



SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

Student Handbook

SOUTHWESTERN OREGON COMMUNITY COLLEGE (SWOCC)

www.socc.edu

Mission

Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Vision

Southwestern leads and inspires lifelong learning.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

Index

Chapter 1- Student Right to Know

Chapter 2- Student Rights and Responsibilities

Chapter 3- Laker Code

Chapter 4- Confidentiality

Chapter 5- Audio Recording

Chapter 6- Animals on Campus

Chapter 7- RAVE Alert System

Chapter 8- Computer and Network Use

Chapter 9- Campus Security

Chapter 10- Housing

Chapter 11- Student Success Center

Chapter 12- Laker Learning Commons

Chapter 13- TRIO Student Support Services

Chapter 14- Other Services and Support

Chapter 15- Graduation

Chapter 16- Grade Appeals

Chapter 17- Complaint and Investigation Process

Chapter 1 - Student Right to Know

In accordance with 34 CFR Part 668, you have the right to know certain information about Southwestern Oregon Community College, including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data.

Chapter 2 – Student Rights and Responsibilities

Southwestern Oregon Community College (SWOCC) students, as free citizens and members of a learning community, enjoy particular rights. Along with these rights is the responsibility to conduct oneself in accordance with the standards of the College that are designed to advance student learning. Although not all of these rights can be found in any document, it is important to note those that are most fundamental.

For a list of policies visit

https://mylakerlink.socc.edu/ICS/Administrative_Services/Admin_Procedures.jnz).

Alcohol and Drug-Free (Refer to [APP 7135](#) for the full policy)

It is the Administrative procedure of the Southwestern Oregon Community College District that the College is committed to the prevention of the misuse and abuse of alcohol and drugs by both students and employees. Drug and alcohol abuse is a significant public health problem which has spread throughout our society, affecting performance and productivity, as well as our level of general health. In addition, the use of alcohol and drugs can adversely affect an organization's level of safety as well as its public confidence and trust.

Southwestern Oregon Community College defines the following behaviors as violations of the standards of student conduct: The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as specifically approved by the College President or designee.

Sanctions which may be imposed on students for violations of the code include: disciplinary probation, temporary exclusion (removal from classes, privileges, or activities for a specified period), expulsion (termination of student status).

Equity and Inclusion

Students, their families, employees, and potential employees of the Southwestern Oregon Community College District are hereby notified that Southwestern Oregon Community College does not discriminate on the basis of race, color, religion, ethnicity, use of native language, national origin, gender, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws.

Freedom of Association

Students shall be free to organize and join associations to promote their common interests subject to the following considerations.

- A. The membership, policies and actions of a student organization will be determined by vote of only those persons who are bona fide Southwestern Oregon Community College students.
- B. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
- C. Each organization shall be free to select its own Southwestern Oregon Community College advisor. Advisors must be either contracted faculty or staff currently employed by SWOCC. SWOCC staff serves the college community when they accept the responsibility to advise and consult with student organizations to provide guidance to the group on college procedure and policy.
- D. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and a certified number of active members as a condition of institutional recognition.
- E. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, color, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law. Disability consultations are available through the Office of Accessibility.

Freedom of Inquiry and Expression

Students shall be free to take exception with the information or views presented in any course without it affecting their grade as long as the disagreement is not disruptive to the instructional process. Students are responsible for learning the content of any course for which they have enrolled even if they disagree with the course content. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Actions by individuals or groups to prevent the appearance of speakers who have been invited to the campus, and actions to obstruct or restrain other members of the academic community and campus visitors by physical force are subject to sanction.

Freedom to Participate in Institutional Governance

Student representation on selected SWOCC councils and committees provides an opportunity for students to participate in institutional governance.

Nondiscrimination/Nonharassment (Refer to [APP 7165](#) for the full policy)

Students, their families, employees and potential employees of the Southwestern Oregon Community College District are hereby notified that Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

Sexual Offender Registration (Refer to [APP 3156](#) for the full policy)

All sex offenders are required to register in the state of Oregon and to notify each institution of higher education in Oregon at which the person is employed, carries out a vocation, or is a student. All sex offenders residing in the state of Oregon are required to deliver written notice of their status as a sex offender to Southwestern's Administrative Services Office no later than three (3) business days prior to their enrollment in, employment with, or volunteering at Southwestern.

Student Publications (Refer to [APP 8050](#) for the full policy)

It is the policy of the College that all student-edited campus media publications have been established as designated public forums for student expression.

It is the College's intent student media will provide a full opportunity for its students to inquire, question, and exchange ideas and that they will strive to reflect all areas of student interest, including topics about which there may be dissent or controversy.

In student publications, both electronic and in print, content must follow the accepted ethics and standards of journalism and opinions must be disclaimed as not necessarily those of the College.

Tobacco Use Environment (Refer to [APP 7155](#) for the full policy)

Southwestern Oregon Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. Consequently, except in designated smoking areas, the use or carrying of any lighted smoking instrument in College buildings or on College premises, at events on College premises, or in College-owned, rented, or leased vehicles is prohibited. The distribution and/or sale of tobacco including any smoking device, is prohibited. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, vaporizer pens, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Coos Bay campus designated smoking areas

- 1- West side of parking lot 1.
- 2- South side of parking lot 2.
- 3- Southeast side of parking lot 3.
- 4- Student Housing parking lot (outside Trinidad Head)
- 5- Student Housing parking lot (outside Cape Arago)

The Brookings campus is a tobacco-free campus.

Chapter 3 – Laker Code

1. Students have the responsibility to obey and follow the Laker Code, [College policy and procedures](#), [Board policies](#), the ASG bylaws, federal and state statutes, and city ordinances. The ASG [constitution](#) and [bylaws](#) and [College policy and procedures](#) shall provide means for student involvement.
2. Students are responsible for fulfilling the requirements of their courses
3. Students are responsible for the effects of their decisions and behavior that becomes destructive to the educational goals and processes of Southwestern Oregon Community College.
4. **Virtual Reality:** Southwestern Oregon Community College students and members of a virtual learning community have the responsibility to conduct oneself in accordance with the standards of the College that are designed to advance student learning. Student rights, responsibilities, and college procedures apply to the virtual setting just as they would any other classroom or college setting. Members of the virtual reality community must appropriately identify themselves and avatars just like one would in an in-person or online learning community.

The following activities may result in disciplinary action:

1. **Academic Plagiarism:** The intentional submission for evaluation to a College instructor or administrator of material based on ideas or work done by someone other than the submitter, without reasonable written documentation of material's original source.
2. **Academic Cheating:** The intentional submission for evaluation to a College instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulations established by the evaluator and disclosed in a reasonable manner.
3. **Animal Abuse:** Intentionally, knowingly, or recklessly causing physical injury to an animal in violation of ORS 167.
4. **Furnishing false information** to the College with the intent to deceive.
5. **Forgery, alterations, or misuse** of college documents, records, or identification cards.
6. **Detention, physical abuse, or conduct** that threatens imminent physical abuse of any person in the college community.
7. **Malicious destruction, damage, or misuse** of college or personal property on the college campus. College property is defined as all real and/or tangible property owned or controlled by the College, including but not limited to buildings, grounds, equipment, motor vehicles, library, or other instructional materials.
8. **Theft or extensive damage** to another's property at the College or College-related environment.
9. **Hazing:** Any initiation rites, on or off campus, involving any intentional action or situation that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that

occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing.

10. **The possession, use, or threatened use of firearms, ammunition, knives, explosives, dangerous chemicals, or any other objects as weapons** on College property, except as expressly authorized by law or institutional regulations. [5.014](#)
11. **The possession of alcoholic beverages or controlled substances** on the College campus or any other facility that is rented, leased, owned, or occupied by the College at any time when classes or student activities are scheduled. [APP 7135](#), [BP 7135](#), [APP 10016](#)
12. **Sexual Harassment**: Repeated and unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange or career advancement, or creates an intimidating, hostile, or offensive environment for one of the parties. [APP 7165](#)
13. **Substantial and material interference** with the operation of the College.
14. **Failure to comply** with the terms of any penalties applied under this Student Conduct Code.
15. **Disorderly Conduct**: Knowingly and intentionally engaging in violent, tumultuous, or threatening behavior which results in inconvenience, annoyance, or alarm, creates unreasonable noise, or disturbs any lawful assembly of persons.
16. **Eluding** or attempting to elude a College Campus Security officer who is pursuing official duty.
17. **Violence and Bullying** Southwestern Oregon Community College does not tolerate violence or threats of violence. The College fosters an environment free from violence, threats of violence, harassment, intimidation, bullying and other disruptive behavior. Prohibited behavior includes oral or written statements, electronic communications, gestures, or other expressions that communicate a direct or indirect threat of physical or psychological harm to another. Behavior that communicates intent to cause property damage is also prohibited.

Additional Sanctioning Bodies:

1. Athletic Department: See current Athletic Handbook
2. Residence Life/Housing: See current Housing Page
3. Nursing Standards: See current Nursing Handbook
4. OCCI: See current OCCI Handbook
5. Student Government (ASG): See current ASG Bylaws
6. Federal Financial Aid Regulations pertaining to drug convictions: Eligibility regarding drug convictions - student is ineligible for financial aid if he/she has a drug conviction which is declared at the time student files the FAFSA. Ineligibility begins from date of conviction. Please note that this is a self-declaration when the student files the FAFSA.

Possible sanctions for violations of the Laker Code

The Dean of Students, Vice President of Student Services, Coordinator of Student Life and Community Standards, or designee will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process. The severity of the sanction(s) should reflect the severity of the violation and may be imposed singly or in any combination. Sanctions for violation(s) of the Laker Code (or any other violations of [Board policies](#) or [College administrative rules and regulations](#)) may include, but are not limited to, the following:

1. **Written Reprimand:** Written warning that a student's conduct does not meet College standards and that continuation of such misconduct may result in further disciplinary action.
2. **Disciplinary Probation:** Imposition of a probationary status, for which further violations may result in additional disciplinary action, including suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The terms of the probation and conditions for ending it will be specified in a letter to the student. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.
3. **Personal Mental Health Referral:** A sanction which may be invoked in circumstances where the student's behavior poses a potential threat to the campus community.
4. **Bar Against Re-Enrollment:** May be imposed on a student who has a disciplinary case pending or who fails to pay a debt to the College.
5. **Restitution:** Reimbursement for costs of damage to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
6. **Withholding of an Official Transcript:** May be imposed upon a student who fails to pay a debt to the College.
7. **Suspension from Rights and Privileges:** Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the College.
8. **Suspension of Eligibility for Co-curricular Activities:** Prohibited from joining a recognized student organization and participating in activities or attending its meetings and/or from participating in official athletic or other co-curricular activities for any length of time up to one calendar year.
9. **Faculty may assign a failing grade:** for paper, test or course as a disciplinary action where appropriate.
10. **Exclusion:** An instructor or supervisory staff member may exclude a student from class,

the College service area, or a College sponsored event when the student is disrupting the educational or administrative processes of the College, or poses a danger to other staff or students. If a student is excluded, the instructor or supervisor must notify a Dean or Vice President and complete the appropriate paperwork through [Incident Reporting-Maxient](#).

Readmission after Suspension/exclusion Once excluded from entering the College service area, a College sponsored event, or College campuses, a person must receive permission from a Vice President, Dean, or designee to have their exclusion removed. [APP 3021](#)

NOTE: The parents or guardian of any dependent student under age 18 years of age who is placed on disciplinary probation, suspended, or expelled shall be notified.

Chapter 4 – Confidentiality

Confidentiality laws prohibit Southwestern Oregon Community College faculty and staff from discussing students' information with anyone, including parents and family members, without written consent.

What is FERPA?

Students' privacy is protected under the federal Family Educational Rights and Privacy Act, 20 U.P.S.C. Section 1232g; 34 CFR Part 99 (2000) and related state laws. SWOCC has developed procedures in accordance with the law. | Legal References: ORS 166.065, 341.290 (2) (3) (17), 659.850, 659.865, OAR 166-450-0000 to 0125, 589-010-0100, 589-002-0200 (1) (e), 591-004-0100 to 0750, 591-004-0500.

What does FERPA mean for college parents/advocates?

Generally, FERPA rules mean at the post-secondary level:

- Student academic information will be given to the student and not to the parents/advocates.
- College representatives are prohibited from discussing information about the student's academic record with parents/advocates.
- Parents and advocates do not have access to disability-related records unless the student provides express written consent.
- The only exception is in cases where a student is considered a threat to himself or others.

Chapter 5 – Audio Recording

Recording of classes at SWOCC is prohibited without written permission of the instructor. No instructor will be required to permit classroom recordings except under requirements of law, as detailed below. Any such recording properly approved in advance can be used solely for the

student's own private study and not for commercial purposes or distribution outside of the class. Permission to allow the recording is not a transfer of any copyrights in the recording. Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students with disabilities who are unable to take or read notes have the right to audio record class lectures for their personal study only. Classes recorded for this purpose may not be shared with other people without the consent of the instructor. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the expressed consent of the instructor and without giving proper identity and credit to the instructor. [APP 4022](#)

Chapter 6 – Animals on Campus

(Refer to [APP 8040](#) for the full policy)

While on the Southwestern Oregon Community College campus an animal's handler is responsible for the animal's behavior and containment, and the removal of the animal's waste. If the animal's behavior is deemed disruptive by College Administration to College programs, activities, or services, poses a threat to the health and/or safety of others, or displays threatening behavior, the animal must be removed from College grounds.

Service Animals

Service animals serving the disabled do not need prior permission to be on College property (leased or owned). Students with service animals must register their service animal with the Accessible Education office, or Executive Dean of Curry Campus.

Emotional Support and/or Companion Animals

Other animals such as emotional support animals (ESA) and companion animals are permitted on campus grounds (leased or owned), only when confined to a vehicle, cage, or on a leash of six feet or less, and kept under the physical control of the individual at all times.

ESA and companion animals are not allowed in buildings with the exception of the animal being brought into a facility for instructional or college sanctioned activities. Permission to bring ESA/Companion or other animals into campus buildings must be obtained from the Accessible Education office, or Executive Dean of Curry Campus before the animals may be brought into campus buildings. Once approval is granted, animals must be adequately cared for and appropriately secured.

Housing Students

Residents may not have animals live or visit them in their apartments without approval from the Accessible Education office. Animals include, but are not limited to, dogs, cats, birds, rodents, snakes, frogs, and lizards. Fish are permissible as pets, but the bowl or tank may not exceed five U.S. gallons. Housing typically fines residents \$50 for a Pets policy violation as well as the cost of additional cleaning, repair, furniture or carpet replacement, or extermination of pests. Housing will cite residents whom abuse, neglect, or abandon an animal in violation of Oregon Revised Statutes 167.310 to 167.390.

Chapter 7 – RAVE Alert System

The RAVE Alert System is a system for notifying students and college employees of an emergency on campus in the quickest way possible. When you register to receive RAVE Alerts, you will be notified via email or text.

RAVE alerts will be sent out when:

- There is an unexpected campus closure
- Your class is cancelled due to instructor illness or emergency
- A campus emergency occurs
- To relay important campus-wide information

You are strongly encouraged to register for this service.

You can register to receive alerts on the "Home" tab of [myLakerLink](#) by clicking on the "register" link under "Rave for Emergency Contact".

Chapter 8 – Computer and Network Use

(Refer to [APP 3720](#) for the full policy)

This procedure is designed to state the acceptable use of computer systems, networks, and other Integrated Technology resources at Southwestern Oregon Community College.

Prohibited Use

The following behaviors are prohibited while using College Integrated Technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using personal software on College computers without written authorization from the Office of Integrated Technology and Services;
3. Using network resources which inhibit or interfere with the use of the network by others.
4. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
5. Tampering with software protections or restrictions placed on computer applications or files;
6. Using College Integrated Technology resources for personal for-profit purposes;
7. Subverting restrictions associated with computer accounts;
8. Using Integrated Technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the College or individuals;
9. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password in order to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is

- considered to be a specifically prohibited use;
10. Intentionally introducing computer viruses, worms, trojan horses, or other rogue programs into Integrated Technology resources that belong to, are licensed to, or are leased by the College or others;
 11. Physically damaging Integrated Technology resources;
 12. Using, or encouraging others to use, Integrated Technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
 13. Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation;
 14. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources;
 15. Allowing non-approved users access to information on the College network that do not have a legitimate need and right to know specific information; and
 16. Sharing or allowing others to use your logon and password.
 17. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Integrated Technology and Services.

Chapter 9 – Campus Security

Campus Security officers are responsible for a wide range of services; protection of the campus peace and security, criminal activity suppression, crime report filing, criminal awareness counseling and presentation, preliminary fire and medical emergency inquiries and response, traffic accident investigation, drug and alcohol law violations, campus community patrols, and other public safety issues.

Time permitting, “courtesy assistance service” may be provided to members of the campus community in the form of vehicle battery charging and student and staff walkouts. To access this service, call the officers on duty at (541) 297-4200.

For crime prevention to be effective, the assistance of all campus members in the reporting of crimes or crimes in progress. If you see something suspicious or requiring a report call 9-1-1 and then Campus Security at (541) 297-4200 (duty officer’s cell phone) for further instructions.

Campus Safety Crime Statistics

The Department of Campus Security officers are responsible for public safety issues. Local Law enforcement provides additional coverage. For the most current crime statistics refer to SWOCC’s Clery report at <https://www.socc.edu/campus-security>.

Emergencies - Medical

For a medical emergency, contact 9-1-1 immediately. Once 9-1-1 has been called, contact Campus Security at (541) 297-4200. Adults have the right to refuse medical transport. Emergency transportation must be provided by a licensed medical ambulance, a taxi, or a

private vehicle driven by a family member or friend. Campus Security and college personnel are not authorized to transport individuals.

Parking

There are locations on campus that are designated as no parking, fire lane, and disabled parking; in these areas please adhere to the posted signs. Disabled students must display a valid DMV issued disabled parking placard.

Basic Rules for Parking and Safety

- Observe and obey all posted parking control signs.
- Park only in designated parking areas and marked spaces.
- Park only one vehicle per marked space.
- Do not block or obstruct other vehicles, campus roadways, thoroughfares or fire lanes; vehicles may be towed.
- Lock your vehicle doors and remove from sight any/all valuables: laptops, purses, cash, jewelry, backpacks, CDs, and books.
- Be responsible and respect the rights of others.

Student Housing

All residents must have a parking permit for any vehicle they park in the Housing parking lot. Housing provides one optional parking permit to each resident who has a vehicle registered in their name or in their parent's or guardian's name. The permit expires when the Room and Board Agreement has ended. Residents may not transfer the permit to another person.

(Learn more about security at SWOCC by visiting <https://www.socc.edu/campus-security>)

Chapter 10 – Student Housing

Student Housing provides a safe academic environment for students living on campus. With capacity for more than 400 students, the apartment-style facility is ideal for personal growth and independence, social development, and academic progression.

Student Housing apartments are on campus, so residents can easily walk to classes and to the dining center in Empire Hall. Other conveniences on site include three laundry facilities, 24-hour computer lab, quiet study lounge, and clubhouse with a kitchen, large-screen TV, and recreational equipment. The apartments are within walking distance of supermarkets and restaurants.

One of the most valuable differences between Student Housing and off-campus housing are the nearly dozen Resident Assistants (RAs) who live with the residents. RAs are second-year (or greater) students who are trained to help students adapt to college life, mediate conflicts, enforce policies, and respond to emergencies. For more information, please visit the Student Housing website at <https://www.socc.edu/why-swocc/student-housing/>.

Housing Policies

Living in a community requires each member of the community to take responsibility for their personal safety, the security of their belongings, and the safety and respect of others. Students residing in student housing and their guest(s) are expected to abide by all policies outlined in

the Room and Board Agreement. Students are expected to make their guest(s) aware of and ensure they follow these policies.

Roommate Agreement

Often roommates assume there is some kind of unwritten code that guides their behavior. It does not exist until the roommates create an actual roommate agreement that is unique to their living situation. Keep in mind that what works for one apartment may not work for another. In addition to spelling out how roommates will live with each other, an agreement provides an opportunity for residents to talk to each other. Finally, if you cannot resolve disagreements with your roommates or nobody wants to create a roommate agreement please contact a Resident Assistant or Student Housing. Resident Assistants will setup apartment meetings at the beginning of every term to establish apartment agreements.

Chapter 11 – Student Success Center

Stensland Hall 1st floor; (541) 888-7405; www.socc.edu/esps

The Student Success Center offers a variety of services to support students while attending Southwestern. Services include Academic Advising, Accessible Education office, Personal Counseling, Testing, Internships, and Career Advising.

- [Academic Advising](#)
(541) 888-7405
All degree-seeking students are assigned an academic advisor.
- [Counseling Services](#)
(541) 888-7405
Career planning and exploration, educational advising, individual counseling, Human Development classes.
- [Accessible Education office](#)
(541) 888-7405
The Accessible Education office provides services to students with documented disabilities (physical or learning) to help them be successful in college.
- [Internship & Cooperative Work Experience](#)
(541) 888-7349
Internships give students an opportunity to gain valuable work experience and earn college credit at the same time.

Chapter 12 – Laker Learning Commons

[Tutoring and Writing Services](#)

Tioga Hall 3rd floor; (541) 888-7234

The Laker Learning Commons is a place designed to meet all of Southwestern students' academic needs. The space boasts comfortable working stations, computers, quiet study rooms, high-speed internet and WIFI, couches and lounge chairs, and our supportive and helpful staff.

[Campus Tutoring Services](#)

If you're struggling with a class—don't give up! Our tutors are here to help you get through the quarter successfully. You can do this! We are here to help you.

Services for Students:

- Tutoring staff are highly qualified in a range of subject areas.
- Drop-in tutoring. No appointment necessary.
- Tutoring services are free of charge!

Campus Writing Services

Our goal is to support students in all facets of the writing process and to help students become confident, independent writers. We assist students with the following: How to understand a writing assignment, develop, focus, and organize ideas, create coherent paragraphs, integrate and document research, and find and fix grammatical errors.

Services for Students:

- One-on-one tutoring. Make an appointment here.
- Drop-in tutoring. No appointment necessary.
- Free Online Writing Assistance Form
- Writing services are free of charge!

Chapter 13 – *TRIO Student Support Services*

Randolph Hall; (541) 888-7419;

Student Support Services (SSS) is one of the federally funded TRIO programs for education. The goals of SSS are to help students graduate from Southwestern, to encourage students to transfer to a four-year college or university, and to assist with the transfer process. To be eligible for SSS, students must apply to the program and meet at least one of the following criteria: neither parent has a four-year (bachelor's) degree, meet the federal low income requirements for TRIO programs, or have a documented disability (physical or learning). SSS services are free and include tutoring, counseling, advising, campus visits to Oregon's four-year schools, cultural enrichment activities, and supplemental grant aid for qualified students.

Services for Students:

- Connect-to-Campus Program for new students
- Designated tutoring and study areas
- Personal, career, and academic advising
- Peer mentoring and tutoring
- Transfer assistance
- Campus visits to Oregon's four-year schools
- Cultural enrichment activities

Chapter 14 – Other Services and Support

Campus store

Stensland Hall 1st floor; (541) 888-7264;

The Southwestern Campus store has all the books and supplies you need to start classes. The

Bookstore website is the best source for current information. You may purchase textbooks online and have them shipped to you, or reserved for store pick-up. A fax machine is available for students to send or receive information (541) 888-4905. Charges are made according to the destination or origination of the fax.

Returns

Returns meeting ALL of the following requirements are eligible for a full refund:

- The return is made during the first two weeks of the term for which the text was purchased.
- The text you are returning is for a class that you have dropped / changed or has been cancelled (you must provide proof of schedule change).
- The text is brought to the bookstore within one business day of the drop/change/cancellation.
- Text is brought to the bookstore with an original unaltered SWOCC Bookstore cash register receipt.
- Text MUST be in the original selling condition – New text must be in new condition, no highlighting, no writing, no damage to cover or pages, shrink-wrap/bundled/or packaged books cannot be opened or altered, access codes/CD/other materials cannot be used or opened – used text cannot be returned if damaged *Sorry, NO EXCEPTIONS

Partial refund may be given if the text has been altered, this will be decided on a case-to-case basis. Returns made for other reasons must be completed within three business days of purchase, textbooks must be in the original selling condition and accompanied by an original unaltered SWOCC Bookstore cash register receipt. These returns will be charged a 15% restocking fee. Refunds can only be processed in the same tender as the purchase.

Book Buy Back

Sell your used textbooks for instant cash! Book buy-back is held during finals week of each term. Check the Bookstore or term schedule for exact times and dates.

Computer Labs

Tioga Hall 4th floor;

Southwestern has several instructional computer labs and one lab that is open for student use on a “drop in” basis. The open computer lab has IBM-compatible hardware and a variety of software. Computer labs are also available at the Southwestern facilities in Gold Beach and Brookings.

Dining Services

Empire Hall; (541) 888-7638;

Southwestern Oregon Community College (SWOCC) brought all of its foodservice in-house in September 2009. At that point the program came under the purview of the Oregon Coast Culinary Institute (OCCI). It is a program that provides competitive externship positions for the students of OCCI. The entire community of SWOCC benefits from this program as they are brought healthful food made from scratch everyday by the newest members of the culinary industry.

[Financial Aid](#)

Dellwood Hall; (541) 888-7324;

Various financial programs are available for students, including grants, scholarships, tuition waivers, student employment, and loans. Apply early; financial aid funds are often limited and awarded on a first-come, first-served basis. Refer to the College catalog and quarterly schedule for more information or visit the First Stop Center for policies, procedures and application processes.

[First Stop Center](#)

Stensland Hall; (541) 888-7352; firststop@socc.edu

The First Stop Center provides a variety of services to students: general campus information, student employment services, payments for tuition and fees, admissions and registration, transcripts, and financial aid to help with the cost of college.

[Library](#)

Tioga Hall 2nd floor, (541) 888-7270;

The library provides resources to students, staff, and community members: COASTLINE (Coos County Library Network Online Catalog), reference materials, book collection, computer databases, periodicals, maps, videos, other audio-visual materials, Internet access, and other digital collections. A COASTLINE library card is required to check out materials. Items not available on COASTLINE can be borrowed from other libraries through interlibrary loans.

[Student Recreation Center](#)

(541) 888-7714

The Student Recreation Center is a fitness and recreational facility for students and community members. It offers a state-of-the-art fitness center with a wide range of cardio equipment, circuit weight machines, free weight machines, barbells, and dumbbells. The Rec Center is also home to a collegiate-sized basketball court, racquetball court, game room, climbing wall, day-use locker rooms, and more! Students can enjoy the facility for free; community guests can utilize the facility by purchasing a Community Pass at the Rec Center front desk.

The Spot

Empire Hall 2nd floor (207)

The Spot has free food, clothes, and other supplies for students. To access the closet, see the Community Resource Benefits Navigator (Empire 213), or a member of Student Government (Empire 203).

[Student Veteran's Center](#)

Randolph Hall

The Student Veteran's Center is a comfortable and safe area that supports our student veterans while they fulfill their educational goals. In addition to computers, furniture, appliances, and

supplies, the center is very welcoming and is significant in its therapeutic offerings for veterans suffering from PTSD and other disorders. The center is also unique in that it offers a full view of the outdoor space, Henry Hansen Union Square (the quad) from inside a quiet building, creating a perfect environment for veterans to study, relax, and reconnect with fellow veterans.

Chapter 15 – Graduation

Students earning an Associate's degree or a Certificate of Completion from Southwestern Oregon Community College must submit a Graduation Application for graduation. The application for degree or certificate is available in the lobby of Dellwood Hall or online. Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator. All course work from other colleges will be included in the cumulative GPA regardless of applicability to current course work. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors. Final approval of the Application for a Degree or Certificate is given only after grades have been posted for the last term's work. Degrees or certificates are mailed to the students following this process and may take two to three months to receive.

Advisors are available to assist students in selecting course work that applies to the degree or certificate, but students have final responsibility for satisfying graduation requirements.

Chapter 16 – Grade Appeals

The purpose of the grade appeal process is to address concerns regarding the final grade in a class and is utilized for only that purpose. Students may not appeal disagreements with items such as teaching methodologies, attendance policies, or grade weighting methods.

After receiving final grades at the end of a term, students may decide to formally appeal a final grade. Students may appeal final course grades for the following reasons:¹

- Grade miscalculation
- Inconsistency between the grading policy written in the syllabus and what is practiced

If a student chooses to pursue a final grade appeal, then the process must be completed the following term. The grade appeal process will be conducted as follows **(0-6 weeks total):**²

Step 1. The student must meet with the instructor to discuss the final grade in dispute. This meeting must occur **by the close of the business day on Friday of Week 2 of the subsequent term after the grade was posted.** The meeting must be in a manner that is consistent with the course syllabus (in-person, telephone, or email). Students are encouraged to attempt to communicate with the instructor using multiple means, including in person, via telephone, and via email. Students are encouraged to review the syllabus to determine how to contact the instructor.

- a. If the instructor cannot be reached, the student must contact the appropriate academic dean. It is the dean's responsibility to communicate the grade in dispute

with the instructor, and set up a time to mediate a discussion between student and instructor.

- b. If the student misses the period of time for which to pursue a grade appeal, she/he can still meet with the instructor and see if the grade dispute can be resolved informally. However, if the deadline has passed to proceed with the formal grade appeal process, the committee will not make exceptions to hear the appeal.

Step 2. If Step 1 has been met (with the exception of 1b), and the dispute is not resolved, the student must complete the Grade Appeal Form to officially request a grade appeal hearing. This form must be completed and submitted to the appropriate academic dean **by the close of the business day on Friday of Week 3 of the subsequent term after the grade was posted.**

- a. The academic dean is responsible for informing the instructor and the Academic Standards Committee of the request for a grade appeal within one business day of receiving the Grade Appeal Form.
- b. The student must contact the Vice President of Enrollment and Student Services to seek an advocate for the grade appeal.
- c. The faculty member may request a meeting with the student to be completed **by the close of the business day on Friday of Week 4 of the subsequent term after the grade was posted.** The dean or designee shall facilitate this meeting. The Vice President of Enrollment and Student Services or designee may accompany the student at the student's request. The instructor may have a representative present as well.

Step 3. The Academic Standards Committee will conduct a formal grade appeal hearing **by the close of the business day on Friday of Week 5 of the subsequent term after the grade was posted.**

- Prior to the grade appeal hearing, the student must meet with the Vice President of Enrollment and Student Services for support and meeting preparation. The student must provide appropriate documentation for review.
- Prior to the grade appeal hearing, the instructor is encouraged to seek professional guidance for support and meeting preparation. The instructor must provide appropriate documentation to the Academic Standards Committee for review.
- a. Meeting participants include:
 - Student
 - Instructor
 - Dean
 - Vice President of Enrollment and Student Services
 - Academic Standards Committee members (quorum required)
- b. Student presents her/his case. Instructor will not be present during student's presentation.

- c. Instructor presents her/his case. Student will not be present during instructor's presentation.
- d. After presentations, the Academic Standards Committee will deliberate.

Step 4. The Academic Standards Committee will reach a conclusion and provide written rationale to resolve the matter **by the close of the business day on Friday of Week 6 of the subsequent term after the grade was posted.** A completed Grade Appeal Form must be provided to the Office of Instruction and to the Registrar. The Office of Instruction must inform all parties of the decision.

Footnotes:

1. For issues outside of the reasons listed, refer to the student handbook or seek assistance from student services.
2. There is no current mechanism for handling spring term grade appeals during summer term. These grade appeals will be handled during fall term.

[Grade Appeal Form](#)

Step 1: to be completed by Student by end of Week 2

Student ID		Student Name	
Year & Term		Course Number & Section	
Course Title			
Instructor Name			
Reason for Grade Appeal	<input type="checkbox"/> Grade miscalculation <input type="checkbox"/> Inconsistency between the grading policy written in the syllabus and what is practiced		
Communication Methods <i>Circle all that apply</i>	Face-to-Face / Telephone / E-mail / Other _____ Attach copy of written communication		
Meeting Information	Date:	Time:	Location:
Meeting Outcome			

Step 2: to be completed by Student, Academic Dean, and Instructor by end of Week 3

<i>I am pursuing this grade appeal. I understand that I will present my case to the Academic Standards Committee, which is made up of College Faculty and Administrators. I will contact the Vice President of Enrollment and Student Services for help in preparing for the grade appeal hearing.</i>		
Student Signature		Date:
Academic Dean Signature Signature acknowledges student grade appeal.		Date:
Instructor Signature Signature acknowledges student grade appeal.		Date:

Step 3: to be completed by Academic Standards Committee by end of Week 5

Grade Appeal Hearing Outcome		
Committee Chair Signature		Date:

Step 4: to be completed by Office of Instruction by end of Week 6

Communicate outcome with Student	Communicate outcome with Instructor	Communicate outcome with Academic Dean	File Paperwork with Office of Instruction	File Paperwork with Registrar
Date:	Date:	Date:	Date:	Date:

Chapter 17- Complaint and Investigation Process

[TITLE IX COMPLAINT AND INVESTIGATION 3434-A](#)

Southwestern Oregon Community College (“The College”) encourages members of the College community to report sexual harassment. This procedure only applies to conduct defined as sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The College will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using State law and applicable College policies and procedures. In implementing these procedures discussed below, The College will also provide supportive measures, training, and resources in compliance with State law, unless they are preempted by the Title IX regulations.

Complaints can be made online through [Incident Reporting-Maxient](#) or by contacting Vice President of Administrative Services, Title IX Coordinator, or designee.

[COMPLAINT AND INVESTIGATION \(STUDENT OR COMMUNITY MEMBER\) 7160-B](#)

The College Complaint and Investigation process is set up to provide a procedure for the investigation and further handling of complaints. Any student or community member who has a complaint regarding student conduct, violation of college policy, or allege that their rights at Southwestern Oregon Community College have been violated are encouraged to follow this procedure. This includes, but is not limited to, allegations of discrimination based on race, color, religion, ethnicity, use of native language, national origin, gender, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws.

Complaints can be made online through [Incident Reporting-Maxient](#).