots on the perimeter of the campus. Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all Umpqua Community College property. This applies to all College employees, volunteers, clients, students, visitors, vendors and contractors.

For additional information on rules, regulations, fines, and disciplinary actions, please see Smoking and Other Tobacco Use/Possession on Campus. (<https://umpqua.edu/images/about-ucc/offices->

administration/board/downloads/board-policies/3000-general-institution/3570AP_SmokingOtherTobaccoUsePossession_20210310_edit.pdf)

Emergency Notification

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

Enrollment Limitations

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

FERPA

Student Rights Under FERPA

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

- To inspect and review their education records. They may request to review their education records by submitting a written request to the Registrar or other school official having custody of such records. The College will normally comply with their request to inspect their education records within ten days, but in no case more than 45 days from the request;
- To seek amendment of a student's education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights. Requests for amendment of education records must be in writing and must describe the specific portions of specific records they wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- To consent to disclosure of personally identifiable information contained in their education records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities. Other exceptions include: to schools in which a student seeks or intends to enroll, to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs, in connection with financial aid

(such as the administration or continuation of aid), to individuals or organizations conducting studies for or on behalf of an educational institution, to regional or professional accreditation organizations, to comply with a judicial order or subpoena, in the event of a health or safety emergency where the information is required to resolve the emergency. FERPA also allows the disclosure of a student's directory information without consent, but a student may request that their directory information not be released. If a student wishes to make such a request, they must do so according to the procedures outlined in the following section under the heading "Directory Information";

- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and personally identifiable information (PII) contained in such records - including a Social Security Number, grades, or other private information - may be accessed without a student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities:") may allow access to a student's records and PII without their consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program and job training, as well as any program that is "principally engaged in the provision of education," such as early childhood and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student's education records and PII without their consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student's consent, PII from their education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about a student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
- To file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA.

Section 504 - Accessibility Services

The Accessibility Services office coordinates accommodations for students with disabilities.

What is the purpose of Accessibility Services?

Accessibility Services has multiple purposes. The office:

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

Who can I contact for more information and accommodations?

- Accessibility Services Coordinator 541-440-7655, AccessibilityServices@umpqua.edu located in the LaVerne Murphy Student Center

Discrimination, Harassment and Retaliation Policy

The College is committed to maintaining an academic and work environment that is free from discrimination, harassment including sexual harassment/sexual assault (“harassment”), and retaliation. The College expects all community members to work and/or be educated in an environment where individual dignity is respected. All individuals shall accomplish their work or educational pursuits in an appropriate manner with concern for their coworkers, fellow students, and others with whom they come into contact in the College community.

The College does not permit employees, students or others in the College community to retaliate against individuals because they engaged in protected activity such as reporting harassment or discrimination, participating in investigations, testifying in official proceedings, or otherwise assisting in enforcement of our policies against discrimination and harassment.

For further information and details, please see the Board Policy, (<https://umpqua.edu/images/3430-ProhibDiscriminHarassSexHarassSexAssaultRetaliation-20230614.pdf>) Administrative Procedure (<https://umpqua.edu/images/3430AP-ProhibitionAgainstDiscrim.20230503.pdf>), Student Misconduct, (https://umpqua.edu/images/about-ucc/offices-administration/board/downloads/board-policies/5000-student-services/5502AP_Student_Misconduct_20200303.pdf) and the Student Discipline (https://umpqua.edu/images/about-ucc/offices-administration/board/downloads/board-policies/5000-student-services/5520AP_Student_Discipline_20200421.pdf) process.

Resolving Discrimination/Harassment Concerns Internally

- Mary Flaherty, Title IX Coordinator - 541-440-7763, 1-800-949-4232 TTY 7-1-1, mary.flaherty@umpqua.edu (mary.flaherty@umpqua.edu), located in the LaVerne Murphy Student Center
- Accessibility Services Coordinator 541-440-7655, accessibilityservices@umpqua.edu, located in the LaVerne Murphy Student Center
- Security Staff (visitors), 541-440-7777 located in the Warehouse

Resolving Discrimination/Harassment Concerns Outside of the College

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

- **U.S. Department of Education’s Office for Civil Rights**
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
206-220-7900 (v), 206-222-7887 (fax)
ed.gov/ocr/complaintprocess.html (<http://ed.gov/ocr/complaintprocess.html>) (<http://ed.gov/ocr/compliantprocess.html>)
- **Equal Employment Opportunity, Seattle Field Office**
909 First Avenue, Suite 400

Seattle, WA 98104-1061
1-800-669-4000 (v), 1-800-669-6820 (TTY), 206-220-6911 (fax)

- **Bureau of Labor and Industries**
3865 Wolverine Ave NE, Building E, Suite 1
Salem, OR 97305-1268
Phone: 503-378-3292, Ore. Relay TTY: 711
- **The Federal Equal Employment Opportunity Commission**
 - (<https://www.eeoc.gov>)

Social Security Number (SSN), Use of

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

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

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

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

Student Right to Know Act Statement & Statistics

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

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

IPEDS Cohort Graduation Rate	Total Cohort	Total Graduates	Graduation Rate
Fall 2019	345	104	30%
Fall 2020	331	94	28%
Fall 2021	346	90	26%
Fall 2022	346	85	25%
Fall 2023	358	114	32%

Title IX – Prohibits Sexual Harassment

UCC is committed to providing an academic and work environment free of unlawful sexual harassment under Title IX. We comply with Title IX. This is a federal civil rights law. It prohibits discrimination on the basis of sex in federally-financed education programs.

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

- Promote equity in academic and athletic programs.
- Prevent hostile environments on the basis of sex.
- Prohibit sexual harassment, sexual assault, dating violence, domestic violence, stalking and sexual violence.
- Foster support for reporting incidents of sexual harassment, without fear of retaliation.
- Investigate and notify the college community of serious or ongoing threats.
- Prevent a recurrence.

How do I file a harassment or discrimination complaint? Who can I contact for more information on Title IX issues? When should I file a complaint of discrimination/harassment?

You should file a complaint if you are a UCC student, staff, or faculty member and believe:

- You are being subjected to sexual harassment
- You have witnessed sexual harassment
- You have knowledge of harassment

How do I file a complaint of discrimination/harassment?

A report of sexual harassment may be made at any time, including during non-business hours, by submitting the Title IX Reporting Form or sending an email to the Title IX Coordinator listed below.

Mary Flaherty, Title IX Coordinator - 541-440-7763 (Oregon Relay TTY: 711), mary.flaherty@umpqua.edu located in the LaVerne Murphy Student Center.

Report the situation to an Official with Authority:

Vice President

Dean of Instruction: CTE

Dean of Instruction: General Education and Transfer

Dean of Instruction: Social, Health & Behavioral Science

Chief of Security

Director of Athletics and Events

Assistant Athletic Director

Director of Housing

Executive Director of Human Resources

More information, including the grievance procedures can be found online at Title IX - Umpqua Community College, Roseburg, Oregon (<https://umpqua.edu/about/governance-operations/human-resources/employee-and-labor-relations/title-ix/>)

Disclaimer

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

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

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

UCC in full accordance with the law is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. UCC does not discriminate in employment, student admissions, educational opportunities, or student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, Veteran status, or any other legally protected classification. The College is committed to promoting the total realization of equal employment and educational opportunities.

Inquiries should be directed to

Human Resources
1140 Umpqua College Road
P.O. Box 967
Roseburg, OR 97470-0226
Telephone, 541-440-4600.