

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 5930 Student Publications

It is the Administrative procedure of Southwestern Oregon Community College that the following procedure statement governing student publications at Southwestern Oregon Community College will be in effect:

PROCEDURE STATEMENT GOVERNING
STUDENT PUBLICATIONS AT
SOUTHWESTERN OREGON COMMUNITY COLLEGE
Coos Bay, Oregon

Part I. Publications Board

- A. Since student publications are recognized aspects of the College and its curriculum, final authority and final responsibility for their operation rests with the Southwestern Oregon Community College Board of Education.

The responsibility for developing, administering, and reviewing procedures for the operation of student publications is delegated by the Southwestern Board of Education to the Publications Board.

- B. The Publications Board will serve as the publisher of all student publications and will be responsible for:
1. Approving and establishing editorial and business procedure for student publications;
 2. Hiring and evaluating editors;
 3. Reviewing and approving the selection of all persons for positions which are salaried or are compensated by tuition offsets, talent grants, or awards.
 4. Reviewing the financial operation of each publication quarterly;
 5. Reviewing and resolving complaints or differences resulting from operation or editorial issues;
 6. Dismissing editors for cause which includes:

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.

- a) Nonperformance of duties and responsibilities as outlined by the Publications Board in job descriptions, procedures, and/or procedures;
 - b) Serious failure to follow journalistic standards, practices and law;
 - c) Failure to uphold this and other procedures of the Board of Education, and the procedures, procedures, and practices adopted by the Publications Board.
- 7. Reviewing editors' decisions to remove staff members.
 - 8. Developing and adopting publishing procedures.

C. The Publications Board will consist of the following members:

- 1. One faculty advisor for each student publication chosen by the Vice President of Instructional and Student Services;
- 2. One student editor each from the College student publication and the College literary magazine;
- 3. Two representatives from the Associated Student Government;
- 4. One representative chosen by the College President;
- 5. The Coordinator of Student Activities;
- 6. One representative chosen by the Faculty Senate;
- 7. One student-at-large elected by the student body.

Part II. Editorial Freedom

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.

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.

Part III. Safeguards

- A. The educational mission of student publications requires that the faculty advisor be an active decision-making participant in the editorial process. In all aspects of development, editing, and publication of copy the advisor will provide advice and direction concerning journalistic standards, practices, law, and good taste.
- B. Differences between editors and advisors as to content, procedures, or procedures which cannot be resolved will be brought to the Publications Board for arbitration prior to publication.
- C. Content of the various publications shall be consistent with the procedures, format, and purposes of each publication as approved by the Publications Board.

Faculty advisors to student publications shall be responsible for informing student editors, writers, photographers, and business staff of good publications practices.

Opinions expressed shall be those of the writer, with disclaimers clearly stating this fact being carried in all publications.

Editors of the student publication, the Southwester, must be full-time students.

In order to ensure that the publications of the institution are not used as a permanent job/position or to serve as a special interest or hobby of individual students, no students (full or part-time) may serve in an official role/position on any publication for a cumulative period greater than three years. (This does not preclude any student from contributing materials indefinitely to student publications.) Student publications are first and foremost an educational program to provide opportunities for students to learn. The full-time student at Southwestern normally completes an educational program in a period of two to three years. Student publications are not devices through which individual students can work/participate indefinitely, or use the student publications as a vehicle to express their political, social, or religious preferences indefinitely.

Part IV. Contributions

- A. The student press encourages contributions from all members of the campus community, consistent with its function as a vehicle for the free flow of information and opinion to the student body, faculty, and community.
- B. The advertising of tobacco, drugs, or alcoholic beverages approved, published, duplicated or sponsored by the College or its students shall not be permitted.
- C. Anonymous material will not be published, although if an author wishes to have his name withheld, he may so specify in writing.

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.

- D. The editor of each publication will decide if contributed material is appropriate for each publication in accordance with the procedures of each publication and may edit material as is appropriate for publication.
- E. Disclaimers will clearly identify contributed material and the criteria for use of contributed material in the publication.

Part V. Appointment and Removal

- A. Student editors and business managers shall be appointed by the Publications Board, prior to publication, by methods established by the Publications Board and in accordance with the procedures of the Board of Education and the Associated Student Government Constitution.
- B. Faculty advisors shall be appointed prior to publication by the Vice President of Instruction.
- C. Student staff members, including editors and managers shall be removed from office only for proper and stated causes, and following an open hearing before the Publications Board. In case of suspensions from office by the above method, the suspended member has the right of appeal through the student grievance procedures.

Part VI. Standards and Evaluation

- A. Writing, editing, publication and evaluation of student publications shall be based on responsible publishing practices, and shall occur in an atmosphere conducive to maximum learning experience. These standards and practices shall be those set forth in the procedures adopted by the Publications Board.
- B. Standards to be followed in the publishing of student publications shall be established and enforced by the Publications Board.
- C. The use of language in student publications will be judged by its appropriateness to the type of publication, and the audience for which the publication is intended.
- D. The use of libel, slander, or threats of physical harm to persons or property is prohibited.
- E. The Publications Board will interpret publications procedure, and may from time to time adopt additions and revisions to current procedure.

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.

Part VII. Ratification

This procedure of student publications will be in force and effect when ratified by the Board of Education.

Procedure #7.024 April 14, 1970

Revised: April 20, 1992

Changed to Administrative Procedure January 22, 1996

Revised: September 28, 1998

Revised: August 8, 2018 (Formerly Admin. Policy 9.060)

Revised: February 6, 2019 (combines language from 9.062 Advertising in Student Publications)

Updated number: October 23, 2023 (Formerly APP 8050)

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.