

# Student Services

## Admissions

### Policy 3.01

Glen Oaks Community College is committed to the philosophy that an education is not only a privilege but also a right. Each and every person is entitled to the opportunity to develop his/her greatest potential. As a result, the College serves a diverse student body of varying ages, interests, abilities and potential.

All high school graduates and those who have satisfactorily completed the General Education Development Examination are eligible for admission to Glen Oaks Community College. Others may be admitted if they demonstrate the interest, capacity and maturity to benefit from the programs and courses offered by the College. Non-high school graduates are encouraged to take the General Educational Development (GED) test and may be admitted to the college if their high school class has graduated or with written consent from their high school counselor, principal and superintendent.

Students admitted to Glen Oaks may be required to make up certain deficiencies, and the college reserves the right to require special courses when deemed to be in the best interest of the student's academic success. Course placement evaluations are given to assist students in enrolling in the appropriate classes. These evaluations are given in reading, writing and math.

### Admission of New Students

Admission to Glen Oaks does not necessarily guarantee admittance to a specific course or program of study. A person desiring admission to Glen Oaks Community College must submit a completed application to the Admissions Office.

A minor student under the age of 18 who has provided evidence they have completed the required coursework to obtain a graduation diploma or GED, may be admitted as a new student. It is essential to have a signed consent by a parent or guardian; each applicant will be handled on a case-by-case basis.

An official high school transcript or GED score report, mailed directly from the high school to the Admissions Office, must be submitted within six weeks of application. The request for a high school transcript applies only to students who have graduated within the last 10 years, unless special circumstances require a transcript on file.

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Accepted students are expected to meet with a college counselor or advisor to plan their academic program. New students may need to participate in the Course Placement Evaluation, unless other conditions are met. All new students are strongly encouraged to attend a college orientation session.

### Admission of Transfer Students

A student who has attended another college or university must apply for admission by completing the Glen Oaks Community College admission application.

Transfer students must submit an official high school transcript (or GED score report) and official college transcripts from each college previously attended. These transcripts must be mailed directly from the high school/college(s) to the Admissions / Registration Office.

Participation in the Course Placement Evaluation is expected, unless other conditions are met.

A minimum of fifteen (15) semester hours of credit must be earned at Glen Oaks if a degree or certificate is to be granted.

### Admission of International Students as College Guests

International students attending another college or university who wish to study at Glen Oaks Community College as guest students must do **all** of the following:

1. Submit either a Glen Oaks Application for Admissions or a completed Michigan Uniform Undergraduate Guest Application. The Guest Application is available at Glen Oaks or the college/university last attended by

the applicant. Note: A Guest Application is valid only for one semester.

2. Be evaluated to determine skill levels in writing, reading, and mathematics.
3. Meet with the International Student Advisor to address any immigration issues and for approval. (Admission to Glen Oaks is subject to compliance with the U.S. Immigration Department.)
4. Meet with the International Student Advisor for academic advisement.
5. Enroll in the courses recommended by the International Student Advisor.

### **Admission of Former Students**

Former students should see a counselor or an academic advisor before they register, so they can be apprised of any changes in degree or certificate requirements. The Registrar should also be notified of any address or name changes.

### **Admission of College Guest Students**

Students attending another college or university, who wish to study at Glen Oaks Community College as a guest student, must submit either a Glen Oaks admissions application or a completed Michigan Uniform Undergraduate Guest Application. The guest form is available at Glen Oaks or the college/university last attended by the applicant. A guest application is valid for only one semester.

### **Admission of High School Guest Students**

#### **17 years of age or younger**

If a student is 17 years of age or younger and is interested in taking courses at Glen Oaks, the student must:

1. Complete the Early College Admissions Guest Application.
2. Take the Course Placement Evaluation.
3. Meet with a Glen Oaks Counselor or Advisor who will:
  - a. Review the results of the Course Placement Evaluation.
  - b. Determine whether course prerequisite requirements are met.
  - c. Evaluate the approximate maturity level of the student.
4. Students 15 years of age or younger will need to obtain permission to enter classes from the appropriate Glen Oaks faculty.

NOTE: Students enrolling in courses designed specifically for young people or non-credit continuing education courses or those electing to audit a credit class will not be required to submit the guest application.

Glen Oaks Community College reserves the right to deny a student admission to a class based on their maturity level and/or the student's Placement Evaluation scores.

### **Admission of International Students**

Applicants from foreign countries must submit a completed application for admission. Also submit:

1. A certified English translation of all courses completed on the secondary and/or university level.
2. Certification of proficiency in the English language based on the test of English as a Foreign Language (TOEFL).
3. A statement of financial solvency from the bank, parent or guardian while in the United States or an affidavit of support.
4. A complete set of requirements and standards are available from the Counseling Office for more complete details on the admission procedure.

International Students admitted to Glen Oaks are expected to maintain full-time status and comply with all Student and Exchange Visitor Information System (SEVIS) regulations.

### **Admission of Those in the Armed Forces**

Glen Oaks Community College is a Service Member Opportunity College (SOC). This means that Glen Oaks has designed its transfer policy to allow those individuals in the Armed Forces to minimize the loss of credit and to avoid duplication of coursework. For more information contact the SOC counselor at Glen Oaks Community College.

Glen Oaks Community College also participates in the Concurrent Admissions Program (ConAP). This program allows soldiers to be admitted to Glen Oaks Community College at the same time they enlist in the Army or Army Reserve. The admission agreement is in effect for two years following completion of active military service.

## **Admission of Senior Citizens**

**Credit Courses:** Since the college officially opened its doors, the Board of Trustees has recognized the contribution of its senior citizens to the community and the college's responsibilities to those same citizens. Therefore, tuition only for any course meeting degree or certificate requirements will be waived for in-district students sixty years of age or older (verification of age may be requested). Students must submit a completed application for admission.

Senior citizens will be required to participate in the Course Placement Evaluation if they plan to complete a degree or certificate at Glen Oaks.

**Credit Free Courses:** Credit-free course charges are based upon the costs of each course and, therefore, the charges cannot be waived for senior citizens.

## **Visit the Campus Bookstore**

Visit the Glen Oaks Bookstore and pay for your purchases with either cash, check, MasterCard, Discover, VISA, or, if applicable, a FACTS payment plan. The Bookstore carries all required and optional textbooks. Vital textbook information is available on the store's shelf tags.

All types of collegiate supplies are available at retail prices, as well as the latest in Glen Oaks clothing items. You'll find everything from shorts to sweat clothes, jackets, hats and easy toting book bags and backpacks. The bookstore carries many art supplies, current general books, greeting cards, and medical education items. The bookstore also serves as the college's cashiering office for payments of tuition and fees.



*Most Glen Oaks Community College classrooms received extensive upgrading over the past few years, including multi-media equipment, furnishings, new paint and computer access.*

# Course Placement Evaluation

## Policy 3.02

The Course Placement Evaluation assesses students' skill levels in English and mathematics to help determine which courses they should take first to be successful. Each student takes tests in reading comprehension, writing, and mathematics. After completing the Placement Evaluation (called Accuplacer) and receiving the scores, the student meets with a counselor to discuss the results and plan classes accordingly. Students may be required to make up certain basic skill deficiencies. The college reserves the right to require special courses, when it is in the best interest of the student's academic success.

The Course Placement Evaluation is administered on a computer and is very easy to use, even for prospective students with little or no computer experience. An administrator is present to answer questions or assist first-time computer users. Each evaluation is designed using computer adaptive techniques. This means the computer automatically determines which questions are presented based on responses to prior questions. Adaptive techniques "zero in" on just the right questions to ask without being too easy or too difficult. Because the test is adaptive, students are required to answer fewer questions and are properly placed in a challenging yet manageable class. All tests are multiple choice except for the writing test of one essay. The test is not timed so students can do their very best. Prospective students should contact Student Services for a time to take this free evaluation. Review packets are available in Student Services.



*The Concourse at Glen Oaks Community College.*

## COURSE PLACEMENT EVALUATION

Most students need to take a course placement evaluation prior to enrollment. Besides the College's test, other valid instruments may be used. Placement scores are essential for proper counseling and course placement decisions. Glen Oaks reserves the right to require special courses, when it is in the best interest of the student's academic success. The course placement exam will help identify student strengths and weaknesses before beginning classes at the College.

A student is required to take the placement evaluation, unless:

1. The student has documented a bachelor's degree or higher from an accredited institution. However, if credits to be used toward a degree are over 10 years old the student with a bachelor's degree or higher degree may be expected to take the Course Placement Evaluation. (See page 34).  
OR
2. The student is enrolling only in a course for which he or she has met the prerequisite by transferring math credit taken within five years from another college.  
OR
3. The student is enrolling only in a course for which he or she has met the prerequisite by transferring English credit taken within ten years from another college.  
OR
4. The student is enrolling only in courses with no prerequisites.  
OR
5. The student is taking courses from Continuing Education or the Center for Business Services.  
OR
6. The student has received the **minimum** ACT or SAT1 scores listed below.

### American College Testing (ACT)

English	19 or greater
Reading	19 or greater
Mathematics	23 or greater

### College Entrance Examination Board (SAT1)

Verbal	450 or greater
Mathematics	560 or greater

Additional assessments may be required by the Academic Division offering the degree or certificate.

[Adopted by Board of Trustees May 8, 2002, revised 9/14/05].

# Academic Advising

## Policy 3.03

Academic advisors and counselors are available to help students clarify their educational goals and to identify what courses they need to take to meet certificate or degree requirements. During registration periods, academic advisors are available on a walk-in basis; no appointment is necessary. During non-registration periods, students should make an appointment for academic advisement by calling the Counseling Office.

Academic advising may be required of the following categories of students:

1. New or transfer students who are enrolled in a degree program, certificate program or who are undecided.
2. Students with no high school diploma and no GED.
3. Students who are high school guests and/or dual enrolled.
4. Students who are nurses.

5. Students who were tested into an academic foundations basic course.
6. Students who meet the following criteria:
  - \* Veterans
  - \* Students receiving Trade Readjustment Act (TRA) Benefits
  - \* International Students
  - \* Special populations including single parents/ displaced homemakers (i.e., as defined by Perkins Grant Legislation)

Curriculum guides for degrees and certificates are available in the Counseling Office and on the website under Counseling. Students are encouraged to use the Curriculum Guides to monitor their own progress and to identify courses they have yet to take.

July 1992, revised 9/14/05.

# Counseling

Educational, personal, and career counseling is available to full-time, part-time, and prospective students. All students are encouraged to visit a Glen Oaks counselor prior to registration.

## Educational Counseling

All students entering Glen Oaks with the intent to transfer must consult with a Glen Oaks counselor in planning their educational program. Through academic advising, students can get help with class selection, transfer information, graduation requirements, program requirements, and career information. The process enables students to make better decisions to meet individual goals.

Results of the Placement Evaluation, recommended for new students, will be interpreted by counselors and used to help them select courses.

## Personal Counseling

Personal problems receive prompt confidential attention. Glen Oaks counselors are professionally trained and skilled in working with students to resolve problems or do referrals for specialized assistance.

## Career Counseling

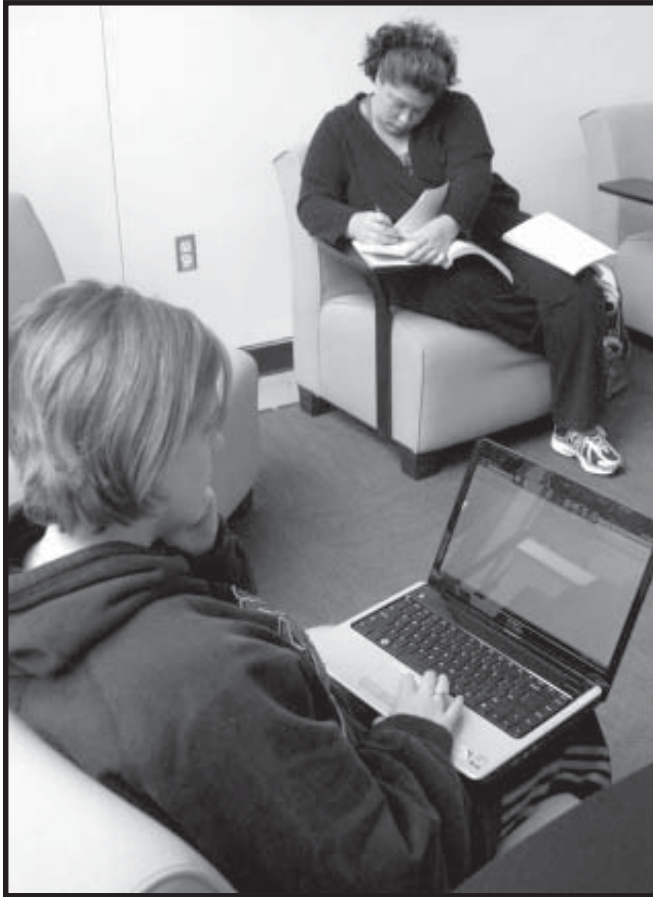
The goal of career counseling is to help students choose an initial career or help make a career change. Individual counseling is available to enable students to take control of their lives, to give them support in transition, and to explore their own needs and goals in a search for greater fulfillment.

Students may also access an online career advising program known as Career Dimensions. This requires password and login access available in the Counseling Office to all students. Please stop by the Counseling Office for instructions and login access codes.

Assistance with resume writing, interviewing techniques and job search skills is also available. Glen Oaks counselors will help students free of charge. For a small fee, students may also complete the Western Michigan University Career Guidance Inventory which explores values, interests, and personality as they relate to occupational choice. Glen Oaks trained professional counselors can evaluate and interpret them. Students should call the Counseling Office for an appointment.

# Residency and Tuition/Fees

## Policy 3.10



*Students have WiFi availability in numerous locations around the campus, including the Concourse, E. J. Shaheen Library, Business Development Center, Student Services, Tutoring and Testing Center and most classrooms and laboratories.*

### **In-District**

A resident or in-district student is a student who resides within the Glen Oaks Community College District. This district includes all of St. Joseph County (Michigan) plus areas outside the county that pay property taxes to Glen Oaks Community College. Persons owning property or a qualified dependent of a person owning property in St. Joseph County (according to the IRS) are eligible for in-district tuition rates and (may be asked to show copy of the property tax statement to the Registrar's Office at the time of registration.

### **Service Area**

Service-area students live in Cass County and are within the White Pigeon, Three Rivers, or Constantine High School Districts or reside in Branch County. Also included in the service area are students residing in Elkhart, LaGrange and Steuben Counties in Indiana.

### **Out-of-District**

This category includes students who live outside both the Glen Oaks District and its service area, as well as international students. It includes students who are not United States citizens. An international student attending Glen Oaks is considered out-of-district unless he or she becomes a U.S. citizen or is a Resident Alien.

### **General Information -Residency**

The application for admission will be used to determine a student's legal residence.

A student will be charged tuition based on the below residency determination.

Any student desiring to change his/her legal residence may do so by providing any two of the following: voter registration card, Secretary of State identification card, driver's license, place of residence property tax receipt or rent receipt (indicating mailing address) to the Registrar's Office and completing the necessary form.

If a student changes residence and wishes to receive a refund for the difference between service area or out-of-district tuition and in-district tuition, the student MUST establish resident status within 10% of the academic period for the semester in which the refund is requested. In addition, it is the student's responsibility to request a refund from the Registrar's Office.

Any student may be asked to furnish verification of residency status.

Failure to comply could result in a service-area or out-of-district status determination.

An international student in this country on a student visa is considered to be out-of-district.

Tuition for any academic course will be waived for in-district students sixty years of age or older. (See Waiver of Tuition in next column).

## **TUITION AND FEES POLICY**

Students will be assessed on a per semester contact hour basis based on residency: *Resident, in-district; Service area; or Out-of-district, Out-of-service area, and International.* [Effective Fall Semester 2009]:

Current tuition is printed in the Class Schedule for each semester. This tuition cost does not include laboratory and course fees. Tuition charges are subject to change without notice upon action of the Board of Trustees.

(Adopted by Board of Trustees 5/12/04, 4/13/05, 3/8/06, 3/14/07, 2/29/08, 2/11/09)

\*NOTE: A contact hour is equivalent to the time the instructor spends in the classroom.  
(Adopted by Board of Trustees April 10, 1996)

### **General Fee**

This fee provides partial support for the cost of registration, orientation, course placement, and other student services. This fee contributes to the availability and maintenance of technology for classroom and student use. This fee also contributes to the maintenance of campus facilities and roadways. This fee is paid on a per contact hour basis each semester. [See the latest class schedule for the amount].

### **Distance Learning Fee**

A fee of \$75 per course is assessed for all distance learning classes. If a student is enrolled in a Michigan Community College Virtual Learning Collaborative course, there will also be a separate rate for the MCCVLC class (consult with the Distance Learning Center).

### **Student Activities Fee**

A Student Activities Fee, designated for student events and organization use, will be assessed per semester at the rate of \$7.00 for a student registered for 5 or fewer contact hours and \$10.00 for a student registered for more than 5 contact hours per semester, effective Fall 2008. (Adopted by the Board of Trustees February 29, 2008).

### **Course and Laboratory Fees**

Laboratory and Course fees will be charged according to a schedule adopted and periodically revised by the Board of Trustees. For further information regarding laboratory and course fees assessed for individual classes, please contact the Business Office.

ALL FEE CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

### **Residency Policy for Programs Offered by and for Business and Industry**

For those students who are participating in programs which are offered and designed for industry located in the district and where the industry is paying the tuition directly to the college, residency will be considered that of the participating employer. Where the individual student is paying tuition, residency will be that of the student.

### **Waiver of Tuition for Senior Citizens**

Tuition for any course meeting degree or certificate requirements will be waived for in-district resident senior citizens sixty years of age or older who meet admissions requirements. This waiver does not apply to course and college fees. This waiver also does not apply to continuing education, customized business training, and short term Business Services courses and seminars. (Revised / Adopted by Board of Trustees October 13, 2004.)

### **Nursing & Allied Health Student Fee**

Due to Federal and State of Michigan guidelines, fees are assessed by those agencies to nursing and allied health students for a criminal background check, fingerprinting, drug/alcohol screening, Fit Mask testing (TB), immunizations, and other requirements.

### **Other Fees**

Other fees assessed not including individual course fees are as follows:

- Student ID Card Fee:** \$5.00 each semester  
There is a \$5.00 replacement ID charge.  
Students enrolled in Lifelong Learning, Customized Training, and Business Services courses will not be charged for an ID Card.  
(Revised by Board of Trustees 5/14/97.)
- Graduation Fee:** \$20.00 for each degree and/or certificate
- Test fee for Credit by Examination:** \$50.00

### **Western Michigan Career Guidance Test**

A non-refundable deposit for materials will be assessed for all students taking this test. In addition a deposit for materials will be charged for exams taken off the GOCC campus. Upon return of the materials, the deposit will be refunded. These fees and deposits may vary.

### **Registration / Payment**

Students are expected to register in person for each semester prior to or on the registration dates given in the college calendar. Students are not admitted to class until they are properly registered. Any exceptions to this policy must be approved by the Registrar.

Tuition is payable in full at the time of registration. Payment is defined as:

- 1) Payment via cash, check or credit card at the Book store;
- 2) Completion of your Financial Aid Application & related documentation;
- 3) Submission of third party pay or paperwork, such as employer, rehabilitation agency, etc. to the Book store or;
- 4) Enrollment in the FACTS payment plan.

**Refunds**

Glen Oaks believes that students should be allowed to attend at least one class meeting without penalty. During that class meeting, students can review the detailed requirements of course syllabus and estimate the work load required. This should enable students to make an informed judgment about the course and increase their probability of success. In light of this principle, the following refund policy has been adopted.

Any student who officially drops a course or courses during the registration period and during the first 10% of the academic period may, upon application, receive a full refund of 100% for the tuition and fees.

Any student who officially drops a course or courses after 10% of the academic period and up to 20% of the academic period may, upon application, receive a refund of 50% of tuition and fees.

**Tuition and Fee Refund:**

Registration Period & 10%	
Academic Period.....	100%
From 10% - 20% of Academic	
Period.....	50%
After 20% of Academic	
Period.....	0%

Students attending GOCC who are receiving Title IV funding and withdraw from all classes prior to the 60<sup>th</sup> percentile of the semester will have a Federal Return of Funds calculation used to make adjustments to their federal student financial aid award. A copy of this refund calculation can be obtained from the Financial Aid Office.

Students who registered for a course that is cancelled by the college will be refunded all tuition and fees relative to the cancelled course.

**Refunds - Special Circumstances**

A written request for refund needs to be submitted to the Registrar / Director of Admissions and Counseling requesting a full refund of all tuition. This request will be reviewed by the Refund Review Committee, consisting of the Registrar / Director of Admissions and Counseling, Controller and Director of Financial Aid. The decision of the committee determines the refund approval or denial. Students may appeal using the Due Process procedure. The following circumstances are those which may result in a full refund:

1. Induction or activation of the student into the U.S. Armed Forces.
2. Death of the enrolled student or a parent, spouse or dependent.
3. Verifiable incapacity, illness, or injury to the student which prevents the student from returning to school for the remainder of the semester.

Refunds for students on federal financial aid are controlled by Federal Methodology or Federal Pro Rata Refund Policies. The handling of special circumstances such as those listed above is outlined within the federal financial aid regulations available in the College's Financial Aid Office.

**Student Obligations, Fines and Fees**

**Policy 3.13**

Students shall be held responsible for all fees, fines, and other obligations which they have incurred with Glen Oaks Community College. A hold may be placed on the student's record and transcript which may stop the student from registering or having official copies of transcripts sent.

If a student desires to challenge his/her fees or other obligations, he/she shall have an opportunity to do so by requesting a meeting, in writing, with the reason for the challenge specified clearly to the appropriate Dean of the area that initiated the hold on the student's record. The student should follow the "Due Process" procedure of the College for the challenge.

[Adopted by Board of Trustees June 14, 1978, revised 9/14/05]

# Registration, Schedule Changes, and Student Classification

Policy 3.17 and 3.18

Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and a spring/summer session in which courses start and finish at various times. Students register for classes according to instructions published each semester in the class schedule and on the college website. The schedule indicates general information on dates and times. Students register on campus by completing the necessary registration forms and paying tuition and fees.

## **Registration for Academic Courses**

To register means to complete the registration form and pay tuition and fees. Returning students may register for classes online (see below). New students must visit the College. This should be done before attending class unless special permission has been granted to the student. Special permission to attend a class without registering may be granted only by an appropriate authority and the Registrar is to be notified in advance in writing by the authorizing person.

**Note:** Students are not officially admitted to a class unless they are properly registered. Full tuition payment is due at the time of registration unless prior arrangement to a commitment to pay plan is approved by the Business Office. Student must also complete an Application for Admission and participate in the placement evaluation (Exception may be granted) before their first registration will be processed. The registration period for all courses shall be determined by the Registrar.

## **Pre-Registration**

Pre-registration enables students to reserve classes pending payment of tuition and fees by a deadline. Pre-registration dates are determined by the Registrar and printed in the class schedule.

## **Returning students may register online**

Returning Glen Oaks Community College students may register for classes on the [www.glenoaks.edu](http://www.glenoaks.edu) website using WedAdvisor. Only returning students may register online. New students must visit the College.

## **Classes Beginning and/or Ending at Different Times of Semester**

Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates are available in the Registration and Records Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

## **Registration for Lifelong Learning, Business Customized Training Courses, and short Seminars**

Students may register using a variety of methods designed for ease of registration and student convenience. Students may register by phone, by mail or in person.

[July 1992, revised 9/14/05]

## **Schedule Change Policy**

No courses can be added by a student after 10% of the academic period has elapsed unless there are documented extenuating circumstances and written approval by the Dean of the College is obtained. Students are also not permitted to add a course if they have missed the equivalent of one week of instruction.

A change in registration for class(es) is not official until an Add/Drop form has been completed by the student and processed by the Registrar's Office. The date this form is approved by the Registrar's Office is the date used to determine eligibility for a refund in the case of a dropped class. It is strongly recommended that advice be sought from a counselor and/or instructor before a schedule change is made.

## **Course Load**

A student who carries 12 or more credits is classified as a full-time student. However, to complete an associate degree in two years, a student must carry what is known as a "full load." A "full load" is usually 15-16 credit hours/semester.

Students desiring to take more than 18 semester hours (overload) during the fall or winter semesters must receive approval from a counselor or academic advisor. Those seeking permission to overload during a given semester should have an accumulated grade point average of 3.0 or better.

Adopted by Board of Trustees 1/13/93, revised 9/14/05.

## **Student Classification**

### ***Full-Time Student***

A student who registers for 12 semester hours of credit or more in a given semester.

### ***Part-Time Student***

A student who registers for fewer than 12 semester hours of credit in a given semester. Note: This may vary for veterans.

### ***Freshman***

Any student who has completed fewer than 28 semester hours of credit.

### ***Sophomore***

Any student who has completed 28 or more semester hours.

# Withdrawal

## Policy 3.19

### Withdrawal Policy

A student finding it necessary to withdraw from a course (or multiple courses) must file an official withdrawal form with the Registrar's Office. Failure to obtain office release can result in failing grades in all subjects from which the student fails to withdraw, and deprivation of tuition refund privileges in effect at the time of withdrawal.

Upon official voluntary withdrawal, grades are assigned according to the effective date of withdrawal as follows:

1. If withdrawal is made during the first 10% of the academic period, no grade is recorded.
2. Following the first 10% of the academic period and not to exceed 40% of the total academic period, a student will receive an automatic "W" (instructor's signature not required).
3. Following the automatic "W" period and not to exceed 90% of the total academic period, the grade of "W", "NC", or "0.0" is entered depending on the student's progress in the course as determined by the instructor at the time of withdrawal (instructor's signature is required during this time).
4. During the final 10% of an academic period, a "W" will not be issued.

Note: A "W" will not be calculated as part of the student's grade point average (GPA).

Adopted by Board of Trustees 1/13/93, revised 9/14/05.

### Student Death During Semester

#### Policy 3.20

The address of a deceased student is deleted from Student Information Screen and "DECEASED" is typed in the city field of the permanent address and all other computer applications. Withdrawal forms are submitted for all classes in which the deceased student was enrolled. The Registrar will sign the withdrawal form and indicate deceased. The transcript will be posted with the "W" grade. Instructors of the deceased student are notified with the "instructor copy" of withdrawal form and/or via e-mail. The Student File is given a "Deceased" notation and the file is put on "inactive" status and microfilmed.

July 1992, revised 9/14/05.



*The Dale E. Gray Science Building includes multi-media classrooms and state-of-the-art Chemistry and Biology laboratories.*

# Financial Aid

Glen Oaks Community College has established its financial aid program with two goals in mind:

1. To assist students in financing their post-secondary education,
2. To attract students with a variety of abilities and skills to the college.

To accomplish these, Glen Oaks offers a variety of financial aid programs, including grants, scholarships, employment opportunities, and loans.

We encourage all students to carefully read this information about financial aid at GOCC, and also to check out the GOCC Financial Aid Office website:

[http://www.glenoaks.edu/financial\\_aid/pages/home.aspx](http://www.glenoaks.edu/financial_aid/pages/home.aspx)

## What is Financial Aid?

Financial aid is assistance to help students cover expenses related to attending college. These funds are administered by Glen Oaks, and typically originate from the Federal government, the State of Michigan, Glen Oaks, or a private funding source. Financial aid dollars are made available to students through three basic types of programs:

1. Grants/Scholarships, which do not have to be repaid.
2. Employment, which provides paid work experience on and off campus.
3. Loans, which MUST be repaid with interest.

## How to Apply for Financial Aid

To apply for grants, scholarships, work-study or student loans for use at Glen Oaks Community College, complete the following:

1. **Students, and Parents of dependent students, obtain a PIN to file FAFSA electronically.** ([www.pin.ed.gov](http://www.pin.ed.gov)). Having a PIN allows the applicant to 'sign' their application electronically.
2. **Complete and submit the Free Application for Federal Student Aid (FAFSA).** The student (and his/her parents, if student is dependent) or spouse (if applicable) complete the FAFSA online ([www.fafsa.gov](http://www.fafsa.gov)). The FAFSA on the web worksheet may be obtained from high school guidance counselors or from the Financial Aid Office at Glen Oaks Community College. **GOCC's school code is 002263.**

The FAFSA should be completed as soon as possible after January 1. If actual tax information is not available, the student (and parents) should complete the FAFSA using estimated tax information. Students must use the FAFSA to reapply for aid each academic year.

3. **Complete and submit the Glen Oaks Community College Financial Aid Application Form.** It is available from the Financial Aid Office, or on-line at [www.glenoaks.edu/financial\\_aid/pages/forms.aspx](http://www.glenoaks.edu/financial_aid/pages/forms.aspx).
4. **Submit additional verification documents if requested.** The Glen Oaks Financial Aid Office may request verifying documents to complete your financial aid application. This is a federal requirement in many instances, and is not usually an indicator of a problem with your application. A signed copy of parent, student and/or spouse most current 1040A, or 1040 as filed with all applicable schedules is frequently requested. \*Telefilers must provide IRS confirmation number on the signed form.
5. **Once all forms and documentation** have been received, the Financial Aid Office will notify students of their financial aid package through an award letter.

## Preferred Deadlines for Financial Aid Applications

Students should apply for financial aid as soon as possible, recognizing that some aid is awarded on a first come, first serve basis. All application materials should be completed at least two months prior to the start of the semester for which aid is needed. For maximum consideration, students should complete the application process by these deadlines:

**Fall Semester..... June 1**

**Winter Semester..... November 1**

**Spring Semester..... March 1**

**Students can apply after these dates, but there may be a delay in processing the student's award in time for registration.** Students who do not meet these deadlines, or who have incomplete financial aid files at time of registration will be expected to pay all costs **and will then be reimbursed if found to be eligible for aid.** To help pay for charges not

covered by financial aid, the FACTS tuition payment plan is available- for more information, contact the Bookstore or go to [www.glenoaks.edu/FACTS/index.html](http://www.glenoaks.edu/FACTS/index.html)

#### Special Reminders:

- Apply as early as possible.
- Pay close attention to what documentation is being requested and respond immediately.
- Filing taxes as early as possible can expedite the financial aid process.
- Always keep a copy of all forms submitted, including the FAFSA.
- Develop a file for your financial aid information.
- Contact the Financial Aid Office with questions.
- The federal government has expectations of students who receive financial aid such as maintaining satisfactory academic progress.
- Students should be prepared to pay all non-tuition and fee expenses through the first six weeks of each semester. Financial aid in excess of tuition and fees is disbursed to the student after the sixth week of each semester.
- When completing forms, students should provide the date and a signature.

### General Eligibility Requirements

Students must meet the following eligibility requirements to be considered for financial aid.

1. Admitted to Glen Oaks Community College and enrolled as a regular student. (Guest students are not eligible for financial aid.)
2. Pursuing a course of study leading to a degree, certificate or transfer to a four-year college.
3. A graduate of high school, or have obtained a GED, or show ability to benefit. (see the Financial Aid Office for more information about ability to benefit requirements)
4. Not in default on a student loan and/or do not owe a repayment on a Federal grant previously received.
5. A U.S. citizen or eligible non-citizen. Non-citizens who are in the United States on an F1, F2 student visa, J1 or J2 exchange visitor visa or G series visa

(international organizations) are not eligible for financial aid.

6. Registered with the Selective Service. This applies to all males who are at least 18 years of age. (You may register on line at <http://www.sss.gov>).
7. Making satisfactory academic progress as defined by Federal regulations and pursuant to Glen Oaks' policy. See the GOCC Consumer Information Guide for more information.

### Student's Rights And Responsibilities

Once eligibility for aid has been determined, students will be sent an Award Letter that lists the types and amounts of financial aid that have been awarded to attend Glen Oaks Community College.

Awards including Pell Grants, SEOG, and institutional scholarships are automatically applied to your student account. Donor scholarships, student loan funds, and other types of aid are applied to your account once the funds have been received.

Financial Aid that is dependant on certain levels of enrollment will be adjusted during the first two weeks of each semester. For instance, Pell Grants are initially awarded based on full time enrollment. Pell Grants are then adjusted to reflect the student's actual enrollment for that semester. Revised award letters, showing the adjusted amounts, are available upon request.

All financial aid is awarded on the assumption that you will attend the classes for which you are registered. Non-attendance in a class will result in an adjustment of the financial aid award. If financial aid has already been disbursed, the student will be billed for any resulting balance owed.

Financial aid is awarded to help pay for educational expenses, like tuition, fees, books, transportation, etc. Financial aid is first applied toward tuition and fees. If the financial aid award exceeds the amount needed to cover the tuition and fees, books may be charged against any remaining aid provided student indicated this option in their Cash Management Statement on the Financial Aid Application. If there is any remaining financial aid after all institutional and book expenses are paid, the student will receive the balance in the form of a refund check. These refund checks will be mailed from the Bookstore. Refund checks are produced on a weekly basis, typically after the sixth week of classes each semester.

All financial aid is awarded subject to funding by federal, state, institutional or private sources. **Some awards may be reduced or canceled in order to comply with federal, state or 18 institutional guidelines.** This occurs most often when

students attend less than full-time, or when a student changes his or her enrollment status by adding, dropping, or withdrawing from classes.

**Students who feel they have special circumstances that may affect eligibility for financial aid, such as student or parental loss of employment or income, should contact the Glen Oaks Financial Aid Office.**

### **Satisfactory Academic Progress (SAP)**

All financial aid recipients are required to maintain satisfactory academic progress as established by Glen Oaks Community College, pursuant to Federal regulations. This policy is separate and distinct from the College's Academic Probation and Suspension Policy, and applies to all students receiving assistance from any aid program administered by the GOCC Financial Aid Office.

Students must meet three criteria to maintain satisfactory academic progress. These criteria are monitored each semester after grades have been posted:

1. **Grade Point Average:** The student must maintain a minimum 2.0 grade point average on a semester and cumulative basis. Transfer credits from other institutions will not be considered in this review. If a student's cumulative GPA falls below 2.0, that student will be placed on probation. (See SAP Warning and Denial below).
2. **Completion Percentage:** Students must complete at least 67% of all credits attempted on a semester and cumulative basis. Attempted credits include earned credits (grades of 1.0-4.0), transferred credits from other institutions, incomplete grades, and marks of W, WP, or 0.0. Completed credits include transferred credits, grades of CR, and grades of 1.0 or higher.
3. **Maximum Length of Instruction:** Students must complete all requirements for their educational program within 150% of the minimum number of credit hours required for their educational program. This is true whether the student received aid for all of the credits attempted or not. Semesters beyond 150% of the required courses will not be eligible for aid.

### **SAP Warning And Denial**

Students who fail to meet all of these criteria are placed on warning for their following semester of enrollment. When on warning, students may be eligible for grant, scholarships, and loan funds. After the warning semester, the student's progress is again measured. If the student's progress meets or exceeds all three criteria, the student may be removed from warning. Students who fail to meet progress requirements for a second semester will be on financial aid denial.

A student in financial aid denial is ineligible to receive any funds. A student on denial who completes *at least* 6 credit hours, and subsequently meets all three criteria, may request, in writing, a re-evaluation of his or her progress. Financial Aid will be reinstated for a probationary semester if the student then meets the requirements listed above. A student may appeal financial aid denial, in writing, to the Director of Financial Aid. Appeals may be granted if the student's failure to make progress is shown to have been effected by illness or other extenuating circumstances.

### **How is Your Award Determined?**

Most federal and state financial aid is based on "need." "Need" is calculated by the following formula:

**Cost of Attendance - Expected Family Contribution = Need.**

Cost of Attendance (COA) refers to tuition, fees, living expenses, books, transportation, etc. The information submitted on the Free Application for Federal Student Aid (FAFSA) is used to compute the student's expected family contribution (EFC). The formula for the calculation of the EFC was developed by Congress and is used by **ALL** colleges and universities.

### **Return of Title IV Funds-Institutional Refund Policy**

This policy applies to students who completely withdraw (drop all classes) after classes have begun. Any student who wishes to withdraw must contact the Registration desk to begin the withdrawal process.

Students who were not awarded any financial aid, and who paid tuition and fees themselves, may be eligible for a refund of a portion of the amount paid, depending on the timing of their withdrawal. The institutional refund policy governs this situation and can be found in the semester schedule or the Glen Oaks website. ([www.glenoaks.edu](http://www.glenoaks.edu))

Students who received financial assistance from a non-federal source (i.e. private scholarship, Glen Oaks scholarship, etc) may have to return a portion of the funds to the source, depending on the terms of the scholarship.

Students who received federal (Title IV) aid, will be subject to the Federal Return of Title IV Funds Policy. A detailed explanation of this policy is available on the Glen Oaks Financial Aid website.

### **Types of Student Aid**

An extensive description of all grants, scholarships, employment opportunities, and loans is available from the Glen Oaks Financial Aid Office or on the Glen Oaks Financial Aid website.

## **Other Opportunities**

All students are strongly encouraged to explore additional sources of funding their education. Students may research scholarships and grants at their local libraries, in the Financial Aid Office, or on the internet.

Students are also encouraged to contact the Financial Aid Office with any questions.

## **Ability to Benefit**

There are federal regulations regarding student eligibility for federal financial aid programs and ability-to-benefit testing. Students who do not have a high school diploma or GED can still qualify for financial aid by passing a U.S. Department of Education approved test based on their ability to benefit. For Glen Oaks Community College students this is the Accuplacer test.

Students are encouraged to contact the Glen Oaks Financial Aid Office for more information.

## ***Special Needs Students***

Students with physical or learning disabilities may receive services which aid in their success at Glen Oaks, including special needs, counseling, tutoring, time management and study skills assistance, and referral to other appropriate departments or agencies. For details, call the Counseling Office at (269) 294-4246.



## **Meal Cards Available in Fall and Winter**

*Rollin' Cafe on the Glen Oaks Concourse offers \$10.00 and \$20.00 punch cards which may be used for breakfast or lunch purchases. Rollin' Cafe will accept cash, but the card helps students who don't carry much money. The punch cards may be purchased at the Rollin' Cafe.*

# **Foundation Scholarships benefit students and community**

Scholarships are available through the Glen Oaks Community College Foundation.

The Glen Oaks Community College Foundation was established in 1979 as a 501 C(3) non-profit organization with a governing Board of Directors made up of local community members. The purpose of the GOCC Foundation is to provide financial assistance to students through scholarships that recognize academic excellence, help provide students with educational and cultural opportunities, and encourage financial support from friends, alumni and faculty for college development.

Members of the community give to establish scholarships because they know it strengthens our community. They know that community colleges change lives by making higher education available to everyone. They also know that their contributions to the Foundation

benefit the entire community and its economy. The GOCC Foundation funds life-changing programs, scholarships and college initiatives.

Each year students (65 in 2010) are awarded Foundation scholarships. Some of the students are pursuing goals of enrichment, training for a technical career, or preparing to transfer to a university. All of these students will achieve a higher quality of life and contribute to the community.

Be sure to visit the Glen Oaks Foundation site at [www.glenoaks.edu/foundation](http://www.glenoaks.edu/foundation) for more information on these scholarships. Some are aimed at students pursuing education, nursing, business, general studies, banking, technologies, student athletics and the Upward Bound program.

*[See page 109 for a complete list of members of the Glen Oaks Foundation Board of Directors]*

# Veterans Benefits

Students who plan to use Veterans Benefits must take the following actions each semester:

1. Notify the Financial Aid Office of their intent to enroll,
2. Meet with a VA academic counselor and provide the Financial Aid Office with an academic advising form.

## Applying for Veterans Benefits

### *First-Time Applicants*

1. Complete an Application for benefits online at <http://vabenefits.vba.va.gov>.
2. Submit a certified copy of a DD-214 (veterans) or an original DD Form 2384 - Notice of Basic Eligibility (reserves).
3. Submit copies of training completion certificates. All military training received by the veteran must be evaluated by the Registrar's Office for college credit. (See Transfer Credit for Armed Forces Educational Experience, pg. 34).
4. Request official grade transcripts from all previously attended colleges (must come directly from the college to Glen Oaks).

### *Transfer Applicants*

If the student has received Veterans Benefits for attendance at another college, he/she must:

1. Complete the VA Form 22-1995, Change of Program or Place of Training,
2. Request official grade transcripts from all colleges previously attended.

### *Maximum Hours*

Veterans may be certified for a maximum of 62 hours (the exception being the prior approval of a change of program by the Veterans Administration). This includes any credits earned for military courses training, attendance at other institutions, CLEP scores, etc. accepted for Glen Oaks credit.

### *Withdrawals/Incompletes*

Recipients of Veterans Benefits are to notify the Financial Aid Office immediately of any withdrawals or incompletes.

### *Reporting Changes*

After the veteran has enrolled, it is his or her responsibility to notify the Financial Aid Office of:

1. Changes in training programs or credit hour class load, and/or
2. Withdrawals from college.

Veterans may be held liable for any overpayment benefits as the result of failure to report such changes. **Note:** Veterans Certification - Veterans are certified when all documentation required by VA has been received and you have met with the VA counselor. It usually takes 6-8 weeks before benefits are received.

### **Standards of Progress for Veterans Benefits:**

Students certified to receive Veterans Educational Benefits are required to maintain a cumulative GPA which meets or exceeds that required for graduation (2.0). Students who fail to meet this minimum standard are placed on probation for a maximum of one semester. If the student's cumulative GPA is still below 2.0, he or she will no longer be certified for Veterans Benefits.

**Students may re-apply for Veterans Benefits** when they have met the minimum standards for at least one enrollment period prior to the period they are applying for. The Financial Aid Office may also approve recertification in documented special circumstances.

Veterans are hereby informed that failure to meet the Standards of Progress will be reported to the Veterans Administration. Recipients of Veterans Benefits will be notified by mail when they are not in compliance with the Standards of Progress.

## Post 9/11 GI Bill Program

The Post 9/11 GI Bill (which took effect August 1, 2009) provides up to 100% of a qualifying veteran's tuition. This covers active duty personnel who served as a member of the Armed Forces or as a result of a call or order to duty from a reserve component (National Guard or Reserve) under certain sections of Title 10. Those eligible must have served a minimum 90 days on Active Duty after Sept. 10, 2001. Under the new GI Bill the student will be provided tuition up to the highest established charges for full-time undergraduate students charged by the public institution of higher education in the state in which enrolled. (Note: Modifications may have been made setting a specific ceiling cap on this amount). Amounts vary depending on the state, number of credits taken and amount of active service performed.

Benefits of this GI Bill include 100% paid tuition, a monthly housing stipend, and a stipend of up to \$1,000 a year for books and supplies.

One of the added features of this tuition payment plan is that the tuition is paid directly to the school, relieving the veteran of the responsibility. This is similar to the process used for military tuition assistance.

**NOTE:** Veterans may not receive a housing allowance if they are taking only online courses.

# Student Support Services

## Housing

Since the college does not maintain residence or dining halls, students living beyond commuting distance must be responsible for obtaining suitable housing. Although Glen Oaks does not regulate or approve off-campus housing, it does provide a list of available housing to interested students through the Student Services Office.

The college cannot accept responsibility for the student or property owner in housing transactions. The housing information is updated whenever listings are added or removed. In compliance with Title VI and VII of the Civil Rights Act of 1964, all housing listed at GOCC is available to students and others without discrimination on the basis of religion, race, color, sex or national origin.

## Assistance in cooperation with Michigan Works! and Workforce Investment Act office

Workforce Investment Act provides job-seekers with job skills to help them gain permanent, long-term employment. Usually enrollees are unemployed persons seeking to upgrade or expand job skills. The general goals are to provide clients with programming in their areas of strength, interest, aptitude and talent; to closely monitor attendance, progress and growth; to assist clients in gaining employment as soon as possible; and to provide support services that will result in low drop-out and high placement/program completion rates.

Glen Oaks students may use these services provided with a WIA worker on the Glen Oaks campus. Glen Oaks provides an office in Student Services for the Michigan Works WIA Staff. Call 467-9945, Ext. 275 for more information. All other students seeking job placement assistance should visit or telephone the Michigan Works Service Center in their community.

## Parking

Students, staff and visitors are all expected to park in the lot west of the building. Parking spaces close to the building are limited and require special permits (issued to students who are permanently or temporarily disabled, senior citizens, and the Board of Trustees). For a handicapped permit, a doctor's statement is required. Limited time permits and temporary handicapped permits are available. Applications (requiring driver's license and vehicle registration) and the permits themselves are obtained from the GOCC Human Resources Coordinator. Students should not park in and block the circle drives at each end of the building. These are for bus traffic and emergency vehicles which may need close access to the building.

## E. J. Shaheen Library

The Glen Oaks Community College Learning Resources Center consists of the E.J. Shaheen Library, the Media Center, the Library Learning Computer Lab, and the Audio/Visual Service Center. It is located on the second floor of the E Wing.

The **E.J. Shaheen Library** staff work closely with faculty to collect the resources that support the curricular needs of today's and tomorrow's students. Materials on-site may be accessed via the online catalog and include 46,000 books, over 500 ebooks, 9 newspapers, over 200 hard copy periodicals, as well as other formats. Online periodical articles number in the millions via databases with the Michigan eLibrary ([www.mel.org](http://www.mel.org)) and other licensed databases purchased by the library.

A reserve collection for class assignments is maintained at the circulation desk. Interlibrary loan services are available to the students, faculty and staff of the college state-wide through MelCat, and nationwide through OCLC's WorldCat. Seating is available for 60 patrons in quiet carrels and at double tables for group work. Wireless computing is also available. The library supports distance education students with passwords to databases for access off site.

At the request of faculty members, the **Media Center** gives students the opportunity to review media (videos, slides, CDs, DVDs) used by faculty in the classroom. Computers are available for research, for classroom assignments utilizing various software programs, and for e-mail. Well-trained staff are always available to assist students. Distance education students are able to do their coursework on library computers.

The **Library Learning Computer Lab** is a teaching lab with 25 work stations; library staff provide training in general information literacy or on subject-specific research at the request of faculty. Students may request training if they have not been in a class-sponsored orientation. The Library Learning Lab is also available for faculty use with their classes and for workshops developed by the local community.

The **Audio/Visual Services Center** provides A/V and projection equipment, video cassettes, DVDs, CDs, slides, and other media primarily for the support of students and faculty who are teaching on campus. Duplication is available for faculty and students in multiple formats (copiers, duplicators, scanners). Staff adhere to all copyright laws and will not assist in the creation of illegal copies. Color, black-and-white copies, transparencies, and laminating supplies are available for a fee.

Library resources are available to all St. Joseph County residents. An ID is required.

## Student Emergencies

If there is an emergency call, the caller should identify it as an emergency to the switchboard operator. Staff from the Registrar's Office will notify the student immediately. General messages for students cannot be taken.

## Students with Disabilities

Glen Oaks, in compliance with Section 504 of the 1973 Rehabilitation Act and the 1991 Americans with Disabilities Act, has taken specific steps to integrate individuals with disabilities into its programs and activities. Assessment, guidance, counseling, note-takers, coordination with other agencies, and assistance with reasonable accommodations are among the services offered. Auxiliary aids and services are available on request to individuals with documented disabilities. Contact the Counseling Office.

## Tutoring and Testing Center

The Tutoring and Testing Center (T.T.C.) provides free peer tutoring to any Glen Oaks Community College student with an academic need. Peer tutors are selected for their communication skills and excellence in specific academic areas. Many of the tutors are certified through the College Reading & Learning Association. The T.T.C. is open Monday - Thursday 8:00 a.m.-8:00 p.m., Friday 8:00 a.m.-4:00 p.m. Interested persons are invited to stop in and complete a tutor request sheet. (Note: The college is closed each Friday from mid-May to early August).



*Places to study, computer stations and WiFi locations are found throughout the college.*

# Student Organizations and Activities

Glen Oaks has varied extracurricular activities for students of all ages. The college presents a broad array of events including, but not limited to, concerts, intercollegiate athletics, intramural sports, cultural affairs, student clubs, Student Government, Phi Theta Kappa, awards banquet, graduation ceremonies, and orientation.

## Intercollegiate Athletics

Glen Oaks is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The college competes in men's and women's basketball, men's and women's cross country, men's baseball, women's softball, and men's golf. The MCCAA and NJCAA regulate athletic competition, and establish eligibility standards for member colleges. Glen Oaks subscribes to these standards and rigidly enforces them. It is possible, with changing student interest or cost, that intercollegiate sports may be added or dropped when necessary.

## Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for two-year community college students. The Alpha Delta Omega chapter is chartered at Glen Oaks Community College. Hallmarks for the society are scholarship, leadership, and service. Students who maintain a 3.3 GPA, have completed 12 credit hours over the 100 level and are enrolled in at least 3 credit hours for the semester are invited to become members. Members can reach the Six Star level of the membership through active participation in the society.

## Single Parent/Displaced Homemaker/Single Pregnant Women Support Group

Single parent students participating in the Occupational Student Success Program are eligible to attend the Single Parent Social Support Group. Meeting dates and times are determined at the beginning of each semester to best accommodate student schedules. The meeting is designed to support social interaction between parenting students and to sponsor opportunities for learning about areas or topics which might interest the group.

The Single Parent Social Support Group is open to any single parent student attending classes at Glen Oaks Community College. Students interested in participating or

wanting additional information may contact the Occupational Student Specialist at (269) 294-4241 or by requesting information in person when visiting the Student Services Office located in the main entry area of the college.

Funding for the Occupational Student Success Program is made possible through the Carl D. Perkins Career and Technical Education Improvement Act (Perkins IV) and Glen Oaks Community College.

Glen Oaks Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, sex, marital status or disability in any program or activity for which it is responsible.

## Student Clubs

Student clubs representing various campus groups, special interests and pre-professional areas are formed as the needs are identified. Clubs have included groups such as black students, veterans and international students; hobbies such as skiing, photography, or marksmanship; and pre-professional groups such as nursing and medical assisting students. To establish a new organization or to revive an old one, a student may complete an application for club recognition in the Office of the Dean of Student Services. The application is submitted to the Dean of Student Services for approval. A copy of the approved application will be given to Student Government. Each student club is required to have a faculty or administrative advisor.

## Student Government

### Policy 3.47

Glen Oaks Community College students are authorized to organize a student government and to operate according to a constitution and by-laws that have been approved by the college administration. In general, the government is composed of representatives from all groups and its powers extend to recommendations only. Student Government is organized to achieve student input into decision-making and to sponsor events to benefit students. The government consults with the college administration. Members may serve on college committees concerning college matters and coordinates activities of the co-curricular and extra-curricular programs. Popular elections are held in the Fall semester for the offices of President, Vice President, Second Vice President, Secretary, Treasurer, Sophomore Representative and Freshman Representative.

All mail addressed to Student Government shall be delivered to the government unopened.

[Adopted by Board of Trustees 1/13/95, revised 9/14/05]



*Student Government members and faculty/staff sponsors assist end of 2010 holiday activities on the concourse.*

# Academic Information

## Accreditation

At Glen Oaks, our primary concern is your success! And we spell success over 1,600 ways -- one definition for each of you!

Academic success is the result of hard work, but it's also a product of knowing where to go to get the right information, which regulations have to be met, which requirements will help you meet your goals, and what kind of help is available to you along the way.

Glen Oaks prides itself on the fact that thousands of its graduates have successfully transferred to colleges and universities and gone on to make significant contributions in their chosen career fields. Smooth transfer of credits from Glen Oaks is assured if you fulfill the requirements for the transfer associate degrees.

Glen Oaks Community College received approval from the State of Michigan in 1965 to offer collegiate level courses. Full accreditation status was conferred upon Glen Oaks by the North Central Association of Colleges and Secondary Schools in April 1975. In March of 1983, Glen Oaks was granted accreditation for 10 years, covering period May 1983 to May 1993. In July of 1993 the College was again granted accreditation for 10 years covering the period of 1993 through 2003. Most recently, Glen Oaks was honored to be chosen as one of 14 charter colleges approved for accreditation based on the innovative AQIP (Academic Quality Improvement Project) model.

Academic work done at Glen Oaks is correlated with the programs of major colleges and universities throughout the U.S. Courses designated as transfer and graded as satisfactory here will be accepted at full value at other colleges and universities. Courses in the career program are designed to provide specific experiences required of people planning to enter a vocation at the completion of the program. The work done in these courses may or may not be transferable. The final evaluation resides with the receiving college or university.

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## Advanced Placement/ Advanced Standing

Policy 3.06 and 3.07

### *Advanced Placement*

The Advanced Placement Program is administered by The College Board, a private educational agency. High schools wishing to participate in the program follow specific guidelines and offer students college-level coursework. At the completion of this coursework, an Advanced Placement Examination is administered. The results of this test are reported to the student, the secondary school, and the college. The program expects that participating colleges will normally grant advanced placement or degree credit, or both, to candidates who have grades of 4 or better.

The scale being used in defining this result is as follows:

- 5 = Extremely well qualified
- 4 = Well qualified
- 3 = Qualified
- 2 = Possibly qualified
- 1 = No recommendation

Glen Oaks cooperates with this program in that if the placement examination taken by the student is passed with a score of 3.0 or more, a review will be made of a student's course of study. Advanced placement will be treated similarly to transfer credit, and there is no charge for the credit transferred. The credit earned may count toward degree requirements. Students admitted to Glen Oaks will be notified of receipt of their score if their score is 3.0 or higher. Students will be encouraged to work with the college counselors to help set up their program of study.

A maximum of 47 semester hours of credit may be applied toward an associate degree through the Advanced Placement Program. Transfer of Advanced Placement credits to another post-secondary institution is dependent on the policy in effect at the transferring college or university.

[Adopted by Board of Trustees 1/13/95, revised 9/14/05]

### ***Advanced Standing***

Enrollment in a program of studies with advanced standing permits the student to select advanced courses only and does not grant college credit for those basic courses which may be bypassed. In all cases, the degree requirements regarding total credit hours remain as stated in the catalog.

All requests for advanced standing should be made to the Dean of the College prior to enrollment in the advanced class.

Criteria for eligibility for advanced standing are:

1. Extensive training or experience in industry or business in a particular field. A portfolio of work experience will be evaluated upon request.
2. Completion of a specialized high school program in the specific area advanced standing is requested.
3. Completion of an approved training course or program in a branch of the military service, which is the same or equivalent to a basic course offered at Glen Oaks Community College.

The Dean of the College may require examples of work and/or a proficiency test in the subject matter area that advanced standing is requested. In all cases, the Dean of the College will advise the Registrar of his/her decision and copies of the request and decision will be placed in the student's personal file.

[July 1992, revised 9/14/05]

## **Credit by GOCC Examination**

### **Policy 3.08**

Students may receive credit for a course offered by Glen Oaks by requesting and then successfully completing a comprehensive examination in the subject matter area. Whether a course is eligible for credit by exam will be determined by the Dean of the College and the faculty who teach the course.

The following steps must be taken: 1) Get a copy of the Credit by Exam Form (3.08A) from the Registration Office, 2) obtain signatures from the Full-Time Instructor/Professor, Dean of the College and Registrar, 3) pay the Credit by Exam Fee in bookstore, 4) take the comprehensive exam, and 5) sign up for the class (within the add/drop period of a semester) and pay tuition and fees for the course. A grade will be issued based on student performance on the comprehensive exam for the semester in which the exam was given. The fee for the exam is \$50.00. If the student signs up for the class, the \$50.00 fee will be applied toward the tuition charge.

[Adopted by the Board of Trustees 1/13/95, revised 9/14/05]

## **College Level Examination Program (CLEP) Policy 3.09**

The College Level Examination Program (CLEP) is a service of the College Entrance Examination Board. The CLEP test affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman-sophomore college level. The test battery includes general study areas and numerous specific subject matter fields. Students do not have to pay tuition for the credits granted. At Glen Oaks, a maximum of 47 semester hours of credit may be applied toward an associate degree through the CLEP program. Transfer of CLEP credits is dependent on the policy in effect at the transferring college or university.

Further information concerning this program, including test sites, may be obtained by contacting the counseling department or through the CLEP web-site.

[July 1992, revised 9/14/05]

## **Attendance**

### **Policy 3.21**

Regular attendance is encouraged in each course for which the student is enrolled. The following procedure is suggested:

1. Faculty keep records of student's class attendance.
2. When a student's absence record equals that of the number of credit hours in a course, the faculty member should request that a formal notice be sent from the Dean of the College advising the student about this matter.
3. If, there is no change in the student's behavior, and if the individual misses 15% or more of the class time in a given course, the faculty member teaching that course may drop the student from the class.

**Note:** Contact the Nursing Department for the Nursing Student Attendance Policy (see Policy 3.21A).  
[July 1992, revised 9/14/05]

## **Class Examinations**

Examinations in each college credit course are considered part of the total requirements for the course. The college instructors generally administer a mid-semester and an end-of-semester examination. Additional exams may be given by instructors at their discretion. The last week of each semester is considered a part of the semester and, where desired, is reserved for final exams.

## **Grading System**

### **Policy 3.22**

At the end of each enrollment period, a grade is entered on the student's permanent record for each class for which the student is registered. The following numerical grading system is used.

4.0	Outstanding work clearly at mastery level
3.5	Much better than average
3.0	Better than average, exceeds standards
2.5	Slightly better than average
2.0	Average, work meets acceptable standards
1.5	Less than average
1.0	Poor, barely meets minimum standards
0.0	Failing, doesn't meet course standards
I	Incomplete (see Policy 3.23)
W	Withdrawal
V	Visitor (Audit)
IP	In progress, no credit (see Policy 3.23)
CR	Credit granted
NC	No credit

[July 1992, revised 2/20/03, revised 9/14/05]

## **Incomplete and In-Progress Work**

### **Policy 3.23**

A student may receive an "I" or Incomplete in a course if at least 75% of the course is completed. A grade of "I" may be completed by satisfactorily finishing the course objectives within one semester subsequent to the receipt of the Incomplete. If it is not removed within this period of time, the Incomplete will remain as a permanent entry on the transcript, and the student must register and repeat the course to receive a grade and credit for degree purposes. The student may initiate this process by completing the Student Request for Incomplete Grade form and submitting it to the course instructor. The instructor must complete the gray area and submit it to the Dean of the College. After the request has been approved or denied by the instructor, and the Dean of the College has signed acknowledgement, the form will be distributed to student, instructor, student file and Dean of College file. The form is available in Student Services.

## **In-Progress Work**

A student enrolled in Academic Foundation courses may receive an In-Progress grade of "IP" if the course requirements as detailed in the course syllabus have not been completed. The student has the next semester (i.e. either fall or winter) to work with an instructor to complete the course requirements. A student will receive no academic credit for an "IP" grade, and it will not affect the student's grade point average.

[July 1992, revised 11/1/99, 9/19/00, 8/11/04, 9/14/05]

## **Repeated Courses**

### **Policy 3.25**

A course taken at Glen Oaks Community College for which a grade has been recorded may be repeated. The highest grade earned in a repeated course is the grade that will count toward graduation and will be used in computing the cumulative grade point average required for graduation. On the official transcript, the term, course title and course number of the previous attempt(s) will remain as a permanent record. Title IV funding and other government programs may have regulations regarding repeat of courses.

[July 1992, revised 9/14/05]

## **Audit of Courses**

### **Policy 3.26**

A student who desires to attend classes regularly but does not desire to take final examinations or receive grades or credits may register as an auditor. A student so electing this option must register as an auditor at the time of registration and pay all tuition and fees. A record will be kept of the courses audited. A grade of "V" will appear on the student's grade reports and permanent records.

Credit for such courses cannot be established at a later date. Students once registered in a course for credit cannot change to audit, nor can a student registered for audit change to credit after the end of the first 10% of the academic period.

Credit for courses previously audited may be earned by registering for credit and completing the course with a satisfactory grade.

[July 1992, reviewed 9/14/05]

## Independent Investigation Requests

### Policy 3.29

1. Student requests credit through Independent study by submitting a written proposal to the instructor and/or discussion with the instructor.
2. After the instructor approves the proposal, the student and/or instructor completes the Independent Investigation form (see 3.29A). This form is to be submitted to the Dean of the College and approval granted before the student may register for the course. This form will contain the following information in sufficient detail to clearly describe each procedure:
  - a. Course number
  - b. Description of project
  - c. Objectives
  - d. Description of procedures for meeting objectives
  - e. Description of method of evaluation (by instructor)
  - f. Schedule of conferences
3. After approval, copies will be forwarded to the student, instructor, and Registrar by Dean of the College.
4. The following regulations apply:
  - a. A student may carry one course per semester for 2 semester hours of credit.
  - b. Any student is limited to one Independent Investigation course per semester and may take no more than 6 credit hours during his/her enrollment at Glen Oaks.
  - c. A minimum of 2.5 GPA in the field of investigation will be a prerequisite for enrolling. Students applying for Independent Investigations credit must have accumulated 15 semester hours of college credit. If only one course has been taken in the field of investigation, the grade of 3.0 will be a prerequisite for Independent Investigations privileges. In instances where more than one course has been taken in the subject, the 2.5 GPA will apply. Any exceptions to item "c" shall be submitted to the Dean of the College for consideration.
  - d. The normal number grading system will apply.
  - e. Independent Investigation will not be approved for a course offered on the regular schedule.

[July 1992. Revised 9/14/05]

## Appeal of Grades

### Policy 3.24

Within a month of receipt of a grade, the student may appeal the grade to the course instructor and present facts that document the necessity for a grade change. These facts might include copies of quiz or test grades and grades on papers or final exams. The discussion should cover the calculation of the grade using the process described in the course syllabus. The burden of persuasion shall be on the student. The student and the instructor will review the facts, and the instructor will render an opinion based upon his or her professional judgment.

If the grade appeal is not satisfactorily resolved, the student may send a letter of appeal to the Dean of the College. The Dean of the College will forward a copy of this letter to the instructor. The student must appeal the grade in writing within two months of receipt of the grade. Some reasons for a grade appeal might be:

- A. The grade was calculated in a manner inconsistent with the course syllabus or the changes to the syllabus.
- B. The grading standards for the course were arbitrary, capricious, or unequally applied.

The Appeal Committee comprised of the Dean of the College, the appropriate Faculty Coordinator and the instructor will review the facts. The instructor will be asked to demonstrate that the grade was determined in a manner consistent with the course syllabus. Only when there is due cause, such as item B, the Appeal Committee will have the authority to change the grade without the instructor's support. The decision of the Appeal Committee is final.

Effective: Fall 2001.

[July 1992, revised Oct. 2001, reviewed 9/14/05]

## Grades Are On The Web

Grades for each semester will be available on the College's website approximately one week after the end of the semester. Students have 30 days to verify the accuracy of the grades to the Registrar. A printed grade report will be mailed on request. All grades are posted to the permanent transcript of the student.

## Grade Point Averages

In computing the grade point average, the grade earned in each course is multiplied by the corresponding number of semester hours in the course. The resulting "honor points" obtained from all classes are totaled, and the result is divided by the total number of semester hours of work carried.

Work for which an "I" (Incomplete) is given will not be computed in arriving at a grade point average (GPA). (See

Incomplete Work for additional information on p. 27). A “W” (Withdrawal), “V” (Visitor Audit), “CR” (CRedit granted), “IP” (In Progress; no credit) and NC (No Credit) are also not computed in student’s GPA.

## **GPA Requirements in Nursing**

If they are to progress, students in the Nursing program must receive a grade of 2.5 (C+) or better in each course taken in the nursing curriculum as well as all prerequisites such as Anatomy, Physiology, and English. An overall grade point average (GPA) of 2.5 (C+) is required for graduation. See the Director of Nursing for more information.

## **Grade Point Re-Evaluation**

(Excluding Nursing Program)

### **Policy 3.28**

This policy is meant for students whose grade point average from one disastrous semester is significantly lower than the work the student has completed in other semesters and, because of this, the cumulative grade point average is not truly representative of the student’s capabilities. The student may have experienced personal, emotional and/or financial problems which resulted in a less-than-successful attempt at an education.

At Glen Oaks, grade point re-evaluation eliminates the necessity for a student to extend his or her education to make up for a low grade point average. Upon approval of the student’s petition for grade point re-evaluation, grades for a designated semester, including passing grades, will be eliminated from the grade point average. The previous grades will appear on the transcript, but won’t be counted toward graduation and won’t be figured into the student’s scholastic average.

The decision to petition for grade point re-evaluation implies that a student has given the matter serious thought and has discussed the implications of grade point re-evaluation with a counselor. The student must have attempted at least 30 semester hours of academic work at Glen Oaks Community College. The minimum number of hours considered for grade point re-evaluation is six. To file for grade point re-evaluation, students must see the Dean of the College. [Adopted by the Board of Trustees 1/13/93, revised 9/14/05]

## **Academic Probation and Academic Suspension**

### **Policy 3.27**

#### **Probation**

All students on academic probation may be limited to a maximum academic load of 13 semester hours of work, exclusive of physical education activity.

#### **Suspension**

When a student is suspended from Glen Oaks Community College, the student may re-enter Glen Oaks Community College only after developing an academic success plan with a counselor. If a student does not honor this requirement within a specified time, he or she will be denied enrollment or may be withdrawn from classes by the Registrar (in cases where already enrolled when calculation of prior semester G.P.A. is completed).

When a suspended student returns, a new grade point average will be calculated beginning with that current semester for the purpose of evaluating suspension status. This new suspension status does not affect the grade point average found on the transcript or the grade point average requirement for graduation.

Nursing student exception: This probation and suspension policy does not apply to nursing students since they need to receive a 2.0 GPA or better in each course to remain in the Nursing Program.

#### **Academic Guidelines**

Students with 5-10 semester hours will be placed on academic probation should their grade point average be less than 1.25.

Students with 11 to 28 semester hours will be placed on academic probation should their cumulative grade point average be less than 1.50. They shall be placed on academic suspension should their cumulative grade point average be less than 1.25.

Students with 29 to 42 semester hours will be placed on academic probation should their cumulative grade point average be less than 1.75. They shall be placed on academic suspension should their cumulative grade point average be less than 1.50.

Students with more than 42 semester hours will be placed on academic probation should their cumulative grade point average be less than 2.00. They shall be placed on academic suspension should their cumulative grade point average be less than 1.75.

*Academic Probation/Suspension continued...*

### **Academic Guidelines (Semester Hours Attempted)**

	Semester Hours Attempted			
	<u>5-10</u>	<u>11-28</u>	<u>29-42</u>	<u>43+</u>
Probation	1.25	1.50	1.75	2.00
Suspension	---	1.25	1.50	1.75

[Adopted by the Board of Trustees 1/13/93, revised 5/12/93, revised 9/14/05]

## **Honors and Awards**

### **Graduation Recognition**

#### **Policy 3.34**

At graduation each year, recognition is given to each student who has maintained a high academic cumulative grade point average. Recognitions are: Cum Laude (3.00 - 3.49 GPA), Magna Cum Laude (3.50 - 3.74 GPA), and Summa Cum Laude (3.75 - 4.00 GPA).

[Adopted by the Board of Trustees 1/13/93, reviewed 9/14/05]

### **Academic Recognitions**

#### **President's List**

The President's List is compiled each semester for full and part-time students completing six or more credit hours and earning a minimum of 3.75 to 4.0 semester grade point average. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the grade point average are not used to determine full or part-time status.

#### **Dean's List**

The Dean's List is compiled each semester for full and part-time students carrying six or more credit hours and earning a minimum of 3.5 to 3.74 semester grade point average. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the grade point average are not used to determine full or part-time status.

[Adopted by Board of Trustees 2/13/91, revised 5/12/03, revised 9/14/05]

### **Faculty Recognition of Student Achievement**

The Academic Affairs division continues its tradition of honoring those students who have excelled in their academic efforts. Full-time and Annual Faculty members nominate students based on outstanding achievement in class.

*Other Awards which may be presented each year include:*

#### **President's Award**

Each year at graduation, recognition is given to a graduate receiving an Associate Degree who has maintained a 3.75 GPA or better, has earned a minimum of 45 semester hours of credit at Glen Oaks and who has been nominated for his/her outstanding contribution to classwork and to Glen Oaks.

#### **Who's Who Among Students in American Junior Colleges**

Students identified by the faculty as being among the country's most outstanding campus leaders are recognized by membership in Who's Who Among Students in American Junior Colleges.

#### **John Ward Faculty Scholarship**

The college faculty may recognize a student who has demonstrated excellence in departmental work and interest in the specific field of study, and who has maintained a 3.3 GPA over 24 semester hours of college work (8 hours if on certificate program).

#### **Business Department Award**

Business students, both full-time and part-time, who display high academic standards, excellence in the classroom, and who express a desire to work in the business world (or are presently working in business) are eligible to receive this award.

#### **Fine Arts Studio Award**

Students who exhibit outstanding talent in art, music, or drama are honored by this award.

#### **Athletic Awards**

Athletes who participate in any sport for one season, who attend practices, games or meets on a regular basis, and who maintain a good attitude are eligible to receive a certificate of achievement.

### **Scholarship Awards Available Through the Glen Oaks Community College Foundation**

The Glen Oaks Community College Foundation administers a number of scholarships for sponsors, companies, organizations and the foundation itself. Included are scholarships for varying amounts and eligibilities for Glen Oaks students in Art, Business, Education, Human Services, Medical and Nursing, Upward Bound, and General (including funds for offspring of employees with area companies). You can learn more about these scholarships by visiting the Glen Oaks website at [www.glenoaks.edu](http://www.glenoaks.edu) and reviewing the scholarships under the **Foundation** heading.

# Graduation

## Application for Graduation

An application for graduation must be filed by each student for each degree or certificate he or she wishes to receive from Glen Oaks Community College.

1. Determine if you are within 9 credits of completing (including classes you're currently enrolled in). Check your program of study at the beginning of your last semester. If you plan to complete in the spring/summer term, make application in the winter term (starting with the previous January). There are counselors and advisors in Student Services available to help.
2. Get an Application for Graduation from the Registrar's Office in Student Services.
3. Complete the Application for Graduation form.
4. Take the completed form to the Cashier in the Bookstore to pay the \$20 non-refundable graduation fee.
5. The cashier will return the Application for Graduation to the Registrar's Office.
6. Your credits will be evaluated by the Registrar to determine if all requirements have been met to complete your degree and/or certificate.

Note: see "Catalog Affecting Credits and Graduation" in next column.

7. You will receive a letter from the Registrar indicating that you qualify for your certificate or degree or listing the credits or courses you still need to complete.
8. You only need to apply one time for a particular degree or certificate. If you do not meet the requirements the semester you apply, notify the Registrar's Office again at the beginning of the semester you intend to complete to re-activate your application.
9. Graduation exercises are held once a year at the end of the winter semester for all candidates.
10. Certificates and degrees will be sent by mail to students satisfying all requirements.

## Certificate/Degree Requirements

### Policy 3.31

Current requirements for graduation with an Associate Degree or Certificate are as follows:

#### *Degree Requirements\**

1. A cumulative GPA of at least 2.0 (C)
2. A minimum of 62 credits for an Associate Degree in the required areas
3. A minimum of 15 credits earned at Glen Oaks Community College
4. Completion of all degree requirements.

#### *Certificate Requirements\*\**

1. A cumulative GPA of at least 2.0 (C)
2. Satisfaction of the credit requirements of the certificate
3. A minimum of 15 credits earned at Glen Oaks Community College.
4. Completion of all Certificate requirements.

\* see pages ---- for specific Associate Degree and Certificate requirements.

[Adopted by Board of Trustees 1/13/93, reviewed 9/14/05]

## Catalog Affecting Credits and Graduation

### Policy 3.32

The date of the catalog by which credits are checked for graduation may not be more than four years earlier than the date of the issuance of the degree. A student may not be checked by a catalog dated earlier than the time of entrance. Students may not use a combination of catalogs to graduate, but must follow the degree requirements in one catalog. If a student's work is interrupted by military service, an extension of time of not more than six years will be allowed equal to the period of interruption.

**Note:** If a former student does not return for three or more sequential semesters, the student loses the right to use the former catalog. The current catalog will be used to determine graduation requirements.

## Second Degrees or Certificates

Second degrees will be awarded based on the catalog in effect at the time of enrollment in the new program and cannot be extended beyond four years.

For a second Associate Degree, a student must complete a minimum of 15 additional credit hours beyond the first degree at Glen Oaks and achieve a 2.0 (C) grade point average for the additional credits. It is required that these additional credits be planned and approved in writing through a counselor. Written approval of the additional 15 credits must be forwarded to the Registrar's Office in order to be considered for the awarding of the degree.

Second or additional Certificates will be evaluated based on the catalog in effect at the completion of the second certificate.

[Adopted by Board of Trustees 1/13/93, revised 8/10/94, revised 9/14/05]



## Guarantee: Business and Technology Training

### Policy 3.38

Any graduate of an Associate Degree program in the Applied Sciences of Business and Technology judged by his/her employer as lacking in technical job skills normally expected of an entry level employee will be provided further job skills training of up to 16 semester credit hours by Glen Oaks Community College without charge.

### Special Conditions of Guarantee

#### The Degree

The graduate must have earned an Associate of Applied Science in Business or Technology Degree within three years of the notification of lack of preparation (in a college-recognized specialty area) as evidenced by the area of concentration designated on the student transcript.

**Note: Initial date of employment of graduate must be within one year of graduation date.**

#### The Employment

The employer must certify in writing that the employee is lacking in the entry level job skills which are relevant to the student's coursework. These job skills must have been identified in writing at the time of initial employment and must specify the area(s) of skills deficiency within 90 days of the graduate's initial employment.

Affective behaviors such as attitude, judgment, interpersonal relations, etc. will be considered "technical job skills" for purposes of the guarantee provided that formal instruction in appropriate affective behaviors is included within the specialty area.

[Adopted by Board of Trustees 1/13/93, revised 9/14/05]

# Transfer of Credit To & From Other Colleges/Universities

## Guaranteed Transfer of Credits

### Policy 3.37

Transfer of credits from Glen Oaks Community College is guaranteed providing the three conditions below are met. If the three conditions are met and a course does not transfer, Glen Oaks will refund the tuition for that course.

1. The student must meet with a Glen Oaks counselor.
2. A grade of 2.0 (C) or better must be achieved.
3. Course choices must be listed and approved in writing by a counselor for the transfer college on the student's official Curriculum Guide Sheet.

[Adopted by Board of Trustees 1/13/93, revised 9/14/05]

## The MACRAO Transfer Agreement

### Policy 3.36

The Michigan Association of Collegiate Registrars and Admission Officers (MACRAO) Transfer Agreement insures that a student who completes an Associate of Arts, an Associate of Business, or an Associate of Science degree at Glen Oaks Community College will have satisfied the basic 2-year requirements of a 4-year college.

Basic 2-year requirements which must be included in the Associate of Arts, the Associate of Business, and the Associate of Science degrees are as follows:

1. *English Composition (6 semester hours)*
2. *Natural Science (8 semester hours)*  
At least one of the natural sciences will be a laboratory course. Mathematics is included in the natural science category. Courses will be taken in more than one academic discipline.
3. *Social Science (8 semester hours)*  
Courses will be taken in more than one academic discipline.
4. *Humanities (8 semester hours)*  
Courses will be taken in more than one academic discipline.

[Adopted by the Board of Trustees 1/13/93, reviewed 9/14/05]

**NOTE:** *The student is ultimately responsible for making sure that all preparatory work is completed to make transfer successful.*

## Evaluation of Transfer Credits to Glen Oaks

### Policy 3.05

A student may request the transfer of credits earned at other institutions by requesting the Registrar to evaluate the official transcript of credits. An official transcript is one received directly from the issuing institution bearing the college seal, date, and an appropriate signature. These credits will be evaluated and transferred only after the student has officially submitted an Application for Admission to Glen Oaks Community College. A maximum of 47 credits may be transferred per student.

Grades and honor points are not transferable and will not be used in computing grade point averages at Glen Oaks. Only classes with a grade of 2.0 (C) or higher may be transferred. **Credits over 10 years old may not be accepted. The Registrar may request the student take course placement evaluation exam(s) to find how much knowledge the student has retained.**

It is the student's responsibility to have an official copy of his or her transcript sent directly to the Office of the Registrar, accompanied by a copy of the catalog (or course descriptions) sent by the college(s) the student is seeking transfer credit for, covering the period of study.

Glen Oaks will consider transfer credits from institutions currently recognized by the American Council on Education in the directory called Accredited Institutions of Post-Secondary Education. The College reserves the right to deny credit to the student. The student must submit an Application for Admission to Glen Oaks Community College before transcripts will be evaluated.

1. Departments may waive prerequisite requirements allowing for credit.
2. Only elective credit may be given for academic foundation course.
3. All transcripts must be in English or from an acceptable translation service.
4. No hand carried transcripts will be evaluated.
5. Students are encouraged to see the Registrar about any questions or problems concerning the evaluation. A student has 15 days to bring problems to the Registrar's attention.

When courses transfer from other institutions to Glen Oaks, there is not always an exact equivalent at Glen Oaks. When there is no course equivalent, the general discipline of the

course will be used. For example, natural science without lab, humanities, social science, business, technology, math or elective credit.

[Adopted by the Board of Trustees July 1992, 1/13/93, revised 9/14/05]

## **Transferring Credit for Armed Forces Educational Experiences**

Veterans may be awarded college credit for the service schools they attended while in the U.S. military. Please note that basic training in the Armed Forces will not meet the Physical Education requirement. If the course complements the degree or course of study, the college may award credit based on recommendations provided by the American Council on Education and Glen Oaks instructor/department review. Students must submit a copy of their DD-214 and training completion certificates. Students may be asked to fill out a Request for Course Recommendation that is sent by the Registration Office to the American Council on Education for further evaluations.

If you are considering continuing your college work and are still in the Armed Forces, fill out a DD-295 Application for the Evaluation of Learning Experiences During Military Service and have it forwarded to Glen Oaks Community College Registrar's Office.

### **Army Transfer to Glen Oaks**

Army veterans are requested to have an institutional copy of the Army/American Council on Education Registry Transcript sent directly to the Glen Oaks Community College Registrar's Office. Send all requests for these transcripts to:

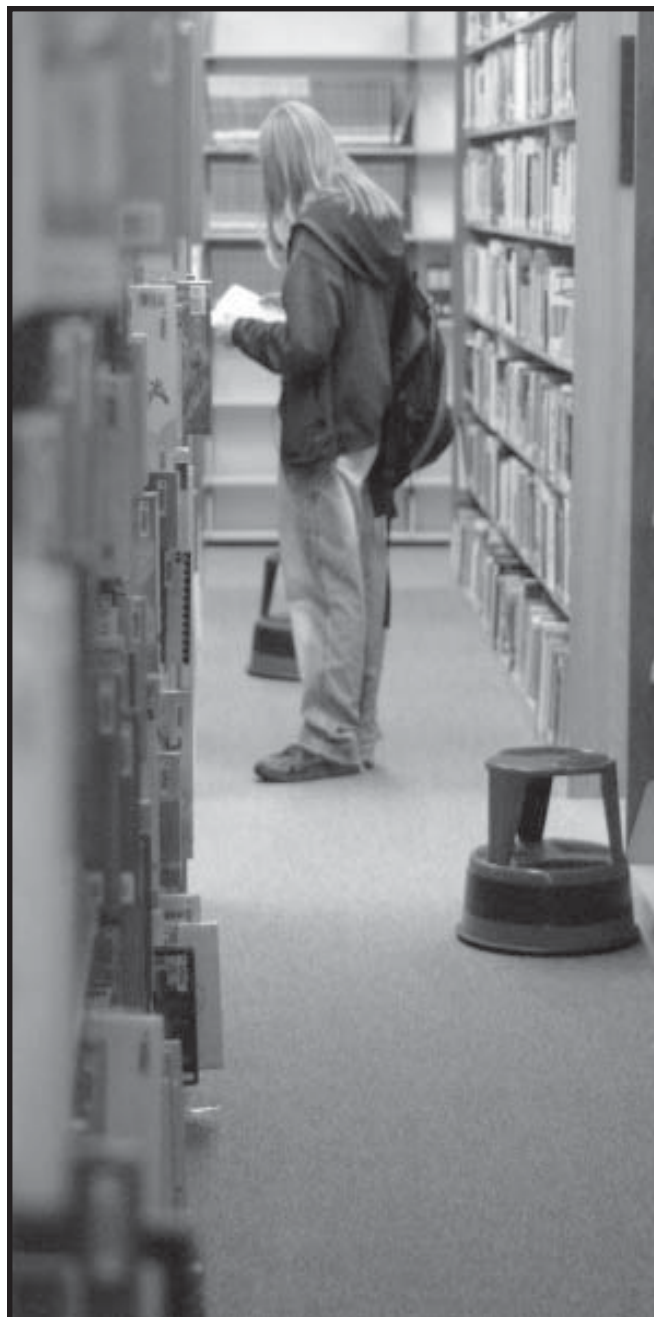
AARTS Office  
Army/American Council on Educational Registry  
Service  
Fort Leavenworth, KS 66027-5073

## **Transcript Requests**

### **Policy 3.35**

Students must complete a Transcript Request Form available from the Registrar. The first official transcript will be free. Each additional official transcript will be \$3.00 (effective 1/1/06). Official transcripts are sent directly to the receiving institution or organization and are not normally issued to the student. An official transcript issued to the student will have an indication on the transcript that it was issued to the student. A transcript will not be issued when the student is delinquent in payment or has failed to return borrowed materials that are the property of the college. Some examples include library fines, balances due the Cashier or Bookstore, parking tickets and athletic uniforms. Student copies of transcripts are available without charge.

[Adopted by Board of Trustees 1/13/93, revised 9/14/05]



*The E. J. Shaheen Library at Glen Oaks includes not just 46,000 books and 500 ebooks, but also newspapers, magazines and periodicals. The library houses a 25 station computer lab, computer study stations, media center, and an audio/visual services center. Staff are available to assist students with resources and possible databases. Online periodical articles number in the millions via databases and other licensed databases purchased by the library.*

# Transfer Counseling

Glen Oaks Community College offers courses that are helpful toward the achievement of many 4-year programs of study. Frequently students can secure a 2-year Associate Degree on the way to a 4-year Bachelor's Degree. Transfer curriculum guides are available for the most popular programs and schools. Transfer guides, which list courses at Glen Oaks that will transfer to a particular school in a specific major, are available in the Counseling Office.

**Please note:** Transfer colleges frequently update programs to reflect current employer and occupation requests.

**Note:** *The student is ultimately responsible for making sure that all preparatory work is completed to make transfer successful.*

## Common Transfer Programs

Listed below are areas of study for common transfer programs. If a transfer guide does not exist for one of these programs, a customized transfer guide can be created. Please contact a counselor.

Accounting	Medical Technology
Advertising	Nursing
Agriculture	Occupational Therapy
Architecture	Paper Science/Engineering
Art	Pharmacy
Biology	Philosophy
Business Administration	Physical Education
Chemistry	Physical Therapy
Chiropractic	Physician's Assistant
Computer Science	Physics
Criminal Justice	Political Science
Dental	Pre-Engineering
Dietetics	Pre-Engineering Electrical
Economics	Pre-Engineering Industrial
Elementary Education	Pre-Engineering Mechanical
Engineering Graphics	Pre-Law
English	Pre-Nursing
Fish, Wildlife and Game	Pre-Science
Foreign Languages	Pre-Science/Pre-Dentistry
Forestry	Pre-Science/Pre-Medicine
Industrial Design	Pre-Science/Pre-Mortuary
International Studies	Pre-Science/Pre-Optometry
Journalism	Pre-Veterinary Medicine
Law Enforcement	Printing Management
Liberal Arts	Psychology
Librarianship	Public Administration
Literature	Recreation
Manufacturing Administration	Secondary Education
Marketing	Social Work
Mathematics	Sociology
Medical Assistant	Special Education
	Surveying

## Custom Transfer Guides

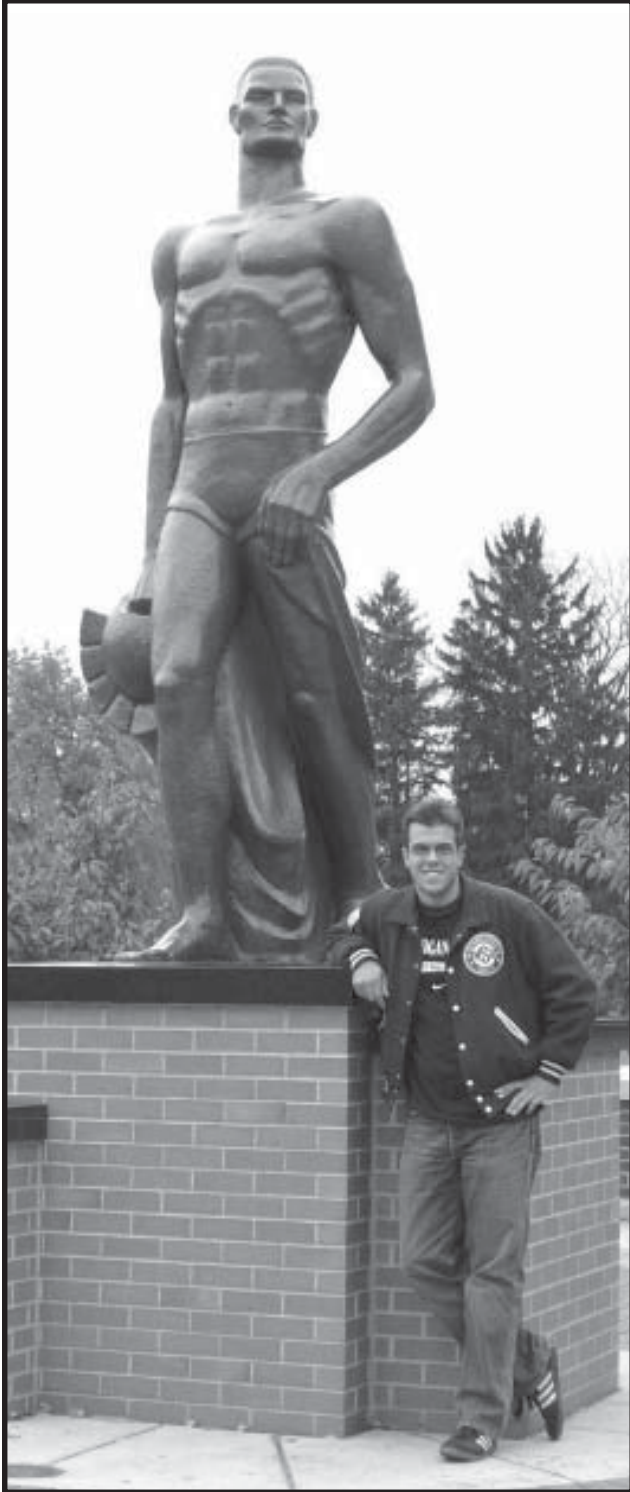
Many custom transfer guides are already available in the Counseling Office. If no guide is available for a student's preferred transfer program, **counselors can develop one for any major and any school in the United States.** Please follow the procedure below to request a new custom guide.

1. Make an appointment with a counselor to discuss your course of study and the school you hope to attend after Glen Oaks (your target college).
2. Request a custom guide for your school and your program. The counselor will develop a draft outline as soon as possible, and contact you for a follow-up appointment.
3. Review the draft outline with the counselor and obtain copies for yourself and for your target college.
4. Contact the admissions office at your target college, and request an evaluation of the draft copy. Mail, fax or hand-carry the guide to the college for study, changes and approval as necessary. If there are questions, the target college should be referred to your counselor at Glen Oaks.
5. When the draft is approved, request a signature and date from the target college, then return the copy to Glen Oaks for your official file.
6. Meet with the counselor each semester and carefully follow the custom guide.

## General Transfer Information

1. If a student chooses one target school and then decides to attend another target school, a new transfer guide must be generated. Example: If a student secures an agreement to go to Florida State and then decides to go to Arizona State, Arizona is not bound by the Florida agreement.
2. If a student begins to study accounting and then decides to be a dentist, a new transfer guide will have to be made. The more dramatic the change of program, the more dramatic the consequences. Also, the later the change is made, generally the more dramatic the consequences.
3. Nationally, no college is obligated to transfer a course that does not have a 2.0 (C) or better grade.
4. Not all college courses are meant to build skills in an area and therefore, may not meet a certificate or degree requirement. However, if a student lacks the beginning skills, it may be necessary to take a class to master the required skill level.
5. Some college classes are designed for technical study only. These classes may not transfer to another college. It is an error to believe that any college class will be helpful to reaching a specific goal. One should check with a counselor to be sure that a class will be helpful toward a particular goal.
6. Classes can be taken for personal reasons. Many people take a class because they want or need it, knowing it will not transfer. Just because a class does not transfer does not mean it has no value. However, students are well advised to choose wisely when deciding how to spend their time, money, and energy.
7. Generally, there is a limit of 62-64 semester hours that can be used toward a Bachelor's Degree. There may be exceptions, but students shouldn't plan to take over 62 credit hours without a planned agreement.

# Transfer Partnerships



Transfer agreements between Glen Oaks and other colleges and universities make it possible for students to start their educational programs at Glen Oaks and be assured they can earn specialized or advanced degrees at a transfer institution, without loss of time or credit.

Students with plans for a 4-year degree or a specific marketable skill not offered at Glen Oaks can still get the advantage of a community college “start.”

**Glen Oaks urges you to visit the Counselors in Student Services to coordinate your joint transfer plans with the latest information from your transfer institution.**

Working together, Glen Oaks counselors can help you map a thorough and concise plan for reaching your goal.

## Glen Oaks Transfer Programs

Transfer programs at Glen Oaks Community College offer the student an opportunity to participate in and receive certificates or degrees in programs of a specialized and advanced nature. Glen Oaks transfer programs are designed to allow students the opportunity to begin study at Glen Oaks and finalize their program through another educational institution. It is understood that a student will not receive the certificate or degree from Glen Oaks, but rather from the institution offering the finalized instruction.

Students should investigate and obtain counseling before entering or attempting to follow a transfer program.

**Program work must be agreed to in advance with the participatory educational institution to guarantee transferability and full credit acceptance.**

Glen Oaks counselors have complete curriculum guides listing courses that will transfer for the programs on the right, if they are taken at Glen Oaks. **Remember to discuss these plans with your transfer schools to ensure satisfaction.**

Glen Oaks counselors work closely with listed colleges, receive regular program information, communicate on a regular basis, and attend workshops and seminars at these institutions. In this way, Glen Oaks counselors are aware of Transfer Program information which can impact GOCC students.

# College Policies and Procedures

## Equal Opportunity and Non-Discrimination Policy Statement

### I. Purpose

Glen Oaks Community College is committed to a policy of providing equal access to education for all persons regardless of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran status, or other status as protected by law.

Equal employment opportunity is a legal, social and economic responsibility of the college and is provided in accordance with applicable federal and state laws and Glen Oaks Community College policy. The college policy and practice at all levels assures the active and positive implementation of federal and state equal employment opportunity laws, executive orders, rules and regulations and college equal employment opportunity policies and guidelines.

The college prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

### II. Scope

This nondiscrimination policy applies to admissions, employment, and access to college programs and activities. This policy applies to all persons employed by Glen Oaks Community College, enrolled as a student, seeking admission to the college, requesting employment at, or having contracts with the college.

### III. General

The college is committed to and reaffirms support of equal opportunity in employment, education, and non-discrimination in employment and academic policies, practices and procedures and will examine periodically all employment and academic policies for discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veterans status, or other protected status and take remedial action to correct such discrimination if it is found to exist.

The college values diversity and seeks talented students, faculty and staff from diverse backgrounds. The college does not discriminate in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; or other college administered programs or employment.

Failure to follow this policy may result in disciplinary action up to and including termination of employment or expulsion.

[Adopted by the Board of Trustees, Sept. 14, 1983, revised June 12, 2001, October 13, 2004, and November 14, 2007.]

## Due Process

### Policy 3.43

The fundamentals of due process will be provided for students charged with violations of institutional policy and/or procedure.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that procedures have been established. **For a complete outline of the due process procedure, students are advised to contact the Dean of Students.**

## Family Educational Rights and Privacy Act Release of Student Records (FERPA)

### Policy 3.48

Glen Oaks Community College recognizes the importance of maintaining records for each individual student which present authentic evidence of the events and actions which both contribute to and confirm the student's educational progress and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

The release and disclosure of student records maintained by Glen Oaks are in large measure governed by state and federal laws. It is the purpose of these guidelines to provide reasonable interpretations of privacy. These guidelines are effective as of January 1, 1975, but are subject to change as federal guidelines are subsequently developed. The Family Educational Rights and Privacy Act of 1974 basically provides for the following:

1. To protect a student's right to privacy of information which Glen Oaks has in its possession concerning the student.
2. To provide a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student. This "directory" information can be located in the academic files:

- \* Name of student
- \* Student's local phone/e-mail
- \* Student's local and/or permanent address
- \* Date and place of birth
- \* Enrollment status

- \* Dates of attendance
- \* Most recent previous educational agency or institution attended by the student
- \* Class (freshman, sophomore)
- \* Academic majors
- \* Information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College
- \* Dates, participation in officially recognized college activities and sports, and weight/height of athletic team members

All personally identifiable information not covered by the aforementioned is confidential and shall not be disclosed by Glen Oaks Community College. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past or present, or any parent/guardian of a student under 18 years of age or the parents of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student's record with the student's consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications).

The procedure for access to Student Record Files will be handled through the Registrar and the Registration/Records Office with verification of identity by the student.

Records can be shown to school officials for legitimate educational purposes. For the purposes of this policy, legitimate educational purposes are those which would facilitate the official in delivering service to the student.

The College will annually notify the student of certain of their rights with the College Catalog (available free of charge and on the College's website). If the student objects to the release of such information he/she must notify the Registrar of his/her objection to directory information release within two weeks of the annual notification.

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent must be presented with a copy of the records if requested.

Records may be disclosed to certain federal and state officials acting within their functions in connection with financial aid requests, to testing agencies to administer and validate their tests and to accrediting institutions, in compliance with a court order, and in health and safety emergencies.

All confidential information shall be disclosed only on a need-to-know basis. That is, an official requesting information must have a legitimate need to have the requested information for the effective function of the position or office. Determinations as to whether the need to know requirement has been satisfied shall be made by the head administrator of the area retaining the information. Existing policies and procedure adequately cover these circumstances.

A request for copies of the record will be denied when the student/parent can effectively review the records without copies.

No student/parent will be required by the college to waive any rights but may be requested to do so.

Exemptions to the access of student record files and data are the following: Students may be denied access to notes and observations kept by counselors, staff and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists' and psychiatrists' records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics). Students may be denied access to disciplinary records which relate to the student as an individual or citizen. A file on any incident may contain several names including both students and non-students. In Michigan, such records are not accessible to the individual until a complaint has been signed and a warrant issued. In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of the confidentiality or personally signed letters of recommendation to which students have waived their rights to access. A student may be allowed, but not required, to waive his or her right of access to letters of recommendation received after that date. Further, students do not have access to the Parent's Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the student.

A student shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student. The student/parent may request a change. If denied the change, the student/parent shall be notified of the right to a hearing to challenge the content of such records to ensure that the record is not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student. (The substantive judgment of a faculty member about a student's work, expressed in grades assigned in a course and other evaluations of a student's work, is not within the scope of such hearings). Hearings shall be limited to the factual accuracy of the record. The hearing official will be designated by the College President and shall have no direct interest in the outcome. Should the student/parent challenge any of the contents of the student's records on the ground indicated.

## Notice of Right to Access and Privacy of Records

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Glen Oaks Community College. Parents of dependent students over age 18 may also exercise these rights.

These rights include:

- (1) The right to examine the student's records.
- (2) The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration agrees.
- (3) The right to have records which personally refer to a student kept confidential except either by consent of the parent or students, or when being used by school personnel for school business. Certain official agencies may also request records.
- (4) The following information will be made available for publication in directories, sport programs, and so forth:

- \* Name of student
- \* Student's local address
- \* Student's local phone, e-mail address
- \* Student's permanent address
- \* Date of birth, place of birth
- \* Enrollment status
- \* Class (freshman or sophomore)
- \* Academic major
- \* Information pertaining to honors & achievements
- \* Degree(s) and/or Certificates earned from Glen Oaks and dates
- \* Participation in officially recognized college activities and sports.
- \* Weight and height of athletic team members

If a parent or student does not wish this information to be available for publication, notice must be given to the Registrar.

- (5) The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Dean of the College.
- (6) The right to protest to  
The Family Educational Rights and Privacy Act Office  
Department of Health, Education and Welfare  
300 Independence Avenue, SW  
Washington, DC 20201

if the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules.

[Revised 1/12/77, 1/79, 9/14/05].

## Procedure for Retention and Disposal of Records (Student Services)

### Policy 3.49

Document retention will be based on American Association of Collegiate Registrars and Admissions Officers, and best practice recommended for retention and disposal of records. Glen Oaks Community College will utilize document imaging to retain documents where appropriate.

FERPA specifically requires institutions to maintain records of requests and disclosure of personally identifiable information except for defined "Directory Information" and requests from students for their own records. The records of disclosure and requests for disclosure are considered a part of the student's educational record; therefore, they must be retained as long as the educational records to which they refer are retained by the College.

[July 1992, revised 9/14/05].

## Social Security Number Privacy

### Policy 3.70

It may be necessary for the College to use an employee's or student's social security number for business purposes. The College respects its employees' and students' privacy and will keep all social security numbers confidential to the extent practicable. The only employees who have access to social security numbers are employees whose job duties require exposure to social security numbers. Should any document containing a social security number be disposed of, such document should be shredded prior to disposal.

## Social Security Number Usage for Improving Instruction

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, Glen Oaks Community College will be using Social Security numbers in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their Social Security numbers (SSN) to the College.

The College plans to use SSN in order to gain access to individual wage records and compile required WIA and Perkins Act reports. These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Wage record information is confidentially maintained, based on SSN, by the State of Michigan. Neither the College nor the State of Michigan will disclose SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analysis have been performed, or when the information is no longer needed, whichever date comes first.

[Adopted 9/14/05]

## Right to Know

Information about completion rates of certificate or degree-seeking students is available in the Assistant Dean of Enrollment Services or institutional research office.

## Sexual Harassment

Glen Oaks Community College is committed to creating and maintaining a working and learning environment for all college personnel and students that is free of sexual harassment.

Sexual harassment is a barrier to an environment which is conducive to academic achievement. It is a form of sex discrimination and will not be tolerated.

The college intends to maintain an environment which supports, nurtures and rewards career and educational goals on the basis of such relevant factors as ability and work performance.

### Definition of Sexual Harassment

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment or education.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education.
3. Such conduct or communication has the purpose or effect of unreasonable interference with an individual's employment, or education, or creation of an intimidating, hostile, or offensive environment.”

For the purpose of the above regulation the college interprets unwelcome to mean:

1. Conduct or communication which a reasonable

person in a similar circumstance would consider unwelcome.

2. Conduct or communication which continues after notice is given that the conduct or communication is unwelcome.

### Examples of Sexual Harassment

- \* verbal harassment or abuse
- \* subtle pressure for sexual activity
- \* sexist remarks about a person's clothing, body or sexual activities
- \* derogatory, dehumanizing, or stereotyped remarks about a specific gender that express contempt or make assumptions about abilities or ambitions
- \* unnecessary touching, patting or pinching
- \* leering or ogling of a person's body
- \* constant brushing against a person's body
- \* demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letter of recommendation, etc.
- \* physical assault

The college will take prompt action on all complaints.

### Informal Procedures:

1. The employee or student should first discuss his/her grievance with their immediate supervisor or advisor.
2. If the grievance remains unresolved, the grievant may discuss the grievance with the Affirmative Action Officer.
3. The Affirmative Action Officer shall discuss that matter with all of the parties involved and attempt to reach a decision that will resolve the matter.
4. In the event that any alleged grievance is not satisfactorily adjusted in the preliminary stage, the grievant shall file a written grievance with the Affirmative Action Officer (grievance forms may be obtained from the Affirmative Action Officer).

## Student Code of Conduct

### Policy 3.42

The code of conduct as set forth below applies specifically to student and visitor behavior while at any College facility or while attending any College function. Rights are basic to the freedom to learn and must be based upon both mutual respect and responsibility.

When a student enrolls at Glen Oaks Community College, he or she agrees to abide by all College regulations. Therefore, violations of any rule of the following code of conduct will result in appropriate disciplinary action. Infractitions of the code include, but are not limited to, the following:

1. Disrupting the rights or freedom of others in any manner or by physical or verbal abuse.
2. Failure to comply with directions of College officials who are acting in the performance of their duties.
3. Failure to show proper identification to requesting

College officials who are acting in the performance of their duties.

4. Cheating, plagiarism or any other form of academic dishonesty.
5. Falsifying information, e.g. forgery, alteration, or intentional misuse of College documents, records or identification, or failure to provide required records.
6. Theft of or damage to College property.
7. Violation of College policies or regulations.
8. Disorderly, lewd, indecent, or obscene conduct or expressions.
9. Attendance in class or at any College functions while under the influence of alcoholic beverages or narcotics or other drugs.
10. Illegal possession, use, sale or exchange of narcotics or other drugs.
11. Unauthorized possession, use, sale or exchange of alcoholic beverages.
12. Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile or offensive environment.
13. Failure to adhere to rules and regulations governing the use of vehicles on campus. (Park only in student areas).
14. Conduct in the classroom which precludes professors/instructors from performing their functions.
15. Unauthorized use of the name of the College or a College-related agency.
16. Use of tobacco products in College facilities.
17. Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers and emergency exits.
18. Unauthorized possession of firearms or other weapons on campus.
19. Unauthorized presence on campus during non-instructional hours or failure to properly supervise his or her guests.
20. Violation of the College's Internet policy as set forth in the Internet Student Use Policy (Policy 3.60).
21. Any act of whatsoever nature that interferes with normal operation of the College or which adversely affects his or her suitability as a member of the College community.
22. Possession or attempted use of any weapon of terror or mass destruction.
23. Gambling by a student on College campus or while attending a college sponsored event.
24. Failure to pay fines, fees or other debt to the College.
25. Failure to return College property loaned to the student.

Students and visitors are subject to immediate removal from College property when, in the sole discretion of the President, or his/her representative, removal is necessary to protect the rights and safety of College students or employees.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that procedures have been established. For a complete outline of the Due Process Procedure students are advised to contact the Dean respon-

sible for the area of code of conduct violation. Responsibility for the disciplinary procedure shall rest with the Dean of the area affected. Students may be suspended from College classes and/or activities pending due process procedures by the President or his/her representative when, in his or her sole discretion, such action is necessary to protect the rights and safety of College students or employees.

Visitors are subject to criminal charges or civil liability for improper conduct on College property.

Readers of this policy are also referred to a related Policy 3.51, Student Policies General to the right.

[Adopted by the Glen Oaks Community College Board of Trustees, March 10, 1993, revised June 9, 1999, Oct. 9, 2002, and Sept. 14, 2005].



*Students can reach most Glen Oaks classrooms without ever going outside. Nice to know when the winter's snowy winds are blowing.*

# Internet/Technology Use Policies

## Glen Oaks Community College Internet Student Use Policy

### Policy 2.71

The College campus has wireless availability in most areas of the College's facilities.

Access to Glen Oaks Community College's ("GOCC") Internet connection is a privilege, not a right, and is subject to any current or future rules promulgated by GOCC.

GOCC may terminate access to its Internet connection for any reason, including but not limited to administrative or technical reasons or improper use of the Internet connection.

GOCC's Internet connection will not be used in any unlawful or unethical manner, including any manner which violates copyright or trade secret laws.

GOCC's Internet connection will not be used to access or transmit any threatening, obscene, or morally offensive materials.

GOCC's Internet connection will not be used for any commercial, advertising, or political lobbying purposes.

GOCC is released from, and not subject to litigation for, any claims or causes of action whatsoever that may now or in the future arise from student use of the Internet.

No students who are minors will use the Internet without parental consent.

All users of the College's Internet shall read the Acceptable Use Policy and acknowledge such by signing form (Form 3.60).

[Adopted by Board of Trustees April 9, 1997, revised June 9, 1999, revised January 12, 2000, revised 9/14/05].

## Glen Oaks Community College Acceptable Internet Use Policy

### Policy 3.60

The College is committed to providing and maintaining information technology resources for both staff and students. It will also strive to provide an atmosphere that encourages access to knowledge and sharing of information. The College will make every effort to ensure the integrity of the information systems, as well as the privacy of user accounts. It is also the policy of the College to provide training and support to all users in effective utilization of information technologies.

The College does NOT take responsibility for the accuracy or quality of information received by way of a third-party provider, nor will it be held responsible or accountable for the security of any user's login name and password. The College reserves the right to review and edit any information obtained using the college information systems.

## User Responsibilities

**Prohibited Practices:** The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by GOCC, or to which GOCC is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. 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;
3. Tampering with software protections or restrictions placed on computer applications or files;
4. Using College information technology resources for personal for-profit purposes;
5. Impersonating another user or otherwise falsifying a user name in email;
6. Degrading or disrupting the network, hindering access to the network, or otherwise excessively using resources in a manner which effectively denies service to other users;
7. Sending chain letters, junk mail, spam, or other similar types of broadcast messages or messages that use pyramid schemes to distribute communications to an exponentially growing collection of recipients;
8. Sending mail that is deliberately designed to interfere with proper mail delivery or access;
9. Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution;
10. Using information technology resources to access, store, or transmit pornographic or obscene material in violation of Michigan criminal laws, including, but not limited to Michigan obscenity laws MCLA 752.361-752.374 and other Michigan statutes and cases concerning obscenity;
11. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening;
12. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password to gain access to computers or network systems, data or information. Obtaining access to an account number or password through the negligence or oversight of another is considered to be specifically prohibited use;
13. Intentionally introducing computer viruses, worms, or other rogue programs into information technology resources that belong to, are licensed to, or are leased to Glen Oaks Community College or others;
14. Physically damaging information technology resources;
15. Using, or encouraging others to use, information technology resources in any manner that would violate this or other

College policies or any applicable state or federal law, and 16. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.

## Policy Administration

**Terminating Your Use of Computers:** The College may suspend or terminate the use of its computers and network systems when presented with evidence of a user's violation of College policies, or federal or state laws, or when it is necessary to do so to protect the College against potential legal liability. The College reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on College information technology resources.

**Disciplinary Action:** All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary as established by applicable College policies and/or collective bargaining agreements.

[To read the full version of this Acceptable Use Policy, a copy is available from a library staff member or may be viewed on the Web at [www.glenoaks.edu/libraryservices](http://www.glenoaks.edu/libraryservices)].

## Smoke-Free Campus

Neither smoking nor tobacco in any form is allowed on campus--the corridors, entryways, the offices, the classrooms, or on the Concourse.

No smoking is allowed in the parking lots, however, persons may smoke inside their vehicles within the parking lot. The Michigan legislature passed a no smoking law, the Dr. Ron Davis Smoke Free Air Law in 2009 with final implementation on May 1, 2010.

# Student Policies

## Student Policies - General

### Policy 3.51

A student who is indebted to the college and who fails to make satisfactory settlement of this indebtedness may be dismissed. A student who has prior unsettled indebtedness to the college may not register in any new semester. During the period in which the indebtedness remains unsettled, no evidence of attendance or other official credentials may be obtained from the college. It is important that there be strict enforcement of this policy by the Chief Operations Officer and Dean of Students.

All students are expected to meet the normal health standards that are necessary for a successful pursuit of college work. Faculty members should notify the Dean of the College if it is noted that a student needs medical services.

It is against the school policy for a sales representative to call upon students on college property.

Social, professional and other student organizations are permitted where approved by the administration. Securing a Faculty sponsor is the responsibility of all approved organizations. Without a sponsor, the organization may not convene.

All student publications eligible for distribution on campus are to be authorized by the President and will be assigned an official faculty advisor. Violation of this policy will subject a student to suspension from school.

Smoking is permitted only at designated and restricted locations on the campus. The parking lot(s) are the designated areas. No smoking or tobacco in any form is allowed on campus--the corridors, entryways, offices, classrooms, or the concourse.

[July 1992, revised July 2002, revised 9/14/05]

## Glen Oaks Community College

### Grievance Procedures

#### Policy 2.61

for: Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975  
Title II of the Americans with Disability Act of 1990

#### Section I

Any person believing that Glen Oaks Community College or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Dr. Ana Gaillat  
Civil Rights Coordinator  
62249 Shimmel Rd.  
Centreville, MI 49032 (269) 467-9945

#### Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

**Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2:** A complainant wishing to appeal the decision of the Civil Rights Coordinator may submit a signed statement of appeal to the President of the College within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Anyone at any time may contact the U.S. Department of Education/ Office for Civil Rights for information and/or assistance at (216) 522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Ave. East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202. The local Coordinator, on request, will provide the complainant with a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

## Student Concern Procedure

### Policy 3.65

#### Informal Process

1. Listen to students talk about their problems. Most student concerns can be resolved informally. Students will discuss their concerns with faculty or staff that they know well. Often this means listening to students vent about their concerns.
2. Propose the mediation process to students. After the venting has taken place, there might be an opportunity to talk about the mediation process as a way to get to a win-win solution. (Mediators are available in Counseling Office at Student Services).
3. Encourage students to talk with the person to whom the concern is directed. We should encourage students to resolve concerns with the person with whom they have the conflict. Discussion between both parties can often resolve the conflict. The possibility of resolving the conflict increases if the process of mediation can be used.

If the conflict is not resolved, students should be referred to the Dean of the College's Administrative Assistant.

#### Administrative Assistant to the Dean of the College

If the issue is an infraction of the Student Code of Conduct, refer the student to the appropriate Dean to complete an Incident Report. If not, do the following.

1. The Administrative Assistant will provide students with a packet of information that describes the Student Concern process and outlines steps in mediation.
2. The Administrative Assistant will ask students if they had discussed this issue with the other party.
  - a. If yes, and the issue is not resolved, students should complete the **Student Concern Report**
  - b. If no, students should be encouraged to talk with the other party. If they are reluctant to do so, the Administrative Assistant will help students complete the **Student Concern Report**.  
**(Note: Completion of the Student Concern Report formalizes the process.)**
3. The Administrative Assistant will log in the concern and refer the **Student Concern Report** to the Dean of the College. A copy of the **Student Concern Report** will be forwarded to the employee's supervisor.

## Formal Process

The Dean of the College will review the **Student Concern Report**. Based upon the nature of the concern, the Dean of the College will determine how the concern should be handled.

### Mediators

The mediator needs to have received training in mediation. The mediator needs to be a neutral party and does not have the authority to impose a solution nor render a judgment. The mediator must use the mediation process to help both parties resolve the concern so that there is a win-win solution.

When a **Student Concern Report** is referred, the following role is expected of the individual doing the mediation.

1. Contact both parties within a week of the filed date.
2. Meet separately with each party and identify central issues.
3. Schedule a meeting to initiate the mediation process. This might require more than one meeting.
4. Assist both parties in identifying a win-win solution.
  - a. If the concern is resolved, indicate the resolution on the **Student Concern Report**.
  - b. If the concern is not resolved, refer the concern to the **Mediation Review Committee** to render judgment.

### Mediation Review Committee

This committee will be comprised of three faculty or staff who are not involved with the concern. The Committee would be appointed by the Dean of the College and rotate annually. The role of the Committee would be to review the facts and render judgment about the concern.

If the student wants to appeal the decision of the **Mediation Review Committee**, the appeal can be brought to the **Appeal Committee**.

### Appeal Committee

A special Appeal Committee will be formed to review the appeal and render a judgment. Possible members of this Appeal Committee include the President of the Faculty Senate, the Dean of the College and the President of Glen Oaks.

### Procedures

#### Administrative Assistant to the Dean of the College

The Administrative Assistant should assist the student in completing the **Student Concern Report** and should provide the student with a copy of the procedures.

Maintain an annual spreadsheet with the following information:

1. Date the concern was originally submitted.
2. Nature of the concern.
3. Steps taken to resolve the concern.
4. Final decision
5. Any external actions taken.

Each **Student Concern Report** should be numbered.

The original **Student Concern Reports** should be retained in the office and copies should be forwarded based upon the recommendation of the Dean of the College. The **Student Concern Reports** should be filed in alphabetical order. The resolutions should be stapled to the original report.

Unresolved concerns should be highlighted and drawn to the attention of the Dean of the College on a weekly basis.

The Administrative Assistant should send a letter to both parties describing how the concern was addressed and the final decision. A copy of this letter should be stapled with the original **Student Concern Report**.

The Administrative Assistant should compile the Student Concern Reports into various categories. These categories will be determined by the Dean of the College after there has been sufficient experience with the process. Some examples might be grade issues, course outlines, and consistency of treatment. The results of this summarization will be used to improve procedures and policies of the College.  
[Adopted by Board of Trustees January 12, 2000, revised 2/9/00, revised 9/14/05]

### Alcohol/Drug Abuse Policy Policy 3.40

The Glen Oaks Community College Board of Trustees certifies and pledges that it will provide a drug-free workplace and learning environment for its employees and students. This pledge is in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Glen Oaks Community College recognizes that clear evidence exists that the misuse and abuse of alcohol and the use of illegal drugs can erode the foundation of the College's goals and objectives and can diminish the attainment of intellectual, social, physical and moral growth and development. Glen Oaks is committed to a healthy and productive college environment by providing free literature and abuse referral services.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services, as well as various substance abuse agencies in St. Joseph County.

### **Standards of Conduct**

The Glen Oaks Community College Board of Trustees prohibits the possession, use, distribution, dispensing and unlawful manufacturing of illegal drugs, narcotics or controlled substances on the College campus or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

No alcohol or other intoxicating liquors shall be kept, used or consumed on campus or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions at the Nora Hagen House and its adjacent yards.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics or illegal drugs, will be removed from the College campus.

### **Legal Sanctions**

Glen Oaks Community College abides by all local, state and federal laws and may ask an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state or federal law shall take place on the College campus or at any College function.

When there is probable cause, which is based upon credible information, Glen Oaks Community College may require that a student or employee be tested for alcohol or illegal drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for illegal drugs may result in disciplinary action. The words “probable cause” as used herein shall be defined as a reasonable basis for the formulation of a belief that an individual is using and/or abusing alcoholic beverages or illegal drugs. The words “credible information” is defined as including, but not limited to, the following “warning signs”:

- (1) Excessive absenteeism or tardiness;
- (2) Excessive illness;
- (3) Deteriorating or inconsistent work performance;
- (4) Increased carelessness;
- (5) Decrease in attention span, especially after breaks or lunch;
- (6) Frequent brushing of the teeth or use of mouthwash, breath spray, breath mints or other breath fresheners, especially before conferences with instructors or administrators;
- (7) Substantial increase in use of the rest room or water cooler;
- (8) Avoidance of instructors, administrators or other students, especially if this is a recent change in behavior;
- (9) Deteriorating or inconsistent attention to personal grooming and neatness;
- (10) Financial problems, especially if the student has not previously had such problems;

- (11) Frequent licking of the lips;
- (12) Nervousness, especially when discussing work performance or personal life;
- (13) Gastric disturbances or change in appetite;
- (14) Insomnia;
- (15) Moody behavior or “mood swings”;
- (16) Unexplainable bruised and/or puffy skin, especially in the face;
- (17) Dilated pupils;
- (18) Slurred or incoherent speech;
- (19) Lack of dexterity;
- (20) Uncontrollable crying or laughing.

Glen Oaks Community College students and employees can assist in the detection of the use and/or abuse of alcoholic and illegal drugs by looking for these “warning signs”. Students or employees who use and/or abuse alcoholic beverages and/or illegal drugs while on campus or while attending a College-approved student activity shall be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community).

College employees or students who exhibit “warning signs” of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers shall receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality shall be maintained and no adverse effects to an employee or a student shall result based upon a request for treatment or a diagnosis of misuse or abuse.

If a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment shall be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that behavior on campus or learning ability is affected, that person shall be considered in violation of College policies and shall be subject to discipline.

Glen Oaks Community College works closely with the Substance Abuse agencies in the area. Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

[Adopted by Board of Trustees June 12, 1991, revised 9/14/05]

## Campus Security

### Policy 3.41

When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the President's Office or designee at 467-9945, ext. 233 or 221. If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff's Office (467-9045).

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence.

For information on access to campus facilities, authority of Campus Security, and statistics on criminal offenses on campus, contact the Chief Operations Officer of the College. [Adopted by the Board of Trustees, 3/11/92, revised 9/14/05]

## Firearms on Campus

### Policy 3.45

Glen Oaks Community College, in its policy governing campus unrest, specifically prohibits firearms on campus. No firearm may be brought on campus other than by law enforcement officers in the performance of their duties. The transport and use of any firearm on campus must be performed in accordance with the laws of the State of Michigan. [Adopted by Board of Trustees 11/17/71, Revised 9/19/73, Revised 10/09/00, Revised 9/14/05]

## Bulletin Board Policy

### Policy 3.46

It is the general policy of Glen Oaks Community College to provide its buildings and provide information as a service to the community, employees and students. Some bulletin boards are for institutional use only. These are classroom boards, the boards located in the gymnasium, the Job Opportunity Board, the PTK Board, Financial Aid Board, Testing and Tutoring Center Board and Main Entry Hallway Board.

The College provides general information posting areas. All non-College postings are to be approved and dated by Student Services before being placed on the posting areas. The following are guidelines for approval:

1. The information or advertisement must not contain statements detrimental to the College or its services and policies.

2. The information or event must not be in conflict to the Values of the College in its Code of Ethics (Policy 2.15), the Glen Oaks Code of Conduct (Policy 3.42) or the general community values of Glen Oaks Community College District.

3. Notices or advertisements may be posted for a maximum period of 1 (one) month.

4. Notices not bearing an "APPROVED" stamp from the Student Services Office will be removed and discarded.

5. Approval of posting does not mean that Glen Oaks Community College supports or endorses the product, services or event.

[July 1992, revised July 2002, revised 9/14/05]

## Policy on Campus Unrest, Dissent, and Protest

### Policy 3.44

Glen Oaks Community College is categorically committed to the concept of individual and group freedom - so long as freedom of thought and/or action does not infringe upon or abuse the freedoms, rights and privileges of other individuals or groups. It is within the context of this commitment that the following statement is issued.

Campus violence already threatens some colleges and universities in a way that could cripple their freedom for many years. Even so we must be mindful of the dangers in laying out inflexible guidelines about unacceptable conduct or in specifying the precise moment when a hazard to the institution is such that civil authority must be called upon.

If one central theme or thread can be extracted from the fabric of campus and student unrest, it would reveal problems occur when communication breaks down or is lacking. Students should not only be given substantial autonomy, but also participate in matters of general educational policy, especially in curricular affairs. Since increased participation contributes to effective decision making, students should serve in a variety of roles on committees. Effective student representation will not only improve the quality of decisions, but also ensure their acceptability to the student body.

Every attempt must be made to establish effective communications so that policy questions, grievances and/or disciplinary problems can be aired by the college community. To this end, violations and/or violators of individual or group freedom will be referred to the President to hear, weigh, evaluate, and recommend as is necessary by the evidence at hand in solving the problem and attaining the objective.

Students must know that they cannot be shielded from the consequences of their behavior, especially when it violates the laws of society at large. They must recognize and respect the rights of other students as they seek rights and privileges for themselves. Threats, violence, coercive disruption of classes and events, and similar acts that tread on the rights of others are intolerable.

Mindful of the concerns of the general public as well as the state legislature the following information, entitled Act #26 of the Public Acts of 1970 of the State of Michigan, is reproduced herein.

#### ACT #26 OF THE PUBLIC ACTS OF 1970

AN ACT to provide penalties for certain conduct at public institutions of higher education.

The People of the State of Michigan enact:

Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by incarceration in the county jail for not more than 30 days, or both:

(a) When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee and the person is in violation of the properly promulgated rules of the institution; and

(b) When the person is in fact in violation of such rules; and

(c) When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and

(d) When the person thereafter willfully remains in or on such premises, building or other structure; and

(e) When, in so remaining therein or thereon, the person constitutes (1) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (2) an unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 2. A person is guilty of a misdemeanor, punishable by a fine of not less than \$200.00 and not more than \$1,000.00 or by incarceration in the county jail for not more than 90 days, or both, who enters on the premises, building or other structure of a publicly owned and operated institution of higher education, with the intention to, and therein or thereon does in fact, constitute (a) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (b) an unreasonable prevention or disruption of the customary and lawful function of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 3. This act shall take effect August 1, 1970.

This act is ordered to take immediate effect.

The following act or acts could or might necessitate invoking the trespass law but not be necessarily limited to it:

Destruction of or willful damage to institutional property, grounds or facilities:

Where responsibility can be ascertained, resultant action should evolve through "due process" with local and/or state agencies. Restitution if and when practicable will be considered. Suspension and/or dismissal action may be instituted by proper authority.

Disruption of or undue distracting influences within an organized classroom situation:

Any person or persons when in the opinion of the instructor are not contributing to or are distracting from the educational atmosphere of the class or logical pursuit thereof shall be removed and/or denied

access thereto with resultant notification to the Dean of the College and the Dean of Student Services.

Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways:

After ample opportunity and notification by proper authority has been afforded to and no response and/or action resulted there from, physical apprehension and eviction by proper authority shall be affected. Length of time interval from notification to desist from, to notification of proper authority not to exceed three (3) minutes duration. Suspension and/or dismissal action may be instituted by proper authority.

Disruptive action prior to, during or subsequent to an address, performance, event or ceremony:

Any person who interferes with access to or egress from a performance of an address, ceremony, athletic event, or any college sanctioned activity and/or interferes with the continuity of an address, performance or event shall be considered to be preventing or disrupting the customary and lawful function of the institution. Suspension and/or dismissal action may be instituted by proper authority.

Readmission to a class or function after having been removed or suspended there from:

Any student has the absolute right to attend a class in which he is duly enrolled unless he/she has abrogated that right. Final permission for readmission rests with the instructor and/or designated responsible person involved acting in conjunction with the Dean handling the incident. Offenders in this regard should be handled in the same manner as a disruptive or distracting influence.

The right of student dissent or protest within the confines of a building or on the grounds of Glen Oaks Community College:

The right of peaceful dissent and protest should be and will be honored as long as it does not interfere in the rights of others to pursue an education, access to normal working stations, or bring discredit upon the institution and the customary and lawful functions of the institution.

The possession, use of, or causing to bring firearms, dangerous weapons, or explosive agents within the confines of a building or onto the grounds of Glen Oaks Community College is expressly prohibited.\*

Any person or persons who are in violation of the above shall, through due process, be subject to suspension and/or dismissal action and will necessitate immediate notification of violation and of proper legal authority of said violation.

Violations of Act #26 of the Public Acts of 1970; The Employees Trespass Law or any of the above rules and regulations of Glen Oaks Community College will result in immediate suspension of said employee and if substantiated through due process by duly constituted legal authority will be grounds for termination of said employment. Student violations will result in suspension and if substantiated, possible expulsion in the future from college classes and events.

\*See Resolution and Policy Amendment 3.32.

In the event that it is necessary to inform certain individuals they are in violation of Act #26 of 1970, the following format is to be used:

“My name is \_\_\_\_\_ and I am the designee of the Chief Administrative Officer of Glen Oaks Community College and I am also the agent of the owner of the property upon which you are now standing. I hereby notify you, and each one of you individually, that all persons in this group are in violation of the properly promulgated rules of Glen Oaks Community College, specifically that \_\_\_\_\_. Any right that you have to use these premises is hereby suspended, whether you are a student or not, and acting on behalf of Glen Oaks Community College and on behalf of the owner of this property, I hereby instruct each and every one of you, whether or not you are a student, to immediately vacate and depart from this property. If you fail to do so, you will immediately be arrested and prosecuted for violating the laws of the State of Michigan relative to trespassing and to conduct upon the property of institutions of higher education.”

[Adopted by Board of Trustees 11/18/70, revised 9/14/05.]

## Glen Oaks now part of Achieving the Dream: Community Colleges Count

Glen Oaks Community College joins 130 colleges from around the nation, including 10 in Michigan, as a member of Achieving the Dream: Community Colleges Count. With support from the Kresge Foundation, Glen Oaks has committed to take part in the national initiative to identify strategies to improve student success, close achievement gaps and increase retention, persistence, and student completion rates.

Dr. Gary Wheeler, President, said Glen Oaks has made an initial two-year commitment to focus increased efforts to ensure student success across all demographics, including low-income backgrounds. Glen Oaks will benefit from member colleges that are already a part of Achieving the Dream and receive assistance from experienced practitioners in building a culture of evidence campus-wide, using data to identify problems, setting priorities, and measuring progress toward increasing student success. “Glen Oaks is the institution of higher education in St. Joseph County and we look forward to making lasting changes in policies, programs, and services that are integrated to support success for all students,” said Dr. Wheeler.

Conceived in 2004 by Lumina Foundation for Education and seven national partner organizations, Achieving the Dream is focused on creating a “culture of evidence” on community college campuses in which data collection and analysis drive efforts to identify problems that prevent students from succeeding—particularly low-income students and students of color—and develop programs to help them stay in school and receive a certificate or diploma. Achieving the Dream’s network now includes more than 130 institutions in 24 states and the District of Columbia, reaching more than one million students.

Dr. Ana Gaillat, Dean of the College, said Glen Oaks currently uses student assessment and course placement evaluations, offers a number of successful college foundation and introductory courses, and operates a free Tutoring and Testing Center with an open door policy. “These efforts are meeting with success, but we want to quantify our process, evaluate our methods, and implement programs and services designed to enhance student performance,” said Dr. Gaillat.

William Trueheart, President and CEO of Achieving the Dream, said “Community colleges are at the forefront of the national college completion movement. To be successful requires a structured, committed focus on using data and evidence to make important decisions that will positively impact students, campuses, and communities. “