

CHEMEKETA COMMUNITY COLLEGE

Student Planner & Handbook

2024–2025

Academic Advising at Chemeketa Community College

Developmental academic advising is a continuous, student-centered process of clarification and evaluation. This process assists students in the development of meaningful educational plans compatible with their life goals and their personal values.

Developmental academic advising is an intentional process that assists students in making informed choices, clarifying their goals and developing educational plans for realizing these goals. It is ongoing, multi-faceted, and the responsibility of both student and advisor. The relationship between advisor and student is vital. Through this relationship, students are gradually encouraged to take on a greater role in directing their educational paths resulting in less reliance on advisors. Students become increasingly self-directed and ultimately assume responsibility for their personal, educational and career goals.

Developmental academic advising is a collaborative effort across campus, utilizing all available resources.

Advisor role and responsibilities

Advisors have the following responsibilities:

- Help students clarify and develop realistic educational career plans.
- Assist students in planning or revising a program consistent with their abilities and interests.
- Monitor progress towards educational/career goals.
- Discuss and reinforce linkages and relationships between instructional program and occupation/career
- Interpret and provide rationale for instructional policies, procedures and requirements.
- Guide students through all designated educational transactions (e.g. schedule, add/ drop, change of major, waiver, graduation requirements).
- Maintain an electronic advising file for each advisee.
- Refer students when academic, attitudinal, attendance, or other personal problems may require intervention by other professionals.
- Inform students of the nature of the advisor/advisee relationship.
- Request reassignment of advisee to another advisor if necessary.
- Assist students in identifying career opportunities.
- Develop supportive, professional relationship with advisees.
- Inform students of special services available to them.
- Accept responsibility for performing their duties as an advisor.

Advisee responsibilities

Advisees have the following responsibilities:

- Clarify their personal values, abilities, interests and goals.
- Contact and make an appointment with the advisor when required or when in need of assistance. If the student finds it impossible to keep the appointment, the student will notify the advisor.
- Become aware of and adhere to Chemeketa policies, procedures and requirements.
- Prepare for advising session and bring appropriate resources and materials.
- Follow through on actions identified during each advising session.
- Evaluate the advising system, when requested, in order to strengthen the advising process.
- Request reassignment of a different advisor if necessary.
- Accept responsibility for all decisions.

All first-year, certificate/degree-seeking students are assigned an Academic Advisor based on their degree pathway. This allows the advisor to be well versed on the requirements and guide the student through their pathway. Students will have an advising hold and are required to meet with their advisor in their first two terms and any subsequent term where their GPA is below a 2.25 GPA in the prior term, and/or if they do not register for the prior or current term.

Plan to meet with an advisor once a term to make sure you are on track to accomplish your educational goals. Schedule your appointment in the first couple weeks of the term to ensure you are able to meet with your advisor before registration opens.

Chemeketa Community College Student Planner and Handbook 2024-2025

Property of _____
Address _____
Phone number _____
Email _____
In case of emergency, please contact _____
Name (of contact) _____ Phone _____

Chemeketa Community College

4000 Lancaster Dr. NE • P.O. Box 14007, Salem, Oregon 97309-7070

503.399.5000 • www.chemeketa.edu

Reporting an emergency

Public Safety Office (from campus phones)..... ext. 5023

Public Safety Office (from off-campus phones) 503.399.5023

Life threatening emergency..... 911

Weather/Emergency Closures

In the event of inclement weather or other conditions, information on class cancellations, college closures, and revised class schedules can be obtained by:

1. Calling 503.399.5000 for a recorded message
2. Checking the website www.chemeketa.edu
3. Listening to your local area TV or radio broadcast stations, including Portland metropolitan
4. Sign up for automated emergency notifications at: alerts.chemeketa.edu



On behalf of Chemeketa Community College, I extend to you a very warm welcome.

We have developed this student handbook and planner to serve as a helpful resource. Important academic dates and deadlines are included, along with key online and telephone references, a list of contacts for local community services, and other useful information for students.

Chemeketa is your college and its many activities, events, and learning experiences await you. Involvement in college life is a powerful way to make your student experience here richer and more rewarding. I encourage you to take advantage of all the college has to offer.

~ Jessica Howard, Ph.D., College President

Chemeketa Community College prohibits unlawful discrimination based on the following:

Color, Religion, National Origin, Sex, Marital Status, Disability, Protected Veteran Status, Age, Gender, Gender Identity/Expression, Sexual Orientation, Pregnancy, Whistleblowing, Genetic Information, Domestic Abuse Victim, Expunged Juvenile Record, Injured Workers, Protected Hairstyle (CROWN Act), Victims of Domestic Violence (Sexual Assault, Stalking, and/or Harassment), Political Affiliation or Belief, Tobacco Use During Work Hours

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 federal, state or local laws. Under College policies, 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 its policies and other College efforts designed for that purpose.

For concerns, inquiries or complaints regarding student disability accessibility and accommodations contact:

Section 504/ADA Coordinator Students

Karen Alexander, Director, Student Accessibility and Testing Services

503.399.5276

For concerns, inquiries or complaints regarding employee disability accessibility and accommodations contact:

Section 504/ADA Coordinator Employees

Patrick Proctor, Associate Vice President, Human Resources

503.315.4586

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, gender based violence, and stalking, contact the Title IX coordinator, Jon Mathis at 503.584.7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or Report Sexual Misconduct | Chemeketa Community College.

All persons having questions or concerns related to Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.315.4586, 4000 Lancaster Dr. NE, Salem OR 97305.

Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

To request this publication in an alternative format, please call 503.399.5192. For language access please call 503.315.4586 or email patrick.proctor@chemeketa.edu.

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Corrections and additions

We hope you find the Chemeketa 2024–2025 Student Planner and Handbook to be a useful tool. The dates and information included in this handbook are as accurate as we could make them at the time the handbook went to press. Please check the Chemeketa website www.chemeketa.edu for updates. If you notice information that needs to be corrected or added, please contact Angela Archer at 503.399.5120 or advising@chemeketa.edu so that we can make the changes in any future editions of the handbook. Thank you for your assistance in keeping the handbook accurate and up-to-date.

July 2024

Academic Calendar • 2024–2025

	Summer 2024			Fall 2024	Winter 2025	Spring 2025
	Intensive courses Five weeks June 24–July 27	Standard Eight weeks June 24–Aug 17	Specific programs Ten weeks June 24–Aug 31	Sep 30–Dec 14	Jan 6–Mar 22	Mar 31–Jun 14
College-wide Inservice (College closed to public)				Sep 17		
Employee Inservice				Sep 16–27		
Student registration: Check registration status on My Chemeketa						
Beginning of Term	June 24	June 24	June 24	Sep 30	Jan 6	Mar 31
Academic Year and other Holidays	June 19 July 4 Jul 6 (Sat)	June 19 July 4 Jul 6 (Sat)	June 19 July 4 Jul 6 (Sat)	Sep 2 Nov 11 Nov 28, 29 Dec 24, 25 Dec 31 & Jan 1	Jan 20	May 26
College Closure				Sep 17 Nov 30 (Saturday)	Feb 17	
Summer Friday Closure	Closed Fridays, June 28–Aug. 30					
Winter Break/Spring Break				Dec 16–Jan 3	Mar 24–28	
Review & Final Exams	Final exams given during last class period			Dec 9–14	Mar 17–22	June 9–14
End of Term	July 27	Aug 17	Aug 31	Dec 14	Mar 22	June 14
Graduation	TBA					

Note: Please check the term's *Schedule of Classes* for registration information. Schedules are available in Advising and Counseling Services in Bldg. 2 or online at chemeketa.edu.

Final exam schedule for Fall, Winter, and Spring terms

The final examination schedule shown on this page applies only to day classes. If an in-class final examination is given for a day class, it is administered according to this schedule.

If your class begins: Your exam will be:				
Fall term 2024	Monday, Dec. 9	Tuesday, Dec. 10	Wednesday, Dec. 11	Thursday, Dec. 12
Winter term 2025	Monday, March 17	Tuesday, March 18	Wednesday, March 19	Thursday, March 20
Spring term 2025	Monday, June 9	Tuesday, June 10	Wednesday, June 11	Thursday, June 12
Monday				
7 or 7:30 am			8–9:50 am	
8 or 8:30 am	8–9:50 am			
9 or 9:30 am			10–11:50 am	
10 or 10:30 am	10–11:50 am			
11 or 11:30 am			noon–1:50 pm	
noon or 12:30 pm	noon–1:50 pm			
1 or 1:30 pm			2–3:50 pm*	
2 or 2:30 pm	2–3:50 pm			
3 or 3:30 pm			4–5:50 pm*	
4 or 4:30 pm	4–5:50 pm			
Tuesday				
7 or 7:30 am				8–9:50 am
8 or 8:30 am		8–9:50 am		
9 or 9:30 am				10–11:50 am
10 or 10:30 am		10–11:50 am		
11 or 11:30 am				noon–1:50 pm
noon or 12:30 pm		noon–1:50 pm		
1 or 1:30 pm				2–3:50 pm
2 or 2:30 pm		2–3:50 pm		
3 or 3:30 pm				4–5:50 pm
4 or 4:30 pm		4–5:50 pm		

- All Saturday classes will have final exams on the Saturday at the end of finals week.
- Evening classes beginning at 6 pm or later will have final exams on the first scheduled class during finals week.
- Day classes beginning on Wednesday, Thursday, or Friday: Final exams will be arranged by the instructor for a time that is agreeable to the students in the class.
- If you have more than 2 final exams on the same day, you may request one of the exams be rescheduled. You must contact your instructor with the request at least 2 weeks before finals week.
- If you have a conflict between a 4–5:50 pm final and your evening 5:30 pm class, one of your instructors must allow you to reschedule the final. You must contact your instructor with the request at least 2 weeks before finals week.
- Online faculty need to state a due date during finals week for final submission of tests and assignments.

Summer term final exam

Unlike other academic terms, summer term does not have a stand-alone finals week. Classes meet all of their regularly scheduled times and days during the last week of the term. If an in-class final is given, it is to take place during the last week of classes. Not all classes meet for the same number of weeks. Consult your instructor(s) regarding the last scheduled meeting of any class for which you register.

Answers to some Frequently Asked Questions about Financial Aid

- **Check your financial aid status in your My Chemeketa student account for further information.** We will notify you by My Chemeketa email once we receive your information. Continue to watch your My Chemeketa account for changes or emails from our office. **Within the financial aid tab you will need to make sure that you are on the correct aid year (2024–2025).**
- **Payment plans are set up through Business Services**
Credit/Debit card payments We accept Visa, MasterCard, Discover and American Express. You can pay online at my.chemeketa.edu or over the phone by calling 503.399.5011 Monday–Friday 8 am–5 pm.
Online Payment Plan You can enroll online in an automated payment plan by selecting the link available on my.chemeketa.edu under the Student tab, Student Menu, Arrange for payment, Set up a Payment Plan.
- **No/Show Drop** If you are dropped from a class by your instructor and do not re-enroll, federal regulations require that we adjust your Pell grant. You WILL owe money back to the college. A bill will be sent to you.
- **Loan Process** It may take approximately 1 to 2 weeks for your loan funds to pay out after you have completed all of the loan requirements. All loan borrowers must complete Entrance Counseling and have a valid Master Promissory Note (MPN) on file with Federal Student Aid (FSA) through studentaid.gov.
- **30 Day Hold** If this is your first term borrowing loan funds at Chemeketa Community College, Federal regulations require that you fulfill a 30 day attendance verification period before your loan funds can be disbursed. This means 30 days from the first day of the term that you are eligible for loan funds.
- **2024–2025 Award or enrollment changes** You must wait until you have been awarded in order to make changes for the 2024–2025 school year. Most changes can be made on the “Request for Change” form that is available in our lobby, public website, and on your student account.
- **Financial Aid for the 2025–2026 academic year** You must reapply for financial aid for each academic year (summer to spring) you attend classes.

Financial Aid Office

503.399.5018, financialaid@chemeketa.edu, Salem campus, Bldg. 2, Rm. 200

What do I need to succeed? Student Success FAQ's

"What courses should I take? How do I get into a specific program? I think I need to work out an educational plan."

Academic Advising can help. First year students are assigned an academic advisor. Make an appointment to plan your next steps or your entire program. Log in to your Navigate account to make an appointment for advising.

Take the **First Year Experience course**—FYE105 Creating College Success. A two-credit course to help you get the most out of college.

"I am planning to transfer. What do I need to know?"

Check out our Transfer Center:

- Visit us online at chemeketa.edu/students/advising/transfer-center/
- Take CG225 Four Year College Transition—a 2-credit course to help you plan your transfer program
- Make an appointment to see an advisor or counselor

"I am undecided about my career or major, is there anyone who can help me decide?"

Counseling Services can help. Come meet with a career counselor to get guidance in your career choice. Log in to your Navigate account to make an appointment, email counseling@chemeketa.edu or call 503.399.5129.

"I'm interested in several different careers. How do I choose?"

Take a Career Development Course:

- CG 110 Career and Life Planning: a 2-credit introduction to career/life planning
- CG114 Career and Life Development: this 3-credit ONLINE course provides strategies to integrate the personal, educational and occupational elements of career and life development to make informed career choices.

Take a Career Assessment:

- Go to login.chemeketa.edu to access Oregon Career Information System (Oregon CIS)
- Career Coach at <https://chemeketa.emsicc.com/?radius=®ion=Greater%20Salem%20Area>
- Discover your interests, skills, and values.
- Explore career options in Oregon
- Get some good tips about how to search for a job

"I lost my job or need help finding employment to help pay for bills and school."

Career Services can help.

- Meet with a career coach to get help finding a job, including: conducting a job search, creating or updating your resume and preparing for interviews.
- To make an appointment, log in to Navigate, email careercenter@chemeketa.edu or call 503.399.5026

"I'm struggling. I think I need some emotional support. How can I get help if I am feeling overwhelmed?"

Make a Personal Counseling appointment by selecting Counseling Services in Navigate:

- Services are offered in-person and remote
- Get free, confidential, short term counseling
- Counselors can assist with crisis counseling and help you improve your life skills as well as reduce anxiety and manage stress
- Referrals to appropriate campus and community resources
- Call 503.399.5129 on the Salem campus for more information or email counseling@chemeketa.edu

"What resources are available for Remote and Online Learning?"

- Chemeketa has created a remote learning hub for students to use. Please visit go.chemeketa.edu/remoteteachinghub
- Visit online.chemeketa.edu for more information about Online Learning and to get support with Canvas

"What if I need help in a subject?"

The Virtual Learning Center provides a one-stop resource for online access to:

- Library Services
- Online tutoring
- Study skills workshops & services
- ABE/GED prep
- Online Writing Center
- Language Center
- Virtual Computer Center

Visit library.chemeketa.edu/virtual-learning-center for more information

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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4	5	6	7
11 Final exams	12 Final exams	13 Final exams	14 End of spring term
18	19 Juneteenth CAMPUS CLOSED	20	21
25	26	27	28

At the time this Handbook went to print Chemeketa’s academic calendar for 2025–2026 had not been finalized. Check the public website (chemeketa.edu) or the *Spring Schedule of Classes* for additional 2025 summer and fall term dates. **Add those dates to this planner.**

MAY 2025							JULY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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Personal Safety on Campus

1. Important Phone Numbers:

Police or Fire Emergency **911**

Non-Life Threatening Situations call

Chemeketa Public Safety:

From a campus phone: ext. **5023**

From an off-campus phone: **503.399.5023**

Inclement Weather Closure **503.399.5000**

Listen to any radio/TV station or

online go to www.chemeketa.edu

Subscribe to Chemeketa alerts

alerts.chemeketa.edu

- Do NOT use elevators.
- Assist persons with disabilities or special needs in leaving the building.
- When outside, move to a clear area at least 300 feet from the affected building.
- Take personal belongings with you if you can do so without delaying your departure from the building.
- Do not return to an evacuated building until told to do so by Public Safety or other emergency response officials.

A. Parking Safety

- Lock your car at all times when parking on campus.
- Know the location of your car so you can return to it quickly and confidently. After dark, leave your car in a well-lit area and walk on campus with other people.
- Students should ask another student or teacher to escort them. If no one is available, you can call Public Safety and request an escort.

B. Earthquake

- If indoors, stay there and seek shelter under a desk or table, or stand in a corner and keep away from shelves. Stay inside until the shaking is over and then follow "Building Evacuation" procedures.
- If outdoors, move to an open area away from trees, buildings, walls and power lines.

C. Suspicious Persons/Objects

- Do not confront or block the exit of a suspicious person, or touch a suspicious object. Call Public Safety at 503.399.5023 or call 911.
- Provide as much relevant information as possible: description and location of person or object, direction of travel and vehicle license.

D. Medical Emergency/First Aid

- If the medical emergency is believed to be life threatening, call 911, and then call Public Safety at 503.399.5023. Life threatening situations may include chest pains, numbness in limbs, unconsciousness, or severe bleeding.
- If the medical emergency is believed to be non-life threatening, call Public Safety at 503.399.5023. Public Safety personnel are trained in first aid, CPR and the use of Automated External Defibrillators (AED's).
- If in doubt about whether an emergency is life threatening, call 911 and then Public Safety at 503.399.5023.
- Stay with the victim and give any assistance you are able to provide based on your level of first-aid training.
- College employees may not transport ill or injured persons from the college, unless a clear and present danger exists, and then only to the closest safe location.

E. Building Evacuation

- Evacuation of a building when a fire alarm is sounding, or when instructed to do so by emergency responders, is MANDATORY.
- If you detect a fire or smoke and a fire alarm is not sounding, activate the nearest fire alarm.

F. Lock Down

Certain emergencies like the threat of violence may require you to stay in place. Please follow these procedures –

1. Move to or stay in the nearest classroom or office and lock the door if possible
2. Turn out lights and close windows and blinds
3. Remain quiet, silence cell phones and do not use them unless you are in contact with emergency personnel
4. Maintain the lock down until notified by a college official or other emergency response officials that it is safe to move

G. Hostile Intruder

- If you determine or fear that a situation poses a threat, take immediate action to protect yourself. If possible, remove yourself from the situation and call 911.
- An individual has two basic response options in these situations:
 - o GET AWAY—If you can safely evacuate, do so. Notify others as you evacuate.
 - o HIDE & LOCK DOWN—Move to a secure area and follow the instructions for Lock Down
- Maintain the lock down until notified by a college official or other emergency response officials that it is safe move
- Attacking an armed or violent individual is not recommended but is a personal choice when there are no other apparent options
- Follow the instructions of Public Safety and law enforcement officers

H. Power/Utility Failure

- In the event of a power failure, notify Public Safety at 503.399.5023.
- If a building is dark, follow "Building Evacuation" procedures listed in this document.
- In the event of a suspected gas leak, do not use a telephone, elevator or activate a fire alarm. Immediately evacuate the building and report the natural gas odor or suspected leak to Public Safety at 503.399.5023.

I. Weapons are prohibited in accordance with State and Federal Law.

J. Alcohol may not be consumed on the college campus unless such use is authorized by the President of the college.

K. Please ask the Department of Public Safety about any questions you may have about bringing animals on campus.

Contact the Department of Public Safety for questions or comments regarding emergency procedures 503.399.5023.

Creating An Educational Plan

An educational plan is a roadmap showing which courses you must take each term to help you stay on track, and save you time and money on classes that may not transfer or apply to your degree. Create an education plan with your advisor on the **Degree Works App**. Not everyone's plans are the same.

Take writing and math early to be eligible to register for other courses required for your degree.

Student's Name	_____	Degree	_____
Student ID No.	_____	Catalog Year	_____
Advisor's Name	_____	Graduation Date	_____
Today's Date	_____	Transferring to	_____

Term/Year:		Term/Year:		Term/Year:		Term/Year:	
Course ID	Credits						
WR							
MTH							
Total:		Total:		Total:		Total:	
Term/Year:		Term/Year:		Term/Year:		Term/Year:	
Course ID	Credits						
Total:		Total:		Total:		Total:	

Consider the following questions when creating your educational plan with your advisor:

- When should I apply for graduation at Chemeketa?
- **International, DACA, and undocumented students:** Ask about requirements for students with your residential status in technical or short-term programs or transferring to a university.

Technical & Short-term

- What prerequisites do I need to apply?
- Can I take additional classes while I wait to apply?
- When should I apply to my program?
- Are there additional requirements to apply?

Transfer

- What classes should I take to meet my university's admission requirements and major?
- When should I apply for admission to my university?
- When should I apply for my major at the university?
- When should I transfer to my university?

Need Help Or Have Questions?

Academic Advising

Salem Campus • Bldg. 2, Rm. 115 • 503.399.5120
advising@chemeketa.edu • go.chemeketa.edu/advising

- Next term and general academic advising
- Academic warning or probation

Business Services

Salem Campus • Bldg. 2, Rm. 200 • 503.399.5011
businessservices@chemeketa.edu

- Payments and Payment Plans
- Authorized payers
- Billing/Invoices
- Refunds
- Late fees
- Petition for exception

Counseling and Student Support Services

Salem Campus • Bldg. 2, Rm. 230 • 503.399.5129
counseling@chemeketa.edu • go.chemeketa.edu/counseling

- Career and Personal Counseling
- Help with finding a job
- Help with applying for on-campus and community resources: food, health, finances, and more

Enrollment Services

Salem Campus • Bldg. 2, Rm. 200 • 503.399.5001
registrar@chemeketa.edu

- Update your residency
- Student change of information
- Change your degree/major intent
- Add/Drop classes
- Transcript evaluations

Financial Aid

Salem Campus • Bldg. 2, Rm. 200 • 503.399.5018
financialaid@chemeketa.edu • go.chemeketa.edu/financialaid

- FAFSA/ORSA application status
- Requirements
- Disbursements

IT Help Desk

Salem Campus • Bldg. 22, Rm. 138 • 503.399.7899 (option 1)

- Accessing your student account
- Accessing/Resetting passwords
- Help to access Chemeketa WiFi

Navigate Student App

Scan the QR code or go to chemeketa.edu/students/navigate/



- Schedule appointments
- View your class schedule and sync your calendar
- Find resources
- View important dates, to-dos, and events
- Communicate with your Success Network
- And mor

Chemeketa WiFi

To connect to the Chemeketa WiFi, you must be on campus. Scan the QR code and follow the steps below. You must complete these steps once a year to access the network. (Contact the IT Help Desk for assistance.)

1. On your device, “forget” any old Chemeketa WiFi networks you may have connected to before such as CCCStudent, CCC-Connect, or CCCEmployee.
2. Find and connect to the WiFi network called “StormNet”.
3. Use your My Chemeketa username and password to sign into the network.
4. Let your device trust your connection **stormnet.chemeketa.edu**.

Phone directory of community services in Marion, Polk and Yamhill counties

Information and Referral

NW Human Services Crisis and Information Hotline 503.581.5535

Alcohol and Drug Treatment

Helpline 1.800.923.4357

Marion County Drug Treatment Program 503.588.5358

Polk County Mental Health Addiction Services (Dallas) 503.623.9289

Polk County Mental Health Addiction Services (W Salem) 503.585.3012

Yamhill County Chemical Dependency Program & Gambling Program 503.434.7527

Child Abuse Reporting

Child Abuse Hotline 1.855.503.7233

Domestic Violence, Dating Violence, Sexual Assault, Stalking

Center for Hope and Safety (office) 503.378.1572
(24 hour crisis line) 503.399.7722, toll free 1.866.399.7722

Marion County—Victim Assistance 503.588.5253, toll free
1.866.780.0960 Polk County—S.A.B.L.E. House (24 hour hotline) 503.623.4033, toll free
1.866.518.0284

Yamhill County—Henderson House (24 hour hotline) 503.472.1503

Emergency Housing

Family Promise of the Mid-Willamette Valley 503.370.9752

Salvation Army Family Services 503.585.6688

St. Francis Shelter (families) 503.588.0428

St. Joseph's Program (single migrant farmworker/men and families, Mt Angel) 503.845.6147

St. Vincent de Paul 503.364.5672

Union Gospel Mission (men) 503.362.3983

Employment/Job Search

Oregon Vocational Rehabilitation Services 503.945.5880
1.877.277.0513

WorkSource Oregon

Polk Center 503.831.1950

Salem Center 503.378.4846

Woodburn Center 503.980.6850

Yamhill Center 503.472.5118

Energy/Utilities Assistance

Energy Assistance 503.588.9016

St. Vincent de Paul 503.364.5672

Yamhill Community Action Partnership 503.472.0457

Financial/General Assistance

Oregon DHS Self-Sufficiency/Food Stamp Centers
Keizer 503.373.0808

Mano a Mano (Spanish---transportation, translation, clothing) NE 503.363.1895

Mano a Mano (Spanish---transportation, translation, clothing) SE 503.315.2290

McMinnville 503.472.0311

Polk (Dallas) 503.623.5526

Salvation Army (emergencies, food, housing) 503.585.6688

Salem (North) 503.378.2731

Salem (South) 503.378.6327

St. Vincent de Paul Society (emergencies, food, clothing)	503.364.5672
Union Gospel Mission (Mens housing, clothing)	503.967.6388
Woodburn	503.980.6677

Food

Food Stamps (look under Financial/General Assistance---Oregon DHS)	
Marion-Polk Food Share.	503.581.3855
St. Vincent de Paul.	503.364.3210
Yamhill Regional Food Bank.	503.472.0457

Housing

Housing Authority of Yamhill County	503.883.4300
(Toll free from Newberg, Dundee, Yamhill & Gaston)	1.888.434.6571
Marion County Housing Authority	503.798.4170
Salem Housing Authority	503.588.6368
West Valley Housing Authority (Polk)	503.623.8387

Legal Aid

Marion-Polk Legal Aid	503.581.5265
McMinnville Oregon Law Center	503.472.9561

Medical

Marion County Health Department	503.588.5357
Oregon Health Plan	1.800.699.9075
Oregon Prescription Drug Program	1.800.913.4146
Polk County Public Health	503.623.8175
Salud Medical Center (Woodburn, sliding scale)	503.982.2000
West Salem Clinic (sliding scale)	503.378.7526
Yamhill County Public Health Department.	503.434.7525

Mental Health Treatment and Crisis Line

Marion County Adult Mental Health	(Appointments) 503.576.4676
	(Crisis line) 503.585.4949
National Suicide Prevention & Veterans Crisis Line Lifeline	1.800.273.8255
Nationwide Suicide and Crisis Lifeline988
Polk County Mental Health	503.585.3012 or 1.844.842.8200
Yamhill County Mental Health	503.434.7523
Northwest Human Services Crisis Hotline	1.800.560.5535
	(TTY/TDD for Relay for Deaf and hard of hearing) 1.800.799.4889

Transportation

CARTS (Chemeketa Area Transportation Service.	503.315.5544
Cherriots (Salem metro-area bus service).	503.588.2877

Veterans Administration

Salem Vet Center	503.362.9911
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Additional lists of community resources are available at each Chemeketa location.

Chemeketa Phone Directory

Academic Development	.503.399.5224
Academic Support Center	.503.399.5190
Accessibility Services	.503.399.5192
Accounts Receivable/Cashiers Office	.503.399.5011
Admissions	.503.399.5006
Advising	.503.399.5120
Athletics	.503.399.5081
Bookstore	.503.399.5131
Business Office	.503.399.5011
CAMP (College Assistance Migrant Program)	.503.589.7778
Campus Security/Public Safety	.503.399.5023
Counseling	.503.399.5129
Career Center	.503.399.5026
Career Technical Education Center (Yamhill Valley Campus)	.503.472.9482
Computer Lab, Library and Tutoring—Yamhill Valley Campus	.503.316.3238
Copy Center	.503.399.5166
CWE (Cooperative Work Experience)	.503.399.5048
ESOL: English for Speakers of Other Languages	.503.399.5224
Financial Aid	.503.399.5018
Fitness Facilities (Athletic Director)	.503.399.2554
Foundation Scholarships	.503.365.4747
GED Information	.503.399.5224
Graduation Evaluation Services	.503.399.6588
High School Completion Program	.503.399.5293
HEP (High School Equivalency Program)	.503.589.7725
Information	.503.399.5000
International Student Services	.503.365.4686
IT Help Desk (Information Technology)	.503.399.7899
Library	.503.399.5043
Lost and Found	.503.399.5023
Math Hub	.503.399.3998
Multicultural Center	.503.315.4262
Occupational Skills Training	.503.399.7398
Online Classes (Chemeketa Online)	.503.399.7873
Polk Center	.503.623.5567
Placement Assessment	.503.399.5120
Public Safety/Parking	.503.399.5023
Registrar's Office (Enrollment Services)	.503.399.5001
Security/Campus Safety	.503.399.5023
Small Business Development Center	.503.399.5088
Student Government	.503.365.4764
Student Life/Activities/Clubs	.503.399.5116
Student ID (Digital)—Salem	.503.399.5116
Support for Canvas and Zoom	.503.399.7399
Testing Center	.503.399.6556
Title IX Office	.503.584.7323
Theatre	.503.399.6256

Transcript Evaluation503.399.6588
TRIO (Student Support Services).503.315.4293
Tutoring Services—Salem.503.399.5190
Veterans' Services.503.399.5004
Weather/Emergency Closures	alerts.chemeketa.edu or 503.399.5000
Woodburn Center503.981.8820
Writing Center503.399.7179
Yamhill Valley Campus (McMinnville)	
Building 1503.472.9482
Computer Lab, Building 1, Room 200	
Library/Tutoring Services, Building 2, Room 220503.316.3238

Instructional offices

Academic Development503.399.5224
ABE/GED/ESOL/VESL, English Now, Developmental Reading, Writing & Study Skills, HEP	
Agricultural Sciences & Wine Studies503.399.5139
AgriBusiness Management, Horticulture, Vineyard Management, Wine Making, Wine Studies	
Applied Technologies503.399.5210
Automotive, Drafting, Electronics, Machining, Welding, Occupational Skills Training	
Apprenticeship503.399.5255
Business & Technology, ECE and Visual Communications503.399.5048
Accounting, Office Administration & Technology, Child Development Center, Computer Information Systems, CWE, ECE, Management, Visual Communications	
Small Business Development Center503.399.5088
Real Estate training courses and Ed2Go courses	
Education, Languages & Social Sciences.503.399.5140
Education, Humanities, Languages, Social Sciences	
Center for Academic Innovation.503.399.7873
Chemeketa Online, Distance Education Coordination, eLearn Tech Support	
Emergency Services503.485.2131
CPL/PLP, Criminal Justice, Emergency Medical Technology, Fire Protection	
Health, Human Performance & Athletics503.399.5081
Health Sciences.503.399.5058
Anesthesia Technology, Dental Assisting, Health Information Management, Human Services, Nursing Education, Pharmacy Technician	
Liberal Arts503.399.5184
Communication, English, Philosophy, Religion, Visual & Performing Arts, Writing	
Sciences503.399.5248
Mathematics503.399.5027
Engineering.503.399.5229
Yamhill Valley Campus503.472.9482 or 503.399.5219
Office Administration & Technology, Community Education, Certified Nursing Assistant, Drivers Education classes, Hemodialysis, Hospitality Tourism Management, Medical Assisting, Medical Lab Technician, Speech/Language Pathology Assistant	

Student Rights and Responsibilities

Adopted July 2017, Revised July 2024

For the most current version of this document, please visit: <https://www.chemeketa.edu/students/student-rights-responsibilities/>

A. Introduction

Chemeketa Community College provides opportunities for students to explore, learn and succeed through quality educational experiences and workforce training. The Student Rights and Responsibilities explains the rights and expectations for individuals who choose to become part of the Chemeketa community through enrollment in a course or program.

B. Student Rights

1. Right to Proper Academic Evaluation
 - i. Students have the right to consistent academic evaluation in relation to other students.
 - ii. Students are free to take reasoned exceptions to the data or views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course.
 - iii. Students have the right to be informed about classroom requirements and college policies and procedures.
2. Right to Freedom From Harassment, Discrimination and Retaliation
 - i. Chemeketa is committed to providing everyone with an environment focused on learning and growth, free of harassment or discrimination.
 - ii. Chemeketa prohibits retaliation against an individual or group of individuals, as outlined in Policy #1750, Harassment/Discrimination
3. Right to Privacy of Student Records
 - i. Chemeketa shall maintain student records procedures consistent with the requirements of applicable state and federal laws and guidelines and use student records to promote the growth and welfare of students within the mission of the college.
 - ii. Confidentiality of student records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.
4. Rights to Freedom of Association through Student Organizations and Co-Curricular Activities
 - i. Students have the right to form student clubs and organizations, which may use available college facilities according to college policy and procedures.
 - ii. Students have the right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
 - iii. Students have the right to participate in the institutional governance and policy formation as defined by the appropriate governing body.
5. Right to Free Expression and Inquiry
 - i. Students have the right to freedom of expression, association and assembly, as referenced in the Free Speech Guidelines. This right may be exercised by the use of written or spoken words, by acts such as picketing and mass assemblies and demonstrations, subject to College regulations on time, place and manner of such activity.
 - ii. Students may express their views on college policy or matters of general interest, and may support causes by any orderly means that do not disrupt the operation of the college.

College Contact Information

Office of Student Affairs

Salem Campus, Building 2, Room 208 • 503.399.5076
studentconcerns@chemeketa.edu

Student Code of Conduct

A. Introduction

Enrollment in a course or program at Chemeketa Community College requires students and participants to conduct themselves as responsible citizens and members of the academic community. Students are afforded due process in regards to disciplinary concerns, as well as fair and balanced systems for other complaint resolution.

B. Purpose

The purpose of the code of conduct is to support and educate students about the expectations of participating as a member of a learning community, balancing personal rights and community standards in accordance with the Student Rights and Responsibilities.

C. Community Standards

As members of a community of people seeking to foster growth through education, Chemeketa students are expected to act in a manner that promotes the college's mission, vision and values. In addition, choosing to join the college community obligates

each member to adhere to the College's Community Standards as defined below:

1. **Civility**—Students are expected to uphold the dignity of all members of the College Community.
2. **Accountability**—Students are expected to bear the ultimate responsibility for the effects of their decisions and behavior.
3. **Academic Honesty and Personal Integrity**—Students are expected to be truthful, ethical and fair in their interactions with members of the college community. They are expected to practice academic honesty by not cheating, plagiarizing, or misrepresenting their coursework in any way.

D. Student Responsibilities

It is the responsibility of each student to know and abide by Chemeketa's Code of Conduct, policies and procedures, and academic department guidelines. Responsibility for good conduct rests with students as individuals.

E. Authority

1. The Student Code of Conduct will apply to conduct that occurs on college premises, at college-sponsored activities, on-line learning environments, and to off-campus conduct that impacts the college community and/or the pursuit of its objectives.
2. The Student Code of Conduct applies for the duration of enrollment, including conduct that occurs before classes begin or after classes end, even if the student withdraws from school after the alleged misconduct has occurred
3. The Student Code of Conduct will apply to off-campus conduct that threatens Chemeketa, such as threats of violence or physical harm, unlawful harassment or other behavior which may have a negative impact or may place its community (inclusive of students, employees or faculty) at risk. The Executive Dean of Student Affairs or designee will determine whether the Student Code of Conduct will be applied to incidents occurring off-campus, on a case-by-case basis.
4. College disciplinary proceedings are separate and independent of any civil or criminal proceedings. The student conduct code is not a substitute for civil or criminal actions. Students are not denied the opportunity to pursue legal proceedings.

F. Scope

1. The Student Code of Conduct establishes rules governing academic and social conduct of students, including due process rights.
2. The term "student" includes all persons taking courses at the college, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the college, within the last year.

G. Violations of Local, State, and Federal Law

Students bear the ultimate responsibility for the effects of their decisions and behavior. Students shall abide by all federal, state, and local laws. The Code of Conduct process may be instituted without regard to the status of civil or criminal litigation in court or criminal arrest and prosecution. Sanctions imposed, as a part of this process, shall not be subject to change based on the outcome of any civil or criminal process.

The college will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus, in accordance with student privacy laws, as defined by FERPA. Members of the college community, acting in their personal capacities, are free to interact with governmental representatives, as they deem appropriate.

H. Examples of Student Misconduct

This list is not intended to be exhaustive, and the College reserves the right to impose sanctions on students for personal actions, which may not be expressly identified

1. **Academic Honesty**—Understanding, developing and practicing academic honesty is expected of all students at Chemeketa Community College. Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Acts of academic dishonesty will not be tolerated, and students engaging in such conduct may be subject to classroom and/or institutional disciplinary sanctions. Refer to policy/procedure #5020
2. **Assaulting, endangering, unlawfully harassing, or threatening others**
Examples include, but are not limited to:
 - a. Any means of assault, abuse, unlawful harassment, intimidation, or threats toward a student, employee, vendor, visitor, or guest of Chemeketa;
 - b. Engaging in other forms of unwanted conduct directed at another person that:
 - i. Threatens, endangers or harms a person's physical or mental health or their property;
 - ii. Creates a reasonable fear of such a threat or action; or
 - iii. Interferes with the person's ability to participate in the educational or operational aspects of Chemeketa.
3. **Bullying**—Bullying is the systematic intentional behavior that may take many forms. It may be targeted at an individual or group, and it creates an intimidating and/or threatening environment which results in a fear of psychological and/or physical harm.
Examples include, but are not limited to:
 - a. Repeated unwanted physical, verbal, or written acts which are hostile or offensive
 - b. Cyber stalking or cyber bullying
 - c. Exclusionary behaviors such as ignoring or dismissing individuals or groups.
 - d. Behaviors that express contempt, disgust, and/or incite confrontation toward an individual and/or their property
 - e. Behaviors that intimidate, threaten, disrupt, and humiliate individuals or groups
 - f. Making derogatory remarks that mock, ridicule, condescend or insult
 - g. Using obscene, vulgar language including profanity, shouting inappropriately, using obscene gestures or mimicking the actions of an individual in an attempt to mock them.
4. **4. Disrupting the Learning Environment** —All students have the right to learn without interference from others.
Disruption of the learning environment is any behavior which disrupts or interferes with the learning experience. Faculty members and college administrators are authorized to define, communicate, and enforce appropriate standards of behavior in classrooms, offices, and other areas under their supervision. Primary responsibility for managing the classroom environment rests with the faculty.
Examples include, but are not limited to:

- a. Creating distractions and disturbances by talking in class while the faculty member or other students are speaking, holding side discussions irrelevant to the subject matter, using offensive language, sleeping, reading unrelated materials, and moving about the classroom.
- b. Creating distractions and disturbances by using cell phones or other electronic devices in a way that disrupts the learning process or teaching environment such as viewing or interacting with unrelated content, sending and receiving communications unrelated to the class activity, or engaging in other off-task behavior.
- c. Entering the classroom late or leaving the classroom prior to the end of class is considered a disruption to the learning process and should be avoided unless exceptional circumstances arise
- d. Any conduct construed as disrespectful behavior or actions towards another student, staff member or faculty member.

5. **Complicity in Violating the Student Code of Conduct**—

If a student has knowledge of an individual or group of individuals committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to the College. This includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code.

Examples include, but are not limited to:

- a. Any behavior that is disorderly or disruptive to the educational or administrative processes of Chemeketa as determined by a Chemeketa official.
- b. Conduct that interferes with Chemeketa's educational responsibility of ensuring the opportunity for all members of the Chemeketa community to attain their educational objectives.

6. **Copyright Infringement**—Chemeketa's Appropriate Use and Software Copyright policies prohibit the use of the Chemeketa network or computer systems for the unauthorized duplication, use, or distribution of copyrighted digital materials, movies, music, and videos, regardless of the method employed (e.g. web pages, peer-to-peer (P2P) file sharing, email, etc.). Refer to policy # 4210.

7. **Discrimination/Harassment**—Discrimination and harassment is misconduct incited by an individual's perceived or real affiliation with a protected class. It can be defined by repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating, humiliating, or insulting. Discrimination/harassment may also include behaviors that isolate people or undermines their reputation through verbal or non-verbal communications. See also Bullying. Refer to policy #1750.

Engaging in discrimination/harassment against any member of the college community based on a protected class is prohibited in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law.

Discrimination or Harassment is prohibited when it is based on any of the following protected classes:

- Race
- Sexual orientation
- Color
- Gender identity
- Ethnic origin
- Family relationships
- National origin
- Marital status
- Religion
- Pregnancy and related conditions
- Age
- Citizenship status
- Disability
- Veterans status
- Sex (see Sexual Harassment Policy #1751)
- Tobacco usage during non-working hours

Individuals from these classes are protected from:

- a. The implicit or explicit expectation that they submit to harassing or discriminatory conduct as a condition of employment or as a basis for academic evaluation or participation;
- b. Severe or pervasive conduct that creates an intimidating, hostile or offensive work or academic environment and has the purpose or effect of interfering with any individual's work or academic performance.

8. **Ethical and Acceptable Use of Technology**—

The use of Chemeketa Network, Technology and Communications resources is subject to all federal, state and local laws, and to the College's applicable policies and guidelines, as outlined in the Chemeketa Use of College Network, Technology, Communications Resources policy # 1760.

9. **Forgery, furnishing false information, identity theft, or dishonest conduct**

Examples include, but are not limited to:

- a. Attempts to Defraud
- b. Misrepresentation: Any activity intended to misrepresent any official document or identification used by or issued by the College. Includes representing or acting on behalf of the College or another individual when not authorized to do so.

10. **Gang Activity on Campus**—A gang is defined as a group of individuals with identifiable leadership that conspires and acts in concert, mainly for criminal purposes. Involvement in gang-related activities includes, but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti. Behavior on or about College premises or at College-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger to life or property, or disrupts orderly operation is prohibited.

11. **Hazing**—Hazing means any act committed on Chemeketa property or in connection with any Chemeketa related group or activity that endangers the mental or physical health or safety of an individual including, without limitation, an act intended to cause degradation, cruelty, or humiliation, or that destroys

or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization. Refer to Policy #5230.

In response to allegations of hazing under this regulation, it is not a defense that:

- a. The victim gave consent to the conduct;
- b. The conduct was not part of an official organizational event or sanctioned or approved by the organization;
- c. The conduct was not required as a condition of membership in the organization

12. Alcohol and Drugs: Illegal or Unauthorized Possession/Use—

Chemeketa Community College is committed to providing an environment which fosters excellence in learning for its students and community, and in work performance for all of its employees. The misuse and/or illegal use of alcohol and drugs is contrary to this effort. In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol and/or drugs is not permitted on college-owned or college-controlled property. Being under the influence of alcohol and/or drugs is not permitted on college-owned or college controlled property or while representing the college on business or in college-sponsored activities. Refer to Policy #2250.

13. Weapons: Illegal or Unauthorized Possession/Use—

The possession of any illegal weapon, firearm, or knife with a blade exceeding four (4) inches, is prohibited on college property, or college controlled property, in accordance with both State and Federal Law (ORS 166.360- 166.380). Law enforcement officers, when serving in their professional capacity, are exempt from this policy. The college Public Safety Director in consultation with appropriate Executive Administration, may grant other exemptions for training or safety purposes.

14. Indecent or Lewd Behavior—

Examples include, but are not limited to:

- a. Indecent exposure
- b. Urinating or defecating in public
- c. Public indecency
- d. Lewd conduct
- e. Obscene Displays
- f. Voyeurism

15. Misuse or Unauthorized Possession or Use of Public or Private Property

Examples include, but are not limited to:

- a. Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services.
- b. Conduct that defaces, destroys, damages, or litters any property of the College or any property of an individual or group whether on campus or at a College function.

16. Obstruction/Abuse of Student Conduct Process—

Examples include, but are not limited to:

- a. Failure to comply with a request to participate in the student conduct process

- b. Falsification, distortion, or misrepresentation of information
- c. Disruption or interference with the orderly process of a conduct investigation
- d. Attempting to discourage an individual's proper participation in or use of the student conduct process
- e. Attempting to influence the impartiality of a conduct officer prior to and/or after the student conduct process
- f. Verbal or physical harassment and/or intimidation of a conduct officer
- g. Failure to comply with decisions, recommendations or sanctions imposed
- h. Influencing or attempting to influence another person to commit an abuse of the conduct process.
- i. Retaliation against any individuals involved in a student conduct case

17. Refusal to Identify and/or Comply—

Examples include, but are not limited to:

- a. Refusal to comply with directions of College officials or designees acting in the performance of their duties
- b. Refusal to produce proper identification for a College official when asked.

18. Safety Violations—

Examples include, but are not limited to:

- a. Conduct that endangers the health or safety of others
- b. Intentionally or recklessly starting a fire or causing an explosion
- c. Misusing fire safety equipment, fire escapes or elevators
- d. Intentionally or recklessly endangering the welfare of any individual
- e. Intentionally or recklessly obstructing fire, police, or emergency services
- f. Using, possessing, or storing dangerous chemical, fireworks, or explosives
- g. Using, possessing, or storing any object classified as a weapon by the State of Oregon on college property
- h. Utilizing any instrument in a manner that endangers or tends to endanger any person
- i. Obstructing the free flow of pedestrian or vehicular traffic
- j. Falsely alerting others about an emergency
- k. Blocking or preventing the use of access to exit doors, fire exits, and building hallways.

19. Stalking—Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her or other's safety, or to suffer substantial emotional distress.

20. Theft or damage to property—

Examples include, but are not limited to:

Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services

- b. Conduct that defaces, destroys, damages, or litters any property of the College or any property of an individual or group whether on Campus or at a College function

21. **Threatening Behavior**—A student can be found responsible for threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to harm.

Examples include, but are not limited to:

- a. Any written or oral communication, conduct or gesture, that is directed toward any member of the Chemeketa community including any conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to, physical violence, assault, or the threat to use physical violence
- b. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment, and/or participation in College-sponsored activities

22. **Unauthorized access and use of facilities and services**—Chemeketa Community College facilities, equipment and related property shall only be used for college-related activities.

Examples include, but are not limited to:

- a. Unauthorized access or entry to College buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access
- b. Unauthorized possession, duplication or use of keys or access cards for any College property
- c. Continued occupation of any College facility after being requested to leave by a College employee, official or designee acting in the performance of their duties

23. **Violations of College policies, procedures, and guidelines**—Students are responsible for making themselves aware of and complying with College policies, procedures and guidelines

Examples include, but are not limited to:

- a. Academic Honesty Policy and Procedure
- b. Smoke-Free Policy
- c. Use of College Network, Technology, Communications Resources Policy
- d. Use of Copyright Materials Policy
- e. Harassment/Discrimination Policy
- f. Sexual Harassment, Discrimination, and Misconduct Policy
- g. Service Animals Policy and Procedure
- h. Affirmative Action/Non-harassment/Hate Crimes/Bias Incident

I. Removal of Student from a Classroom/Office/Campus/Center

A student who is disruptive to the learning environment may be removed from a classroom, office, campus or center, using the one or more of the following measures:

Æ **Emergency Exclusion** is the removal of a student from a class or service area, not to exceed one class session, one day, or removal from a college-sponsored function for the duration of the function. If an employee deems that the language, manner, or physical behavior of a student violates an atmosphere conducive to learning, safety, the orderly administration of the college, or the rights of the members of the college community, the employee may request the student to leave.

Reinstatement may be sought in accordance with the Student Rights and Responsibilities procedures. (XU U] ` _j UU'g W\æR] YdQ'g b\ddU^' bU' _bd_VdXU' SYSe] æD^SUC' bUJa'eYB^ WdX'c' QScL ^'d' dXU'Q ` b_ bQdU' ~ UQ^"" YdUSd_bQ^T dXU' dèTU^d' WQ\c' _WSU' V_\g Y^W dXU'Y^SYU^d

Ç **Temporary exclusion** may not exceed five days, but does not restrict the ability to submit course materials as needed. The appropriate Dean/Director, in consultation with the Student Affairs office, may impose temporary exclusion.

È **Emergency suspension:** In certain circumstances, the Executive Dean of Student Affairs or designee, may impose an emergency suspension. Emergency suspension may be imposed:

- Q To ensure the student's own physical or emotional safety and well-being; or
- R To ensure the safety and well-being of members of the college community or preservation of college property; or
- S If the student poses an ongoing threat of disruption or interference with the normal operations of the college.
- T During the emergency suspension, a student will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Executive Dean of Student Affairs or designee determines to be appropriate.
- U **Emergency suspension procedures:** The student will be notified in writing of this action and the reasons for the emergency suspension. The student will also be informed in writing of the time, date and place of an initial meeting.
 - i. An initial meeting will take place within five (5)

business days of the emergency suspension. At the initial meeting the student may show cause why his or her continued presence on the campus does not constitute a threat.

- ii. At the initial meeting, the Executive Dean of Student Affairs or designee or designee will decide to uphold the emergency suspension, dismiss it, or impose other consequences. The student will be informed in writing of this decision within ten (10) business days of the meeting date.
- iii. The emergency suspension does not replace the code of student conduct procedures, which will proceed on the normal schedule, up to and through the student conduct appeal process, if required.

J. Investigatory Process

The Student Code of Conduct investigatory process is designed to afford complainants and respondents a fair and accessible process that educates students about their rights and responsibilities, holds students accountable for their actions, and provides an equitable process that respects the rights of those involved.

Chemeketa Community College emphasizes the importance of direct, courteous, and respectful communication to informally resolve concerns and complaints whenever possible. This process may include a meeting with the Executive Dean of Student Affairs or designee and/or referral to Counseling or other college services. This meeting is typically considered a learning opportunity for the respondent to make behavioral changes and no further action is necessary. However, when the misconduct rises to a level that informal resolution cannot be reached, the formal disciplinary process, as outlined below, may be initiated.

Process

1. Any member of the college community may submit a complaint against a student for violation of the code of student conduct. Any formal complaint must be submitted to the Office of Student Affairs by using the online Student Concern Reporting Form within ten (10) business days from the date the person became aware, or reasonably can be expected to have become aware, of the alleged violation.
2. The Executive Dean of Student Affairs or designee will schedule an initial meeting with the respondent to discuss the complaint.
3. During the initial meeting, the Executive Dean of Student Affairs or designee will explain the process, the respondent's rights and responsibilities, and review the complaint and alleged violation(s) of the code of student conduct. The Executive Dean of Student Affairs or designee will seek information from the respondent regarding the allegations and gather additional information from other involved parties or observers as part of the investigatory process.
4. If there is more than one respondent involved in the complaint, the Executive Dean of Student Affairs or designee has sole discretion to permit the conferences concerning each respondent to be conducted either separately or jointly.
5. The Executive Dean of Student Affairs or designee will investigate to determine if there is a preponderance of evidence (i.e., more likely than not) that the complaint has merit and will take one of the following actions:
 - i. If determined that the case has no merit, the case will be dismissed;
 - ii. If determined that the case has merit, the Executive Dean of Student Affairs or designee will attempt to resolve the complaint informally through a meeting with the goal of creating a learning opportunity, and encourage behavior modification;
 - iii. If determined the case has merit, and behavior(s) are deemed egregious, a formal process of disciplinary steps and sanctions will be enforced to bring resolution to the complaint.
6. If the respondent and the Executive Dean of Student Affairs or designee mutually agree to the resolution of the complaint, which may or may not include sanctions,

the resolution will be put in writing and there will be no subsequent proceedings;

7. If the respondent believes that the college has violated its own policies in investigating the case, or new information or evidence of bias, becomes available, the respondent may appeal the decision in writing to the Executive Dean of Student Affairs or designee within ten (10) business days; see Appeal Process section.
8. At any time during this process, failure to respond to the Executive Dean of Student Affairs, or designee may subject the respondent to an academic hold and the outcome of the complaint will be reviewed in the respondent's absence.

K. Sanctions

Any student found to have violated the Code of Conduct will be subject to one or more of the following consequences:

1. **Warning:** Written notice to a student that the student has been in violation of college policy or has otherwise failed to meet the college's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct may result in one of the more serious consequences.
2. **Reprimand:** Written action censuring a student for violation of college policy or otherwise failing to meet the college's standards of conduct. The written reprimand will be filed in the Office of Student Affairs or designee for the duration of the student's attendance at the college. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct may result in one of the more serious consequences.
3. **Probation:** Conditions placed upon the student's continued attendance for violation of this chapter. Notice will be made in writing and specify the period of probation and the conditions to be met by the student. Disciplinary probation may be for a specific term or for an indefinite period, which may extend to graduation. Violation of the terms of the probation or violation of any college policy during the probation period may be grounds for additional consequences.
4. **Loss of privileges:** Denial of specified privileges for a designated period of time.
5. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. **Withholding admission or degree:** Admission to or a degree awarded from the college may be withheld for a specified amount of time.
7. **Revocation of admission or degree:** Admission to or a degree awarded from the college is revoked and noted on the transcript. In general this action is reserved for conduct that includes, but is not limited to, acts of dishonesty.
8. **Other possible consequences:** Work assignments, essays, service to the college, or other related discretionary assignments.
9. **No contact:** The student may have no contact with other stated members of the college community.
10. **Suspension:** Exclusion of a student from classes in a program or service area, and college-sponsored functions for a specified period of time as set forth

in the notice of suspension. The Executive Dean of Student Affairs or designee may impose suspension from classes in a program, from a service area, or from college-sponsored functions in consultation with the appropriate Dean/Director. Suspension may not exceed one term.

11. **Expulsion:** Permanent separation of a student from a program or service area or conditional separation from the college. The Executive Dean of Student Affairs or designee may impose expulsion. Conditions of readmission, if any, shall be stated in the order of expulsion.

Sanctions of suspension, expulsion or revocation or withholding of a degree will become a permanent part of a student's record in the Office of Student Affairs.

The following sanctions may be imposed upon groups or organizations:

1. Those listed above in Sanctions (1-11);
2. Loss of selected rights and privileges for a specified period of time or indefinitely;
3. Loss of Recognition – Chemeketa student organizations may lose recognition and will be deprived of the use of College resources, the use of the College's name and the right to participate in College or campus-sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time until all stated conditions are met.

L. Appeal Procedures for Conduct Sanctions

1. Grounds for appeal:
 - i. College policies and procedures were not followed
 - ii. New evidence previously unavailable may be presented
2. All appeals must be submitted in writing to the Executive Dean of Student Affairs (or designee) within ten (10) business days of the mailing date of the final determination.
3. This final level of appeal is a review of written documentation only. If it is not filed within this timeframe, the student will forfeit his or her final appeal opportunity.
4. If the student fails to follow through with the above outlined process or does not meet grounds for appeal, the appeal opportunity will be forfeited
5. After reviewing the written decision, along with the written appeal from the student, the Executive Dean (or designee) shall have ten (10) business days to render a written decision to the student. The decision shall be final, binding and mailed to the student by first-class mail and via email to the student's MyChemeketa account
6. The Executive Dean of Student Affairs (or designee) has the authority to:
 - i. Return the case to the original investigator for any corrections to process or procedure required as a result of finding in favor of the appeal
 - ii. In limited circumstances, the Executive Dean (or designee) may alter, or amend disciplinary action if information on appeal merits such action

- iii. Schedule a rehearing if specified procedural errors or errors in interpretation of College regulations were so substantial as to deny the student a fair hearing, or if new and significant evidence becomes available
- iv. Dismiss the case if the finding is held to be unsupported by the evidence

7. Disciplinary action for suspension may be deferred while an appeal is pending, unless, in the discretion of the Executive Dean of Student Affairs (or designee), the continued presence of the student on the campus poses a substantial threat to him or herself, to others, or to the stability and continuance of normal College functions.

M. Non-conduct Related Conflict Resolution Process

1. **Charges of Staff Misconduct**—Complaints in this dispute type refer to perceived violation of law or college policy or section 3.0, Student Rights, of this document. These complaints, made by a student, do not include grade issues. Except for sexual harassment and discrimination complaints, the faculty and staff members of the College are subject to collective bargaining agreements and formal disciplinary rules which are beyond the scope of this document. For this reason, complaints concerning the conduct of a faculty or staff member shall be made to the faculty and/or staff member's supervisor (i.e. Director or Dean) and shall be subject to dispute resolution procedures as the supervisor determines appropriate. If the student believes that the supervisor has not resolved the issue, the student may contact the next person in the chain of authority (i.e. Dean or Executive Dean).
2. **Charges of Harassment**—Chemeketa is committed to providing everyone with an environment focused on learning and growth, free of discrimination or harassment. Such behaviors will not be tolerated and are against college policies. For complaints/reports of sexual harassment, discrimination, and misconduct, refer to policy # 1750 or <http://go.chemeketa.edu/titleix>. The College has also established a Harassment Network of staff who can assist students with these issues. For more information, visit <http://go.chemeketa.edu/harassment>.
3. **Instructional Concerns and Complaints**—If students have instructional concerns or questions, they are encouraged to contact their instructor first to allow them the chance to address the student's concerns. If this has already been done without satisfaction, the student may contact the appropriate Academic Dean or Director for assistance.
4. **Grade Appeals**—Students are encouraged to maintain frank and open communication with their instructor concerning their progress and performance throughout the duration of the course.
 - i. When a student believes that he or she has been given an inappropriate grade, the student will speak directly with the instructor in an attempt to resolve the issue.

- ii. If a student receives an unsatisfactory or no response from the instructor, the student may appeal the grade by completing the online grade appeal form and attaching supporting documentation of the facts cited in the appeal.
 - iii. The appeal must be submitted no later than 30 calendar days after the grade is posted for the academic term of the dispute. No exceptions will be made to this deadline. Please note, professional-technical program specific deadlines for Grade Appeals supersede this college-wide deadline for appeal.
 - iv. Upon submission, the appeal and supporting documentation is routed to the appropriate Academic Dean or Director.
 - v. The Academic Dean or Director has 30 calendar days from the date of receipt to respond to the student via email.
 - vi. The decision of the Academic Dean or Director is final, and there is no further appeal beyond this point.
 - vii. The Academic Dean or Director will keep a copy of the appeal for one year.
5. **Student Complaints Alleging Violation of a College Rule, Policy or Procedure**—This type of complaint is used when a student believes that the college, as a matter of practice, is violating its own rules, policies or procedures.
- i. The student will submit a complaint in writing to the Office of Student Affairs that includes the student's name and nature of the complaint, and any necessary related supporting documentation.
 - ii. Upon receipt of the complaint, it will be reviewed and routed to the appropriate department Administrator for response.
 - iii. In the event that the resolution proposed by the department Administrator is not acceptable to the student, the student may make a secondary appeal to the appropriate Associate Vice President/Vice President.
 - iv. The decision of the Associate Vice President/Vice President will be final and not subject to further appeal.

N. Retaliation

The College seeks to foster an environment in which all employees and students feel free to report incidents of misconduct without fear of retaliation or reprisal. Therefore, the College strictly prohibits retaliation against any individual for filing a complaint or for participating in an investigation. Retaliatory conduct is considered a violation of this code.

All allegations of retaliation will be swiftly and thoroughly investigated. If it is determined that retaliation has occurred, the College will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including expulsion and/or termination.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents to the Executive Dean of Student Affairs or designee, or the Director of Human Resources.

O. Interpretation and Revision

- 1. Any question of interpretation or application of the code of student conduct will be referred to the Executive Dean of Student Affairs or designee or his or her designee for final determination.
- 2. The code of student conduct will be reviewed every three years under the direction of the Executive Dean of Student Affairs.

P. Student Records

- 1. Disciplinary sanctions will be made part of both the complainant's and the respondent's education record. The records may be expunged of disciplinary consequences, other than expulsion, seven years after the college term in which the incident occurred. The exceptions are Academic Honesty infractions, which may be expunged after 2 years of the incident
- 2. Records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim.

College Contact Information

Office of Student Affairs

Salem Campus, Building 2, Room 208 • 503.399.5076

studentconcerns@chemeketa.edu

ATTEND CLASSES AT CHEMEKETA

In-Person Class

YOU WILL ATTEND CLASS IN A TRADITIONAL CLASSROOM at one of Chemeketa's campuses or centers. You will be expected to attend class meetings at a regular time on regular days of the week. While you will attend classes on-site, you may be expected to log in to eLearn, Chemeketa's online learning management system, to supplement your classroom instruction and/or complete assignments.



In-Person Hybrid Class

YOU WILL ATTEND CLASS IN A TRADITIONAL CLASSROOM at one of Chemeketa's campuses or centers and by completing independent online activities. You will be expected to attend class meetings according to a set schedule with regular days and times. **You will also be expected to regularly login to eLearn**, Chemeketa's online learning management system, to supplement your classroom instruction and complete assignments.

For specific details about a particular course, read the **Notes Line** in the Class Search or contact the instructor directly.



Remote Class

YOU WILL ATTEND CLASS BY LOGGING INTO A ZOOM WEB CONFERENCE CALL IN REAL-TIME. You will be expected to attend remote class meetings at a regular time on regular days of the week. While instruction will be delivered during your real-time, remote class, you will submit course assignments and access additional digital course materials through eLearn, Chemeketa's online learning management system.

For specific details about a particular course, read the Notes Line in the Class Search or contact the instructor directly.



Remote Hybrid Class

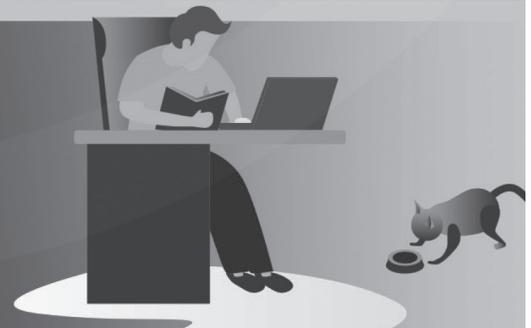
YOU ATTEND CLASS BY LOGGING INTO A ZOOM WEB CONFERENCE CALL and by completing independent online activities. You will be expected to attend remote class meetings according to a set schedule with regular days and times. **You will also be expected to regularly login to eLearn**, Chemeketa's online learning management system, to supplement your classroom instruction and complete assignments.

For specific details about a particular course, read the Notes Line in the Class Search or contact the instructor directly.



Online Class

YOU ATTEND CLASS ONLINE BY LOGGING INTO ELEARN Chemeketa's online learning management system, and completing independent online activities according to the schedule and due dates set by your instructor. Access to all of your online activities will be through eLearn. For specific details about a particular course, contact the instructor directly.



Building and Primary Function(s)

- 001** 1st Floor: Bookstore
001 2nd Floor: Faculty Offices; Cooperative Work Experience
002 1st Floor: Advising & College Access Programs (CAMP, TRIO, Upward Bound); Chemeketa Completion Program; College Access; Information Center; Multicultural Center; Planetarium; Public Safety; Student Accessibility Services; Student Life; Veterans Resource Center
002 2nd Floor: Basic Navigator Needs; Business Services; Career Center; Counseling & Student Support Services; Enrollment Center; Financial Aid; Graduation Services; Human Resources; Intercultural Resource Center; President's Office; Procurement; Safe Haven; Student Affairs; Student Recruitment; Student Success Center; Title IX Office; Veterans Services
003 1st Floor: Gretchen Schuette Art Gallery; Classrooms
003 2nd Floor: Academic Affairs; Classrooms; Computer Science Faculty; Math Hub; Math Faculty; Placement Assessment; Testing Center
004 1st Floor: Automotive Program; Electronics Program; Faculty Offices
004 2nd Floor: Visual Communications; Robotics; Electronics & Networking Programs; Faculty Offices
005 1st Floor: Art Classrooms
005 2nd Floor: Classrooms; Foundation, Marketing & Public Relations; Grants; Public Information
006 1st Floor: Auditorium; Classrooms
006 2nd Floor: Classrooms; Employee Development
007 Gymnasium; Physical Education Classrooms
008 1st Floor: Dental Clinic; Health & Science Classrooms; Café 8
008 2nd Floor: Health & Science Classrooms
009 1st Floor: Classrooms; The Center for Academic Innovation; Academic Effectiveness; Chemeketa Press; Institutional Research & Reporting; Media Studio
009 2nd Floor: Library, Academic Support Center (Tutoring & Writing Centers); Student Computer Center; Study Rooms
012 Information Booth
014 Fire Programs
015 Burn Tower
020 Drafting; Engineering; Machining Program; Faculty Offices
021 Welding Program
022 Academic Development (ESOL, GED/ ABE, HEP, STEP Program); Information Technology; ICAP Program; STEP Program; TANF Jobs Program
033 Apprenticeship Programs
036 SOAR Program
037 Faculty Offices
038 Public Safety
039 Child Development Center
040 Facilities & Operations

- 041** Facilities & Operations; Shipping & Receiving
042 Genuine Foods Catering Kitchen; Taco Stand
043 Copy Center; Mail Room; Recycling
044 Facilities
045 Activity Field
046 Greenhouse
048 Conference Rooms; MaPS Credit Union
049 High School Partnerships; Mid-Willamette Education Consortium, Youth GED Options
050 Roberts at Chemeketa
051 Roberts at Chemeketa
052 Classrooms
053 Department of Human Services
058 Facilities & Operations Annex
060 Agricultural Sciences
061 Pavillion; Chemeketa Market
062 Greenhouse

Area or Service—Building/Room

- Academic Affairs—3/272
Academic Development (ESOL, GED/ABE, HEP, STEP Program; ICAP Program, TANF Jobs Program)—22/100
Academic Support Center (Tutoring & Writing Centers)—9/Second Floor
Admissions—2/200
Advising—2/110
Art Gallery—3/122
Athletics—7/103
Auditorium—6/115
Boardroom—2/170
Bookstore—1/First Floor
Business Services—2/202
Career Center—2/230
CCBI, Business Programming & ECE—1/204
Chemeketa Cooperative Regional Library Service—9/136,130
Chemeketa Online—9/106
Chemeketa Press—9/105
Cooperative Work Experience—1
Copy Center—43
Counseling Services—2/230
Dental Clinic—8/101
Employee Development Center—6/218b
English for Speakers of Other Languages—22/100
Enrollment Center—2/200
Executive Dean of Students—2/208
Extended Learning—3/252
Financial Aid—2/200
First Aid—2/173
Food Service—2/First Floor, 8, & 42
Foundation—5/264
Genuine Foods—42
General Information (Welcome Center)—2/110
Gymnasium—7
Human Resources—2/214
Information Technology—22/138
Library—9/Second Floor
Lost & Found—2/173
Mail Room—43
Multicultural Center—2/177A
Parking Permits—2/173
Public Safety
Planetarium—2/171
Posting Notices on Campus—2/176
President's Office—2/216
Public Information—5/266

- Public Safety—2/115—503.399.5023
Registration—2/200
Scholarships—5/266
Student Accessibility Services—2/174
Student Affairs—2/208
Student Center—2/179
Student Clubs—2/176
Student Computer Center—9/Second Floor
Student Resources—2/230
Student Success Center—2/210
Television Studio—9/162
Testing Center—3/267
Transcripts—2/200
Transfer Information—2/110
Tutoring Center—9/Second Floor
Vending Machine Refunds—1/First Floor
Bookstore
Veterans Services—2/201
Veterans Resource Center—2/116
Writing Center—9/Second Floor

Instructional Department Offices

- Agricultural Sciences—60
Applied Technologies—20/203
Business & Technology, Early Childhood Education & Visual Communications—1/204
Chemeketa Online/Tech Hub—9/106
Dental Programs—8/109
Education—3/252
Emergency Services—Brooks Regional Training Center
Health, & Human Performance—7/103
Psychology, Life and Physical Science—8/221
Liberal Arts & Social Sciences—1/204
Math, Engineering & Computer Science—3/252
Nursing—8/104
Pharmacy Technology—8/113

Restrooms

Single Occupancy

- Building 2—First floor
Building 4—Second floor
Building 5—Second floor
Building 6—First floor
Building 8—First floor
Building 20—First floor
Building 36—First floor
Building 37—First floor
Building 38—First floor
Building 40—Second floor
Building 50—First floor
Building 51—First floor

Lactation/Wellness Room

- Building 2—Room 181
Building 5—Room 262
Building 8—Room 1064
Building 20—Room 815
Building 22—106A
Building 60—Room 815

Elevators

- Building 2
Building 3
Building 4
Building 6
Building 8
Building 9

