

Introduction

The Student Handbook for Gogebic Community College provides a compilation of rights and responsibilities relating to student behavior as well as general information about the college and its operations.

STUDENT RESPONSIBILITY

As a student and a member of this educational community, it is your responsibility to become familiar with and abide by the regulations contained herein. These regulations are intended to support and further the educational mission of Gogebic Community College. They may not be unreasonable or interfere with any rights guaranteed by the Constitutions of the United States or any other relevant governing body.

AUTHORITY FOR REGULATING STUDENT CONDUCT

The Board of Trustees, the constitutional governing body of Gogebic Community College, has the final authority and responsibility in all matters concerning the operation of the college. This responsibility includes the regulation of student conduct. The actual operation of the process for adjudicating misconduct complaints is delegated by the Board of Trustees to administrative officers and the Student Personnel Committee consisting of faculty, and administrators.

General Information

MISSION

Gogebic Community College exists to provide educational and enrichment opportunities for its students and the surrounding communities in the College service region.

VALUES

Gogebic Community College values a student-first policy, stakeholder-driven operations, integrity and mutual respect, a caring and responsive staff, a student-learning emphasis, accessibility, affordability, accountability, and a quality focus.

PHILOSOPHY

Gogebic Community College believes all individuals should have opportunities to prepare for active participation in the economic, domestic, political, aesthetic, and cultural affairs of the communities in which they live. This preparation includes:

1. The development of an increased ability to deal intelligently with the responsibilities of living in a rapidly changing global society;
2. The development of techniques for self-criticism, initiated intellectual curiosity leading to a posed, well rounded, and mentally, physically, and socially adjusted individual;
3. The understanding that education is a life long process and that the techniques and skills acquired and learning how to learn will be a life long benefit.

PURPOSES

Consistent with the belief that the community college is the most readily available and often the only avenue to higher education, Gogebic Community College sets forth the following institutional purposes:

1. To assure the maintenance of appropriate post-secondary education programs that meet the changing education needs of students, community and society;
2. To assure institutional leadership in the promotion and support for economic development in the western region of the Upper Peninsula;
3. To assure a baccalaureate-oriented curricula suitable for transfer to a four-year college or university;
4. To assure occupational/career training for those students who wish to prepare for immediate employment upon completion of their program of study and for students who wish to upgrade their skills or be retrained in new areas;
5. To assure students the opportunity to participate in a curriculum or in a sequence of developmental or advanced courses consistent with his/her individual needs and abilities;

6. To assure a general education component with a variety of learning experiences within an academic framework;
7. To assure continuing education/community service opportunities by utilizing college resources through a cooperative effort with individuals, civic groups, educational institutions, and other public or private organizations for specific benefit of the citizens of the college district;
8. To assure guidance, counseling, advisement, and placement services to meet the personal, academic, social, and career needs of students;
9. To assure student educational achievement and growth through appropriate, systematic, and periodic assessment.

QUALITY ASSURANCE STATEMENT

Gogebic Community college is committed to providing an environment in which its students can be confident of receiving the highest quality instructional programs. Recognizing its responsibilities, Gogebic Community College offers assurance to its students, prospective employers, and transfer institutions that graduates shall have the basis for competent performance in their degree or certificate area.

The college has articulation agreements with a number of Michigan institutions. These agreements guarantee the transferability of the Associate Degree and of specific courses within the curriculum. Students following the direction of college counselors are assured of maximal transferability of earned credits.

Gogebic Community College will refund the tuition of any GCC graduate for any transfer course passed at GCC with at least a "C" grade* if that earned course credit does not transfer to a college or university with two years of graduating from GCC. Such classes must be listed as transferable on GCC's listing of transfer courses in the Dean of Student's Office.

Non-transferring students who earn a degree or certificate with a "C" average or better can be expected to perform competently in the area in which they were instructed. Any employer who views a Gogebic Community College graduate as not possessing appropriate entry-level skills and who can specify such deficiencies may request remediation. The student will be permitted to retake a specified course or courses without an additional tuition charge.

The college recognizes that unused skills decay rapidly. The assurances offered herein are made for individuals who transfer, or gain employment, within a year of receiving a degree or certificate.

*A grade of "C" minus may not qualify.

Student Rights

Students at Gogebic Community College have the same rights and protections under the Constitutions of the United States and the State of Michigan as other citizens. Among these rights include freedom of expression, press, religion, and assembly. As members of the GCC community, students have the right to express their own views, but must also take responsibility for according the same right to others.

Students have the right to participate in all GCC programs and services regardless of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, disability, religion, height, weight, or veteran status.

ASSEMBLY

1. Gogebic Community College recognizes the right of the individual or of groups to agree and/or disagree with national, state, local, and college policies and positions. The college prohibits and will not tolerate the actions of any person or persons who assemble in a manner that obstructs the normal operations of the college.
2. Picketing, obstruction of ingress or egress, sit-ins and other forms of demonstration will not be tolerated on the college-owned, leased, or rented property.
3. Banners and other visible material may not contain obscene language or expressions. Students distributing or posting vulgar printed or written notices are subject to disciplinary action and to possible dismissal.
4. The right of assembly does not give license to riot or to resort to violence or destroy or mutilate college facilities. Students who resort to violence or who damage college property will be subject to possible disciplinary action and referral to law enforcement authorities.
5. Any student identified as participating in unlawful assembly and who has been asked to disperse by college officials or the police may be subject to arrest, and, if found guilty, may be dismissed from college.

Student Responsibilities

Students at Gogebic Community College are expected to act in accordance with college regulations and to obey all local, state, and federal laws.

Violations

1. **Physically harming another person including acts such as killing, assaulting, or battering.**
2. **Engaging in sexual misconduct as defined by the Gogebic Community College Student Sexual Misconduct Policy. Students who are reported to have experienced or engaged in sexual misconduct are subject to the resolution procedures outlined in the above-mentioned policy.**
3. **Hazing**
4. **Bullying, harassing, or stalking another person, either physically, verbally, or through other means.**

It is the policy of Gogebic Community College that bullying behavior by or against any member of the College community, whether student, employee, faculty, or guest will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students, and up to and including termination for employees.

While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact that targets an individual or group because a characteristic of the individual or group, whether protected by anti-discrimination laws or not.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited to:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;*
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;*
- Sabotaging or undermining an individual or group's work performance or education experience;*
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and*
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, online chat rooms in a threatening, intimidating, or humiliating manner.*

5. Perpetrating domestic violence.

6. Possessing, using, or storing firearms, explosives, or weapons on college property or at college events or programs.

7. Tampering with fire or other safety equipment or setting unauthorized fires.

8. Illegally possessing or using alcohol and/or drugs.

The use or possession of any alcoholic or intoxicating beverages is prohibited on campus. If a student-sponsored and approved social activity is held off-campus where alcohol is served, those students of legal age may purchase alcoholic beverages.*

** except for approved special events in the Lindquist Center as delineated in Board Policy*

9. Intentionally and falsely reporting fires, bombs, or other emergencies.

10. Stealing, vandalizing, damaging, destroying, or defacing college property or the property of others.

11. Obstructing or disrupting classes or other activities/programs of the college, or obstructing access to college facilities, property, or programs.

The following resolution was adopted by the Board of Trustees of Gogebic Community College and is hereby in effect in accordance with the acts passed by the Michigan Legislation on Campus Disorders:

- As attendance at a tax-supported institution is not compulsory, it must be considered to be optional and voluntary. By voluntary attendance at this institution, the student assumes the obligations of performance and behavior reasonably imposed by the rules and regulations of Gogebic Community College relevant to its lawful function.*

- The Board of Trustees recognizes the desire of students, faculty and administrators for involvement in a relevant college program. They recommend that students, faculty, and administrators use tolerance in arriving at the goals desired by each. Student involvement in affairs of the college will be encouraged, and avenues of communication will be provided, but student, faculty, and administrative abuse of the democratic process will be firmly resisted.*

- *The Board, therefore, directs faculty and administration to carry out their assignments in a manner to avoid discrimination, deprivation of due process, or capricious, clearly unreasonable or unlawful actions. It wished to emphasize that no person may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful function of Gogebic Community College.*

- *An employee arrested and convicted of rioting, inciting to riot, or interfering with authorities establishing or restoring law and order, will be discharged.*

- *Any student who willfully or knowingly causes destruction of college property, or who materially and substantially disrupts the work and discipline of the college will face suspension or dismissal subject to the provisions of Board Policy #429, Student Conduct/Discipline and Policy #429.2, Guidelines for Disciplinary Procedures.*

- 12. Falsifying college documents either by providing erroneous information or by withholding pertinent information, plagiarism, and academic dishonesty including cheating on an examination or any assigned work.**
- 13. Failing to leave GCC controlled premises when told to do so by college authorities or a police officer.**
- 14. Violating college computer-use policies.**
- 15. The use of tobacco products in all buildings owned or leased by the College is prohibited.**
- 16. Dishonesty of any kind, including cheating on examinations or any assigned work, may be dealt with in any manner deemed suitable by the instructor, including the recording of a failing grade for the course. Cheating on examinations may also result in the student appearing before the Student Personnel Committee and possible suspension from the school if warranted.**

An individual shall not use tobacco products in any building, private office, public meeting, the Ski Chalet, and college vehicles.

The use of tobacco in one's personal vehicle, while on campus, is permitted.

Policies

BULLETIN BOARDS

Bulletin boards for display of posters, informative literature, student activities, notices, etc., are located across campus. Boards are designated for specific uses and are for officially approved notices only. Approval for student notices and posters can be obtained from the Office of the Student Services. All materials must be dated or they will be removed.

COLLEGE SOCIAL ACTIVITIES AND ORGANIZATIONS

Extra-curricular activities are an integral part of student life at Gogebic Community College. The college encourages student participation in these activities. Interested students may sign up for the activity of their choice by contacting the faculty advisor or Student Senate officers.

All student activities including dances, assemblies, concerts, and club meetings must be scheduled through the office of the Dean of Students.

At the beginning of each semester, all clubs and organizations of the college are requested to submit to the Dean of Students and to the Student Activities Coordinator a list of proposed club meetings, events, and social activities indicating the time and place of these activities. Additional meetings may be planned but must be scheduled in advance so that room assignments may be made.

Dances and all other social activities sponsored by clubs and organizations of Gogebic Community College shall be held only for registered students of the college and their guests. In special instances, invitations may be extended to other groups. Any college-sponsored activity must be chaperoned with the club sponsor serving as the official chaperon in addition to at least one other faculty/staff member present to assist at the function. The responsibility of admitting duly registered students and the conduct of the student during the event rests with the sponsoring club or organization. Students may be asked to present their activity cards at any college function and should carry it with them at all times.

In the inauguration of new activities, clubs and organizations, students and faculty and advisors should present organization plans to the Dean of Students. All new college organizations and/or publications, in order to receive official sanction, must be approved by the Executive Team.

DRUG ABUSE PREVENTION PROGRAM

Gogebic Community College complies with the Drug-Free Schools and Communities Act Amendments of 1989. Gogebic Community College has adopted a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by student.

The program includes the annual distribution to each enrolled student:

- Standards of conduct for students

- A description of associated and legal sanctions

- A description of the associated health risks

- A description of available services and treatment options

The Gogebic Community College Student Handbook prohibits the use or possession of any alcoholic or intoxicating beverages on campus (Board Policy Manual 466). In addition, the possession, sale or use of illegal controlled substances on campus or at college sponsored events or classes shall not be tolerated by Gogebic Community College. Students violating this policy shall be subject to disciplinary action and/or dismissal (Board Policy Manual 469).

The program includes annual distribution in writing to each enrolled student of:

- Gogebic Community College's policy.

- A description of associated and legal sanctions

- A description of associated health risks

- A description of services available and treatment options

Health Risks Associated with Alcohol and Other Drug Use

Regular use of alcohol and other drugs, including marijuana, stimulants, depressants, cocaine, anabolic steroids, opiates, hallucinogens, etc., may lead to:

- Psychological and/or physical dependence
- Impaired learning ability, memory, ability to solve complex problems
- Inability to perform sexually, infertility problems
- Increased risk of sexually transmitted diseases (including AIDS)
- Complications due to the combination of prescription medication and other drugs/alcohol
- Death, coma or toxic reactions, especially when combining alcohol with any other drug, including over-the-counter medicine or prescriptions
- Guilt/regret over activities performed while under the influence of alcohol/drugs, i.e., regretting sexual encounters, fighting, risk-taking, legal difficulties
- Organic damage to brain, cardiovascular system, liver, etc.
- Increased risk of cancer
- Fetal Alcohol Syndrome, birth or genetic defects
- Psychosis (hallucinations, loss of contact with reality, extreme changes in personality)
- Other physiological, psychological, or interpersonal problems

Legal Sanctions

1. Federal

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

2. State

Under current Michigan state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment.

A minor may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violation of the law may subject a minor to fines, participation in a substance abuse program or treatment center, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings

Substance Abuse Resources

GCC Counselor – ACES Center 906-932-4231 ext. 209
Dean of Students 906-932-4231 ext. 212
Samaritan Counseling Centers 906-265-2000
Alcoholics Anonymous 906-249-4430
Western UP Substance Abuse 906-482-7710
Services Coordinating Agency



ELIGIBILITY FOR ACTIVITIES

A student is qualified to hold office in a student organization and to participate in any activity by meeting the following requirements:

1. S/he must be enrolled as a degree-seeking student and passing in all credit classes in which enrolled at the time the student list for the activity is certified.
2. S/he must be in good academic standing with minimum cumulative and prior semester grade point average of 2.00.
3. Students who participate in varsity athletics must meet NJCAA eligibility requirements.
4. All students who pay the Student Services fee and comply with items 1 to 3 above are eligible for participation and office-holding in student activity.

NON-COLLEGE SPONSORED ACTIVITIES

The college does not recognize or approve non-sanctioned activities, nor will it be held liable for non-college sponsored activities which may involve students. No club or organization is permitted to affiliate or use the college name for any event which has not been sanctioned or involves the consumption or purchase of alcoholic beverages.

MISSING PERSON POLICY

This policy contains the official notification for Gogebic Community College concerning missing students and guests, including those who reside in on-campus housing.

“Missing” is defined as when a person has not been seen or made any contact with another person and the person’s location is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious concerning the person’s usual pattern of behavior, plan, or routines. Gogebic defines the time as 24 hours or more.

All students at Gogebic Community College who are living on campus are given the opportunity to complete a missing person contact information form.

1. Anyone suspecting a student from Campus Suites is missing should report that information to the GCC Housing Manager (906) 285-0452). The Housing Manager will report to the Dean of Student. In the event the missing student does not reside in Campus Suites, the report is made directly to the Dean of Students (906) 285-2398.
2. The Dean of Students will refer the information to the Gogebic County Sheriff’s Office.
3. If the student is under 18 years of age, parents/guardians will be notified.
4. The College will cooperate fully with the Gogebic County Sheriff’s office in the investigation.
5. If the missing student has provided a missing person contact information form, the designated person will be contacted within 24 hours of the college being notified of the missing person.
 - a. This contact information will be registered confidentially and is only accessible to authorized campus officials. It can be disclosed to the Sheriff’s Office.

STUDENT CONDUCT/DISCIPLINE

Enrollment in Gogebic Community College carries with it obligations of conduct. The responsibility for maintaining good conduct rests upon each individual student, and it is expected that students will perform in a manner that is to be a credit to themselves and to the college. Students are responsible for familiarizing themselves with the rules and regulations of the college and observing the standards of conduct set by the college.

Whenever a student acts in such a manner that gives college officials reasonable cause to believe that the student presents a danger to himself, to others, or to college property, or if a student’s activities adversely affect any legitimate college interest, that student shall be liable to disciplinary action and possible suspension or dismissal from college.

The college expects that each student will abide by the regulations governing student conduct. This handbook and the college catalog state some of the general regulations. Such statements cannot be all inclusive and individual student conduct violations may need to be determined on a case by case basis within the scope of this policy.

The college will not be held liable for non-college sponsored activities which may involve students. No club or organization is permitted to use the college name for any event which has not been sanctioned by the Dean of Student Services.

DISCIPLINARY PROCEDURES

The administration of discipline at Gogebic Community College is designed so that decisions in disciplinary matters will formally meet essential standards of fairness, and so that students involved in misconduct will realize that their cases have been processed in a fair and judicious manner.

1. Upon receipt or development of a complaint or violation of a college regulation, the accused will be notified in writing by the Office of the Dean of Students.
2. The written notification will state the nature of the misconduct and/or the law which the accused is alleged to have violated.
3. The student charged with the infraction will be requested to appear before the Dean of Students for an initial hearing to allow the administrative officer an opportunity to evaluate the case and convey to the accused the rights and choices to which he/she is entitled, and to refer him/her accordingly to the Student Judicial Committee. The student shall be entitled to:
 - a written notification of the time and place of hearing.
 - written notification of the names of the complainants and/or witnesses who are directly responsible for having reported the alleged violation, or if there are no such persons, written notification of how the alleged violation came to the official's attention.
 - elect not to appear before the conduct Committee; in which case the hearing will be held in the student's absence.
 - the Student Personnel Committee will assure the student "due process of the law" including a written statement of charges, an opportunity for the presentation of witnesses in behalf of the student, and an opportunity for the presentation of witnesses in behalf of the student, and an opportunity for the student to see his/her accuser.
 - the Student Personnel Committee will inform the student in writing of its results and findings.
 - the student shall also be informed of his/her final right to appeal before the Board of Trustees. The written appeal must be received within ten (10) business days of the date of the written notification of the Student Personnel Committee's decision. This appeal shall be directed to the President, who shall convene the Board of Trustees and direct its hearing.
 - the decision of the Appeals Board shall be to uphold the decision of the Conduct Board; return the case to the conduct Board; to establish a new decision pursuant to the original recommendation.
 - for all cases the decision of the Appeals Board is final.

EXPOSURE CONTROL PLAN - BLOOD BORNE PATHOGENS

Gogebic Community College has established procedures in accordance with the Federal Occupational Safety and Health Administration (OSHA) Standard (29CFR1910.1030) regarding blood in the work site. The purpose of this new standard is to limit occupational exposure to blood and other potentially disabling infectious materials, and applies to all employees. The full Exposure Control Plan is available for review in the college library. The format for the standards includes staff training and practice of universal precautions, emphasizing engineering and work practice controls. For additional information, contact Erik Guenard, Dean of Business Services.

FINANCIAL OBLIGATIONS

Students are expected to meet their financial obligations to the college promptly and fully. As a condition of enrollment, students shall be held responsible for all fees, fines, maintenance and damage charges, or other financial obligations which they have incurred with the college. Those who have financial obligations will be denied registration for the subsequent and following semesters and their official records and transcripts will be withheld by the Registrar until payment is made.

The college may elect to cancel enrollment and shall withhold information on academic transcripts for students who fail to meet financial obligations by specified deadlines.

GAMBLING

Gambling on the campus or in any college-affiliated building or sponsored activity is prohibited.

PARKING REGULATIONS

The Gogebic Community College Board of Trustees has determined that motor vehicle operation and parking needs to be controlled to protect public safety and college facilities and grounds. Accordingly, the Charter Township of Ironwood has adopted Township Ordinance #42, which governs the operation, parking and speed of motor vehicles upon the Ironwood Township campus of Gogebic Community College. This Ordinance was adopted pursuant to the provisions of Public Act 175 of the Public Acts of 1958, as Amended. The provisions of this Ordinance Include:

Operation of Motor Vehicles

- A. No person shall operate any vehicle on any roadway, street or in any parking area at a speed in excess (15) fifteen miles per hour.
- B. All roadways intersecting with county roads and all roadways posted with "stop" signs on the Campus are designated "stop" streets. A driver shall bring the vehicle to a complete stop at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before entering the intersection and shall proceed into the intersection only when such movement can be made safely and without interfering with other traffic.
- C. A driver approaching a "yield right-of-way" sign upon the approach to an intersection shall slow to a reasonable speed for existing conditions of traffic and visibility, yielding the right-of-way to all traffic on the intersecting street which is so close to constitute an immediate hazard.
- D. Pedestrian crosswalks shall be designated by paint upon the surface of the roadway. The driver of every motor vehicle approaching a marked pedestrian crosswalk shall yield the right-of-way to any pedestrian within a crosswalk.

- E. No motor vehicle shall be operated on the sidewalks of the college except those vehicles used for law enforcement, fire suppression and prevention, instructional demonstration, construction, maintenance, loading, or unloading purposes while engaged in such use.
- F. No person shall operate any vehicle upon any roadway, street or any parking area in a careless and reckless manner, or without due caution and circumspection, and at a speed or in a manner so as to endanger any person or property.
- G. Vehicles shall not be in areas where traffic is restricted except for delivery or pick-up of large parcels or transport of handicapped persons.
- H. Driving on the lawn or other unpaved areas is prohibited under this ordinance except for law enforcement, fire suppression and prevention, instructional demonstration, construction, maintenance, loading, or unloading purposes.
- I. Recreational vehicles and trucks shall be constrained the same as the motor vehicles under this ordinance.
- J. Snowmobiles, all-terrain, and off-road vehicles shall not be operated on the College Campus except for those vehicles of this type used for law enforcement, fire suppression and prevention, instructional demonstration, construction, maintenance, loading, unloading purposes, and the operation and maintenance of college facilities.

Parking of Motor Vehicles

- A. No motor vehicle shall be parked on any roadway or sidewalk of the Campus.
- B. No motor vehicle shall be parked upon the shoulder of any roadway of the Campus.
- C. No vehicles shall be parked on any maintained grassy areas on the Campus.
- D. Where marked, motor vehicles shall be parked entirely within the painted stalls on the paved areas of designated parking lots.
- E. No motor vehicle shall be parked within any parking lot between the hours of 1:00 a.m. and 6:00a.m. without prior written permission obtained from the Dean of Business Services.
- F. No motor vehicle shall be parked within (15) fifteen feet of a fire hydrant.
- G. No motor vehicle shall be parked in parking spaces provided for the use by the handicapped persons only unless that vehicle displays a valid handicapped permit.
- H. No motor vehicle shall be parked in restricted areas without a valid permit.
- I. No motor vehicle shall be parked in the Automotive Service area unless that vehicle displays an Automotive Parking permit obtained from the automotive laboratory.
- J. No motor vehicle shall be parked in such a manner or such a condition as to interfere with traffic entering or leaving a designated parking area, traffic lane, roadway, fire lane, or sidewalk.

- K. The Gogebic Community College may, at the owner's expense, tow away vehicles which are improperly parked under the terms of this Ordinance or when such parking endangers the safety of the Campus and may hold vehicles as security for the payment of the cost of the tow.

SEXUAL ASSAULT RESPONSE/PREVENTION POLICY

Acquaintance rape or date rape is the most prevalent form of sexual assault on college campuses. A report of sexual assault will be treated with the highest degree of concern by Gogebic Community College.

Sexual assault, including date rape, violates the Gogebic Community College student code. Sexual assault as defined in this policy is criminal sexual conduct and a violation of the Michigan Penal Code. A Gogebic student charged with sexual assault may be subject to college disciplinary proceedings up to and including expulsion and may also be prosecuted according to the Michigan Penal Code.

Prevention education and awareness efforts are essential to better insure a safe learning and living environment on our campus.

This policy provides the following information to members of the college community:

- Definition of sexual assault;
- Policy concerning sexual assault victims and survivors;
- The college's response to reported sexual assault, including services available to victims and survivors of sexual assault and accused students;
- Education and prevention programs and efforts

Definition:

Sexual assault is sexual contact without consent. More specifically, "sexual assault" for purposes of this policy means any of the forms of criminal sexual conduct described in sections 520b through 520g of the Michigan Penal Code (MCL 750.520b - .520g) involving a college student as the victim/survivor and/or alleged perpetrator. Sexual assault consists of sexual intercourse without consent, forcible sodomy or sexual penetration with an inanimate object, the intentional touching of an unwilling person's intimate parts (defined as genitalia, groin, inner thigh, breast or buttocks, or clothing covering them), or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or by taking advantage of someone's helplessness or inability to consent of which the alleged perpetrator was aware or should have been aware. Regardless of the relationship that exists between the parties, if consent is not given or force or coercion is used against a party, any sexual contact is within the definitions of criminal sexual contact and sexual assault.

"Consent" means a voluntary agreement to engage in sexual activity proposed by another. "Consent" requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in proposed sexual activity. "Without consent" may be communicated by words and/or actions demonstrating unwillingness to engage in proposed sexual activity. Sexual activity will be considered without consent if the victim/survivor was unable to give consent because of a condition of which the accused student was or should have been aware, such as alcohol and/or other drug intoxication, coercion, and/or verbal or physical threats, including being threatened with future harm.

Sexual assault is intrinsically injurious and degrading, and will be treated as resulting in injury for the purposes of Gogebic Community College's student code. Use or abuse of alcohol or other drugs by a person charged with a

sexual assault does not diminish, and may increase, personal responsibility. Proving or making available to a victim/survivor any substance such as alcohol or other drugs may increase the personal responsibility of the assailant. The person reporting an assault will not be charged with a violation of the student code for use of alcohol or other drugs. The same criminal offenses and penalties apply in cases of acquaintance rape or date rape as in cases of rape involving a stranger. A victim/survivor of sexual assault may be either male or female. The college will investigate the complaint and charges may be brought against the accused student, regardless of where the conduct occurred.

Complainants who are not students at Gogebic Community College but have been sexually assaulted by a Gogebic Community College student, may file a sexual assault complaint against the student with the Dean of Students and request that the student be charged with a violation of the GCC Student Code and/or the Michigan Penal Code. Because the college does not stand in a special academic relationship with a non-student complainant, other college services are not available to non-students.

Policy Concerning Sexual Assault Victims/Survivors

If you are the victim/survivor of a sexual assault which is reported to the college, it is the college's policy that:

- You and the matter you report will be treated with the greatest concern and seriousness, regardless of your gender or the gender of the suspect.
- Your name will not be released to the public or the media.
- You may talk to college officials about the sexual assault without your name being disseminated, except as is necessary to meet federal requirements.
- The right to confidentiality, both of the victim/survivor and of the accused student, will be respected insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.
- You will be treated with dignity, courtesy, sensitivity, and understanding and you will not be prejudged or blamed for what occurred.
- You will be provided with information regarding your options for reporting the sexual assault, and your right to make choices based on this information will be respected.
- Title IX requires that all reported incidents of sexual assault must be investigated by the college and the college must take steps to remedy the situation. If you do not want the complaint pursued through the student conduct program or the courts, the college must still investigate and respond.
- It is a violation of college policy to intimidate, discipline, discharge, or harass any individual because she or he has filed a complaint, instituted proceedings, assisted an investigation, or formally or informally objected to sexual harassment and/or discriminatory practices. If retaliation occurs, the incident should be reported to the Dean of Students.

- You will be advised of, and if you desire, assisted in receiving services from the college departments and community agency partners that provide assistance to victims/survivors of sexual assault.
- College staff will neither coerce you to report a sexual assault as a lesser offense nor prevent or discourage you from reporting a sexual assault to another person or authority.
- The Dean of Students Office will assist you with any academic issues that may arise due to the situation.
- Upon your request, the college staff will take any reasonable steps to prevent unnecessary or unwanted contact or proximity with the suspect.
- The sexual history of the victim/survivor is not considered relevant to the truth of the allegation; therefore, information regarding sexual history external to the relationship between the victim/survivor and the alleged assailant will not be considered in discipline hearings.
- You will be made aware of, and assisted in, exercising any options provided under law regarding the mandatory testing of sexual assault suspects for communicable diseases and notification of the results of the testing.

College Response to Reported Sexual Assault

The following college departments can be contacted for making a report of a sexual assault and obtaining support and other assistance:

- Dean of Students, 932-4231 ext. 212, Room T108
- Counseling, 932-4231 ext. 209, ACES Center
- Housing Office, 932-4231 ext. 268, Room T104
- Gogebic County Sheriff's Office – 663-0203
- Houghton County Sheriff's Office – 482-4411

All of the college departments listed above work together closely to provide support and assistance and to review available services and options. Students who have been sexually assaulted are strongly encouraged to report the incident as described above so that the college may investigate, charges can be initiated with the college's judicial system, and/or so that criminal charges may be pursued against the assailant.

Information regarding the incident will be reported in accordance with the Student Right to Know and the Clery Act. This report will not include the name of the victim/survivor or any identifying information without the victim's/survivor's consent. In addition, the college is required to report information concerning criminal acts on an annual basis under the requirements of the Clery Act and the Uniform Crime Reporting Act.

A report of sexual assault will initiate a response from the college as explained:

All reports of sexual assault must be reported to the Dean of Students/Title IX Coordinator for the college. All reports are promptly investigated to determine what occurred and to take steps to resolve the situation. The college is required to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. A typical investigation takes approximately 60 calendar days following receipt of the complaint. The timing of the filing of the complaint (e.g. at the end of a semester) or the lack of information available to the investigator

may result in the investigation taking longer than the typical 60 days. Both parties will be given periodic status updates during the investigation. Both parties will receive written notification of the outcome of the complaint and both parties may file an appeal. If appeals are filed, both parties will receive written notification of the outcomes.

The college will inform and obtain consent from the victim/survivor before beginning an investigation. If the victim/survivor requests confidentiality or asks that the complaint not be pursued, the college will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If the victim/survivor insists that his/her name or other identifiable information not be disclosed to the accused student, the college's ability to respond may not be limited. A request for confidentiality will be weighed against the following factors: the seriousness of the alleged assault; the victim's/survivor's age; whether there have been other assault complaints about the same individual; and the accused student's rights to receive information about the allegations if the information is maintained by the college as an "education record." The college will inform the victim/survivor if it cannot ensure confidentiality. Even if the college cannot take disciplinary action against the accused student because the victim/survivor insists on confidentiality, it will pursue other steps to limit the effects of the alleged assault and attempt to prevent its recurrence.

- **The Dean of Students/Title IX Coordinator** will provide information to the victim/survivor about options for pursuing a charge against the accused student through the college's student conduct system. The victim/survivor will be able to express his/her preferences as to whether formal Student Code charges are pursued, how the charges are written, and if the student conduct process continues. The Dean of Students will work with law enforcement as appropriate while investigating the complaint. The college will protect the victim/survivor as necessary, including taking interim steps before the final outcomes of the investigation. The victim/survivor will be given his/her options to avoid contact with the accused student and be allowed to change academic or living situations as appropriate and possible.

Also, assistance with all aspects of the reporting procedure and will coordinate an investigation into a complaint. Also, this office is responsible for coordinating campus-wide sexual assault education, and for identifying trends or key areas of concern which may be addressed through information and education. If the victim/survivor requests confidentiality or asks that a complaint not be pursued, all reasonable steps will be taken to investigate and respond to the complaint consistent with this request. The victim/survivor will be informed if confidentiality cannot be ensured with weighed against other factors.

- **The Counseling Office** will provide support to students dealing with the psychological impact of a sexual assault. The staff will provide assistance in decision making regarding reporting of the assault to the Dean of Students, contacting parents or significant others, modification of living arrangements, handling academic schedules and commitments, etc. Services are also provided to students who come to the Counseling Office for other reasons and in the course of treatment, disclose a past sexual assault. Strict confidentiality is maintained.
- **The Housing Office** – The Housing Manager or any Resident Assistant can provide immediate support and assistance to a student who reports a sexual assault, as well as to other students who may be involved. Staff will inform the victim/survivor of the services available from the Counseling Office and the Dean of Students and will help the victim/survivor obtain the services that are desired. In addition, the Housing Office will provide alternative living arrangements upon request, if the victim/survivor and the accused live close to one another.

- **Other Support Services** – faculty and staff who are contacted by someone who has been sexually assaulted are encouraged to provide non-judgmental support, to respect the victim’s/survivor’s confidentiality, and to consult with, or refer the victim/survivor to the Dean of Students or the Counseling Office. All reports of sexual assault, except those reported solely to Counseling, must be reported to the Dean of Students/Title IX Coordinator.

Prevention Education

Gogebic Community College provides ongoing prevention education for students in an effort to decrease the incidence of sexual assault.

This policy will be distributed at the beginning of each semester by e-mail notice, student announcements, and is available online in the Gogebic Community College Student Handbook. To request a hard copy of the policy, contact the Dean of Students Office, 932-4231 ext. 212. The college also provides a variety of programs on sexual assault prevention to students.

-Information concerning sexual assault is presented in each ORI 100 course, which is a graduation requirement for all degree-seeking students. A seminar is also presented to the general student population each year.

-Programs are also offered on request and can be tailored to student groups.

Victim’s Rights Policy

Gogebic Community College is committed to ensuring that the rights of an individual who is the victim of an act of violence, sexual assault, and non-forcible sex offenses are protected. All students will be afforded these rights in addition to the rights already listed in this policy.

- **Specific Rights**

Students who are the victim of a sexual offense or an act of violence (as defined in Section 16 of Title 18, United States Code), that violates the GCC Student Code or other college policy when said act is committed by another student will have the rights to the following information:

- The name of the student who perpetrated the act of violence or sexual offense.
- The type of violation that was committed and any charges issues.
- The opportunity to make a recommendation with regard to any disciplinary action taken, or sanction imposed, if any.
- The general outcome of the sanction imposed by the college, if any.

- **Notification**

The Dean of Students shall be responsible for advising the victim of his or her rights.

Sexual Harassment Policy

Sexual harassment of any member of the college community is inconsistent with the college's desire to create the best possible living, learning, and work environment, and is therefore absolutely prohibited.

Harassment on the basis of sex is discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX or the Educational Amendments of 1972, and the Michigan Elliot-Larsen Civil Rights Act. Federal and state laws prohibit sex discrimination in employment and in the utilization of educational facilities and services. Sexual harassment is considered to be sex discrimination and is therefore illegal.

Retaliation: It is a violation of college policy to intimidate, discipline, discharge, or harass any individual because she or he has filed a complaint, instituted proceedings, assisted an investigation, or formally or informally objected to sexual harassment and/or discriminatory practices. If retaliation occurs, the incident should be reported to the Dean of Students.

Confidentiality: The right to confidentiality, both of the complainant and of the respondent, will be respected insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.

Cooperation: All members of the college community are expected to provide full and truthful cooperation to college officials during an investigation.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or visual communication or physical conduct of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing.
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, public accommodations or public services, education, or housing.
3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment, public accommodations or public services, education, or housing; or creating an intimidating or hostile environment in employment, public accommodations, public services, education, or housing.

There are two main types of sexual harassment: quid pro quo harassment and hostile environment.

Quid pro quo harassment – Quid pro quo means "this for that". This occurs when a promotion or job benefit is directly tied to an unwelcome sexual advance.

Hostile environment – this type of sexual harassment in the workplace creates an intimidating, hostile or demeaning environment or situation that is unfavorable to a person's job performance.

Examples of Sexual Harassment

All members of the College community are expected to be familiar with the following list. Examples of behaviors which may constitute sexual harassment or inappropriate conduct include but are not limited to:

- Deliberate touching which does not contribute to or advance the work, service, or education activity being conducted
- Repeated brushing against or touching of another's body, which does not contribute to or advance the work, service, or education activity being conducted.
- Pressure or demands for a date or for sexual activity with a subordinate by a person in authority.
- Repeated requests for a date or for sexual activity which are declined.
- Pictorial or actual displays of obscenity which do not contribute to or advance the work, service, or education activity being conducted.
- Written/electronic, verbal, pictorial (screen saver/wallpaper), or nonverbal communications of a sexual nature which do not contribute to or advance the work, service, or education activity being conducted.

Unwelcome Behaviors

The above behaviors shall be presumed unwelcome without the complainant communicating that the behavior is unwelcome.

When a complainant has communicated, verbally or in writing, that a behavior of a sexual nature is unwelcome, any repetition of that behavior or similar behavior will be considered unwelcome and is considered sexual harassment. No additional communication should be necessary for one to understand that his/her behavior is unwelcome.

If you are not comfortable directly communicating with the individual whose behavior is unwelcome, guidance or consultation is available through the Dean of Students.

College Action

The college will promptly investigate a complaint and, where appropriate, take prompt corrective action up to and including expulsion. Complaints should be reported immediately but in all cases must be reported within ninety (90) calendar days of the alleged occurrence.

Informal Complaints

A member of the college community who wishes to complain about sexual harassment by an employee or student of the college can take one of the following actions:

- If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the Dean of Students
- If the alleged harasser is a student supervisor or in an authority role (e.g. resident advisor), the complaint should be made to the Dean of Students.
- If the alleged harasser is a student not in an authority role and the complainant is a student, the complaint should be made to the Dean of Students and shall be pursued according to the procedures outlined in the Student Code.
- Student complaints of sexual harassment that also concern grades shall be pursued according to the procedures outlined in the Student Code as well as the Sexual Harassment Policy.

Each complaint alleging sexual harassment will be evaluated with reference to the pertinent circumstances. A complaint may be resolved informally after speaking with the complaining party and the alleged harasser. Other complaints may result in formal investigations, including interviews and the review of any evidence. Members of the College community are expected to cooperate fully in investigations of alleged sexual harassment by College officials.

STEP I: Informal Complaint

1. Individuals who believe they have been sexually harassed may contact any of the individuals or college departments as noted above to discuss their complaint and are encouraged to do so as soon as possible but in any event no later than within ninety (90) days of its occurrence.

The complainant shall describe orally or in writing:

- the alleged harassment
 - the individual(s), program(s), or department(s) involved and, if possible, state the type of relief sought.
2. The individual investigating the complaint shall:
 - explain the informal complaint procedure;
 - inform the complainant of other internal resources/departments and/or college policies/procedures under which the complaint may be filed; and
 - conduct an informal investigation of the complaint to try to resolve it within twenty-one (21)* days of receiving the oral or written informal complaint.
 3. If the proposed resolution is satisfactory to both parties, the individual investigating the complaint shall write to the two parties involved a summary of the resolution, and close the matter. A copy of this will be forwarded to the Equal Opportunity Office for administrative purposes. The summary of the investigation will not be placed in any personal file.
 4. If the complaint cannot be resolved informally, the individual investigating the complaint shall provide written notice of this determination to the two parties and the Equal Opportunity Office. The complainant may then proceed to Step II.

Step II: Formal Complaint

1. Within seven (7) days* of the notice of the determination that an informal resolution cannot be reached, the complainant may submit a written complaint to the Dean of Students. The signed and dated complaint shall include a description of the alleged harassment act(s), the date(s) of the act(s), and the individual(s), program(s), or department(s) involved.
2. Within seven (7) days* of receiving this written complaint, the Dean of Students Office shall:
 - notify the respondent that a formal complaint has been filed, provide a copy of the policy and advise of confidentiality and no retaliation, and
 - assign two investigators to the complaint.

3. The investigators shall have twenty-one (21) days* from receipt of the written complaint to investigate it, make findings, and suggest a resolution.
4. If the proposed resolution is satisfactory to the complainant and the respondent, the Dean of Students Office shall close the matter and send a written summary of the resolution to the involved parties. A copy of this summary will be signed and dated by the Equal Opportunity Office, the complainant(s) and the respondent, and will be attached to the written complaint and maintained in the Equal Opportunity Office.
5. If the proposed resolution is not satisfactory to both parties, any party may proceed to Step III.

STEP III: Appeal

1. Any party may initiate the appeal process by writing to the Office of the President within seven (7) days* of being notified of the proposed resolution. The letter shall clearly state why the resolution is not satisfactory and request an appeal.
2. Within seven (7) days* of receipt of this request, the other party shall be notified by the Office of the President that an appeal has been requested.
3. After receiving the appeal request, the President or designee will convene the Student Personnel Committee. This group shall be empowered to review the case file, gather additional information and interview witnesses, including the parties, if the group deems necessary, within twenty-one (21) days* from the convening of the appeal review group. The Equal Opportunity office will provide assistance to the President and the appeal review group upon request.
4. If the Student Personnel Committee determines that GCC's sexual harassment policy was violated, it shall submit a written report supporting these findings, along with recommendations for further action, to the President of the College. Recommendations may include but are not limited to:
 - education/awareness,
 - imposition of special duties,
 - an official reprimand,
 - change in College policy or procedure,
 - transfer or change in school or work environment,
 - suspension,
 - discharge or expulsion from the College and,
 - financial restitution.
5. If the Student Personnel Committee finds that GCC's sexual harassment policy was not violated, it shall recommend to the President that the case be dismissed within twenty-one (21) days* of convening the appeal review group.
6. The President will review the recommendation of the Student Personnel Committee. The decision of the President shall be final, and shall become part of the record. The closed case file will be kept in the Equal Opportunity Office.

Time Limits

All of the time limits specified above may be extended for good cause. If the complainant fails to respond within the time limits provided, the complaint shall be deemed to have been withdrawn. (*All dates noted are considered days when the college is in operation. Days are weekdays when the college is in operation.)

Further information about sexual harassment is available from the Dean of Students at (906) 932-4231 ext. 212.

Sexual Harassment by Third Parties

College students may participate in GCC academic programs (examples: internships, clinical lab practicums, conferences, student trips, etc.) with or under the supervision of persons who are not college faculty or staff. If a student believes that she or he has been sexually harassed in a college academic program by an individual who is not a college employee or student, the student should report the alleged sexual harassment to the faculty member, department head or dean responsible for that academic program or to the Dean of Students Office.

Individuals who are not students or faculty and staff of the college are not subject to discipline under the college's internal processes. Nonetheless, if the college determines that a third party has sexually harassed a college student in a college academic program or a college employee within the scope of her or his employment, the college will take corrective action to ensure the work or learning environment is free from unlawful sexual harassment.

SEXUAL HARASSMENT POLICY

It is the policy of Gogebic Community College that no employee, staff member, or student shall be subject to sexual harassment while on college premises or in connection with or related to his/her education or employment at Gogebic. Sexual harassment has absolutely no place in an academic environment and will not be tolerated by the college.

Any employee, staff member, or student engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution, as determined by administrative or Board action.

This policy applies to acts of sexual harassment of any member of one sex against a member of the opposite, or same sex, at all levels of the college community.

SOLICITING

Soliciting funds, clothes, books, subscriptions, tickets, or similar items on campus or in college buildings must be approved in writing by the Office of the Dean of Students.

SUBSTANCE ABUSE POLICY

It shall be the policy of Gogebic Community College to implement the following program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program shall include:

- The annual distribution to each student and employee of standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on college property or as part of any of the college's activities;

- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the use of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A statement that Gogebic Community College will impose sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required in said policy.

This program shall be reviewed biannually to determine its effectiveness and to implement changes to the program, if they are needed; and to ensure that the sanctions required by the policy are consistently enforced.

Gogebic Community College shall, upon request, make available to the Secretary of the United States Department of Education and to the public, a copy of each item required above, as well as the results of the biannual review herein required.

As regulations are published and implemented by the United States Department of Education, the same shall be periodically reviewed by the President of the College and submitted to the College Board to assist in the implementation and review of appropriate policy changes and amendments.

The following actions shall be taken against students and employees for violation of the standards of conduct:

First Offense: Instruction and cautioning and attendance in available drug or alcohol counseling rehabilitation and/or assistance program, plus a three-day suspension.

Second Offense: Termination of employment or expulsion and referral for prosecution for violation of the standards of conduct required by the policy.

Note: Consideration shall be given to the severity of the offense, the cost involved, the time interval between violations, the length and quality of the service record, and the ability of the employee or student involved. In each case where the penalty deviates from the recommended standard penalties, the reasons for such deviations shall be noted.

The written standards distributed to the students and employees shall be reviewed by the Board annually.

Academic Policies

ACADEMIC PROBATION AND SUSPENSION POLICY

Students in college are expected to assume responsibility for their own work. The following policy is in effect:

1. A first semester freshman will be placed on probation if he/she achieves a grade point average less than 1.6 at the end of the semester; he/she may be suspended if his/her grade point average is less than 1.0 at the end of the semester.
2. A second semester freshman will be placed on academic probation if his/her cumulative grade point average at the end of the second semester is less than 1.75; he/she may be suspended if his/her grade point average is less than 1.25 for the semester.
3. A third semester student will be placed on academic probation if his/her cumulative grade point average at the end of the semester is less than 1.8; he/she may be suspended if his/her grade point average is less than 1.5 for the semester.
4. A fourth semester student will be placed on academic probation if his/her cumulative grade point average is less than 2.0; he/she may be suspended if his/her grade point average is less than 1.75 for the semester.
5. A student in his/her fifth semester (or more) may be suspended if his/her grade point average is less than 2.0.

Students who are on probation should:

- Consider reducing study loads
- Avoid extensive participation in extracurricular activities and outside employment responsibilities. Reappraise study schedules and habits.
- Confer regularly with their advisors, counselor, instructors, and deans.
- Consider repeating work in which grades are unsatisfactory.

Note: All students receiving financial assistance, including VETERANS EDUCATIONAL BENEFITS, are subject to an additional set of standards for continued assistance. These "Standards of Academic Progress" are found in the Financial Aid section of the college catalog.

ADACEMIC YEAR

The regular academic year is divided into two semesters--the fall semester and the spring semester--plus a summer session.

ACCESS TO RECORDS

General Access: Any student enrolled at Gogebic Community College has the right to inspect and review educational records, files, and data directly related to him/herself, including all material incorporated into the cumulative record folder and intended for school use after a request for access to such record has been made on the approved form and in accordance with the approved college procedure for such access. Such access will be granted within a reasonable time, but in no case more than 45 days after the request has been made. Further release of personally identifiable records and files without written consent of the student will not be made, with the exception of those approved under the Family Educational Rights & Privacy Act of 1974. The policy on student records is on file in the Office of Student Services. (See Directory Information below.)

Transcripts: Official transcripts of a student's academic record will be sent to properly authorized individuals or organizations (including the student) with valid written request from the student. Students may obtain a transcript request form in the Dean of Student's Office. A fee of \$5.00 is charged for each transcript issued. Current students are exempt from transcript charges.

Transcripts received by the college are part of the student's official record and cannot be returned or released.

Transcripts of all previous work, both high school and college, must be on file in the Admissions Office for all students who apply for admission. When such information is not forthcoming promptly, it may be necessary to ask a student to withdraw from the college or be denied the privileges of enrollment.

Directory Information: All directory information may be published or released unless a student informs the Dean of Students/Register's Office in writing before the first day of classes of the fall semester that any or all items should not be released without prior consent of the student. The request to withhold directory information is valid for one academic year. Directory information is defined to include student's name, address, telephone listings, major field of study, dates of attendance, number of credit hours enrolled, degrees awarded and dates of degrees, full or part-time status, and photograph/likeness.

ACCOMMODATIONS

In certain situations, students may find themselves in need of accommodations while attending Gogebic Community College. Disability Services exists to provide these accommodations, as well as access to programs, services, and activities to qualified students with known disabilities, as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).

Qualified students are individuals who:

- have a physical or mental impairment that substantially limits one or more major life activities.
- have a record of such an impairment or are regarded as having such an impairment.
- meet the essential eligibility requirements, or technical standards, for academic programs.

Students who request services must:

1. Complete a Disability Services request form.
2. Provide the Director of Learning Support Services with documentation of the disability.
3. Be willing to pursue diagnostic testing if not already processed, so staff can determine the eligibility of services, and allow documentation of the disability to be reviewed and maintained in a file while attending Gogebic Community College.
4. Schedule an appointment with the Director to review accommodation policies and procedures and to develop an accommodation plan based on documented needs.
5. Notify the Director if accommodations are insufficient, or if changes occur related to the nature of the disability, which may affect the accommodation plan.

6. Renew the accommodation plan each semester.

Gogebic Community College does not provide assessment or diagnostic testing for disabilities, or provide funding for the student to receive testing. The Director reserves the right to request additional documentation, if needed, to determine reasonable accommodations. The documentation must be prepared by a licensed medical professional.

Documentation of a disability must provide the following:

1. Identification of the nature and severity of the individual's disability. Indication that the individual is substantially limited by one or more major life activities.
2. Specific information regarding the manner that the disability affects the individual.
3. Description of the current course of treatment, if any, including medications and side effects, and prognosis for the disability.
4. Suggestions and recommendations regarding possible accommodations.

Documentation must be current; implications of the disability may vary over time and in different settings. Documentation should have been conducted within the past three years.

An Individualized Education Plan (IEP) alone does not constitute adequate documentation. The IEP must provide diagnostic results from tests that include aptitude and achievement assessments, processing abilities, and clinical recommendations.

Accommodations will be arranged upon the review of disability documentation and discussion of needs during the intake meeting between the Director and student prior to the beginning of each semester.

APPEALS

In the case where a student wishes to appeal grades received or any financial obligations, all appeals must be received by the Dean of Students within seven calendar days from the posted end of the semester.

ASSESSMENT

All incoming freshman and transfer students enrolling in a program of study are required to participate in assessment of basic skills to determine course placement recommendations and readiness for college level courses. Gross summary data from Student Assessments may be used by the college as an index of institutional and instructional effectiveness.

ATTENDANCE

Punctuality and regular attendance are indispensable to success in any human endeavor, and class work in college is not an exception. During the first week of classes, each instructor will announce and provide in writing the attendance requirements for that class. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports excessive absences to the Dean of Students throughout the semester. Excessive absences incurred by veterans receiving educational benefits will be reported to the Veterans' Administration as will those of students attending college under other sponsoring programs requiring attendance reports.

Absences exceeding 1/16th of total class hours will be considered excessive.

Rules Governing Absences:

- When a student has permission and is an official representative of the College, absences are listed as official and permission is granted for the student to make up studies within two weeks.

- Absence and tardiness caused by factors beyond the student's control may be excused by the Dean of Students, with appeal available through the Student Personnel Committee, and the student may be permitted to make up studies within two weeks.
- It is the personal responsibility of students who have been absent from classes to arrange make-up work with the instructor within three days after the absence has occurred. Students should endeavor to arrange for this make-up work during the office hours of the instructor. All make-up work must be completed within two weeks after the students return to class.
- Any student who registers late for a course may have already been absent from class meetings. Such absences are to be reported by the instructor. Rules governing such absences are the same as for any absence during the school year.

CLASSIFICATION OF STUDENTS

Students who have earned fewer than twenty-eight (28) credits are officially classified as Freshmen. Those who have earned twenty-eight (28) or more credits are officially classified as Sophomores.

COLLEGE ENTRANCE EXAMINATION (CLEP)

The College Entrance Examination Board gives a set of advanced placement examinations which cover the contents of college courses. Gogebic Community College cooperates with the advanced placement program and awards credit for all advanced placement courses passed. CLEP scores and courses are entered on the transcript and students are credited with the appropriate credit hours. Since no letter grades are entered, the credits are not figured into the Grade Point Average. The CLEP examinations may be taken at any authorized CLEP test center. The student must specify that the results of the tests be sent to Gogebic Community College (code number 1250).

COMPUTER LAB POLICY

1. Acceptable Use of Information Systems at Gogebic Community College

Access to computer systems and networks owned or operated by Gogebic Community College imposes certain responsibilities and obligations and is granted subject to College policies (including those in this student handbook), and local, state, and federal laws.

It is the policy of Gogebic Community College to maintain access for its community to local, national, and international sources of information, and to provide an atmosphere that encourages access to knowledge and sharing of information.

Access to the networks and to the information technology environment within GCC is a privilege and must be treated as such. Inappropriate use will result in a cancellation of those privileges. The administration, faculty, and staff of Gogebic Community College may request the system administrators to deny, revoke, or suspend specific user accounts.

All existing regulations are applicable to all users of computers and related technologies. This policy is intended to clarify those rules as they apply specifically to network usage. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources.

Gogebic Community College characterizes as unethical and unacceptable, and just cause for taking disciplinary action, removal of networking privileges, and/or legal action, any activity through which an individual:

- a. transmits any material in violation of U.S. or state regulations. This includes, but is not limited to: copyrighted material; threatening; racist, sexist, pornographic, and obscene material; or information protected by trade secret.
- b. interferes with the intended use of the information resources.
- c. seeks to gain or gains unauthorized access to information resources.
- d. uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- e. destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources.
- f. invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- g. uses computer programs to decode passwords or access control information.
- h. attempts to circumvent or subvert system or network security measures.
- i. installs, runs, stores, downloads, or otherwise introduces any unauthorized software on any Gogebic Community College computer system or network.
- j. engages in any other activity that does not comply with the general principles presented in this document.

In the case of any doubt about the acceptability of any specific use or operation of the Gogebic Community College computer network, contact the system administrator, instructor, or computer lab technician for clarification.

Users of the Gogebic Community College computer network, when expressing opinions, should include a disclaimer indication that the opinions of the author are not necessarily those of Gogebic Community College.

Gogebic Community College cannot monitor or control the content of information obtained on the Internet and is not responsible for its content. Users should assume that e-mail is not secure or confidential. Any and all use of any of the information obtained via the Internet is at your own risk. Gogebic Community College specifically demises any responsibility for the accuracy and/or quality of any information obtained through its Internet services.

It is the responsibility of every user to protect his/her user ID, Password, and system from unauthorized use. Each user is responsible for activity on his/her user ID or that originate from his/her system. Users will not lend their network/Internet account and/or password to other users.

Users must acknowledge their understanding of this general policy and guidelines as a condition of receiving an account and using the Gogebic Community College network to access the Internet.

The College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems allegedly related to unacceptable use.

Gogebic Community College students and employees who violate this policy are subject to disciplinary action as prescribed in this student handbook, and Board of Trustees Policy.

Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, The Electronic Communications Privacy Act, and Act 53 of the Public Acts of 1979 of the State of Michigan. Access to the text of these laws is available through the Reference Section of the College Library.

2. Computer Lab Use Policy

Gogebic Community College does not condone fraudulent use of its computer equipment or facilities, and it is the intent of the college to adhere to the provisions of copyright laws applying to computer software and documentation. It is also the intent of the college to comply with the individual license agreements which were expressly or tacitly accepted when the college obtained the software. (Taken from GCC Board of Trustees Policy, adopted May 28, 1990.)

The Law of the State of Michigan

Act 53 of the Public Acts of 1979 of the State of Michigan is "AN ACT to prohibit access to computers, computer systems, and computer networks for certain fraudulent purposes; to prohibit intentional and unauthorized access, alteration, damage, and destruction of computers, computer systems, computer networks, computer software programs, and data; and to prescribe penalties."

The penalties for violating this act are stated as follows:

"A person who violates this act, if the violation involves \$100.00 or less, is guilty of a misdemeanor. If the violation involves more than \$100.00, the person is guilty of a felony, punishable by imprisonment for not more than ten (10) years, or a fine of not more than \$5,000.00, or both.

Examples of State Law violations include:

- Making unauthorized attempts to access or use information.
- Attempting to access computer files belonging to another user without permission.
- Attempting to interfere with the performance of computing systems.

United States Copyright Law

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." This includes computer programs (software).

You are violating U.S. Copyright Law if you make unauthorized copies of copyrighted software and/or documentation.

The college expects that each student will abide by the regulations governing student conduct. The above policy states some of the general computer use regulations. Such statements cannot be all inclusive and individual student conduct violations may need to be determined on a case by case basis within the scope of this policy.

CREDIT BY EXAMINATION

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college by successfully completing a comprehensive examination or series of examinations. Students who believe they have mastered a course through life experience, past training, or intelligence may, at the discretion of the Division Chairperson, instructor and advisor, make application through the Office of the Dean of Students to take the examination if one has been developed in that subject area. An examination fee of \$15.00 per credit hour is charged prior to the time of examination and, on the recommendation of the Division Chairperson and instructor, credit will be entered on the student's transcript. Beginning in 1995 this information is also being printed on the academic transcript.

DEAN'S LIST

Each semester, a Dean's List is issued and published listing all full-time students who have earned a 3.5 or better grade point average.

DROPPING AND ADDING COURSES

1. During the Drop and Add period at the beginning of each semester, a student may change his/her schedule without penalty. Any course dropped during this period is entirely removed from the academic record.
2. After the Drop and Add period students may withdraw from a regular full semester class up to the published last day to withdraw with a "W" in the semester by filling out a DROP form, which must contain the signature of the instructor of the course dropped and the student's academic advisor. Separate timelines exist for shorter courses, and these may be obtained from the Dean of Student's office.
3. Students who officially withdraw from a class will receive a grade of "W". Students who do not go through the official withdrawal procedures will receive an "F" grade for courses not completed.
4. Withdrawing from a course can have an effect on a student's current and future Financial Aid, including veterans benefits. Refer to the Financial Aid section of the catalog for details.
5. All Drop/Add/Withdrawal Forms are obtained from and must be filed in the Dean of Student Services Office.

EXAMINATION AND GRADES

Two formal examinations are usually held each semester: the mid-semester and the final. All students are required to take these examinations and to complete all work as assigned.

<u>Grade</u>	<u>Honor Points per Credit</u>
A	Excellent 4.0
A- 3.67
B+ 3.33
B	Good..... 3.0
B- 2.67
C+ 2.33
C	Average 2.0
C- 1.67
D+ 1.22
D	Below Average 1.0
D-67
F	Failure..... 0.0
I	Incomplete 0.0
W	No Grade (Withdrew) - Given in courses dropped during specific drop period.

	Not used in Grade Point Average Calculation
CR	Credit Given
N/C	No Credit Given
AU	Audit
P	Passing
CX	Credit by Examination
LE	Credit for Life Experience
TR	Transfer Credit

FINAL GRADES

Final grades are recorded on the student's permanent record in the Dean of Students Office at the close of each semester. Such grades are also sent to the student at the permanent mailing address listed in the student's record.

GRADE POINT AVERAGE

Grade Point Average, GPA: Quality points divided by semester hours determines your academic average. The GPA is used to determine your continuance in college, graduation from college, and academic status after each semester.

Quality Points (Sometimes referred to as Honor Points): Numerical equivalent of letter grades used to figure the GPA. For example: A=4, B=3, C=2, D=1, and F=0. Below is an example of the method of calculating your grade point average: An "Incomplete" grade calculates as a failing grade until it is replaced with a final grade.

	<u>Credit</u>	<u>Grade</u>	<u>Quality Points</u>
English	3	C = 2	6 (3 x 2)
Political Science	3	D = 1	3 (3 x 1)
Geology	4	B = 3	12 (4 x 3)
French	4	C = 2	8 (4 x 2)
Physical Education	<u>1</u>	A = 4	<u>4 (1 x 4)</u>
	15		33
	33/15 = 2.20 GPA		

A copy of your permanent record is on file in the Office of the Dean of Students. It is a total record of your academic work and includes the courses you have taken, your grades, and your cumulative GPA. Questions concerning your academic record should be referred to the Dean of Student Services.

GRADE RE-EVALUATION

The purpose of GRADE RE-EVALUATION at Gogebic Community College is to assist a student whose grade point average from some prior period is significantly lower than the work the student has completed in current semesters and, because of this, the cumulative grade point average is not representative of the student's capabilities.

Upon approval of this petition, all course grades* prior to re-enrollment will be removed from the calculation of Grade Point Average (GPA). Passing credits may be carried forward to meet graduation requirements if current course content has remained substantially the same as the historical course of record.

A student receiving grade re-evaluation will be allowed to utilize the revised GPA for graduation purposes, special academic recognitions, and requirements for professional certifications within the province of licensing boards, external agencies, etc. unless otherwise prohibited by external regulation.

*Past courses used to meet graduation requirements for a prior degree cannot be removed from the cumulative GPA.

GRADUATION INFORMATION

Students may graduate from Gogebic Community College with either an Associate Degree or a Certificate of Completion.

- Application for Graduation: Students wishing to graduate must file an Application for Graduation in the Office of the Dean of Students at the beginning of the semester in which they anticipate meeting all degree requirements. Graduation apparel consists of cap and gown and is available at no additional cost to graduating students.
- Minimum Grade Point Average: A final cumulative grade point average of 2.0 or above must be achieved for graduation eligibility.
- Minimum Credit Requirement: For an Associate of Science, Associate of Arts, Associate of Applied Science, or Associate of Technology, 63 credits are required. No more than two of these credits may be in physical education. For an Associate of Applied Business, 61 credits are required, none of which may be in physical education.
- Enrollment Status: You must have been enrolled at Gogebic Community College during the semester immediately preceding fulfillment of degree requirements.

GRADUATION HONORS

Special recognition at graduation will be given under the following conditions:

1. Students in Associate Degree programs completing graduation requirements at Gogebic Community College with a 3.75 cumulative grade point average or better will graduate with High Honors.
2. Students completing graduation requirements in Associate Degree Programs at Gogebic Community College with a 3.5-3.74 cumulative grade point average will graduate with Honors.

Grade point averages for those students transferring to Gogebic Community College from other colleges or universities are determined by only those grades earned at Gogebic Community College. Any student graduating with honors must have earned a minimum of 30 credits at Gogebic Community College prior to their final semester.

While recognition at the commencement ceremony will be based upon cumulative grades prior to the final grading period, all grades earned at Gogebic will be included in the final determination of honors status to be recorded in the student's permanent record.

HONORS PROGRAM

Students who have demonstrated previous academic experience are invited to apply to the honors program. The program is designed for students planning to transfer to baccalaureate colleges and universities. Participation in honors courses allows students to earn honors credits: completion of four or more honors courses is highlighted on student's transcripts.

INCOMPLETES

It is expected that students will fulfill course requirements to warrant a grade for each course at the end of the semester. However, should a student receive an incomplete due to illness or other extenuating circumstances, the incomplete is to be made up within 30 days unless other arrangements have been made with the instructor and the Dean of Students. An incomplete will revert to a grade specified by the instructor if not made up within the time allotted. An incomplete grade will count as a failing grade until the final grade is entered.

DIRECTED/INDEPENDENT STUDY

Opportunities for directed/independent study are available to outstanding students, usually Sophomores. Such study must be arranged by the supervising instructor and approved by the appropriate Division Chairperson, the Dean of Instruction, and the Dean of Students. Directed/Independent study is designed to provide an opportunity for students to pursue special or advanced study under the direction of the faculty.

NON-DISCRIMINATION POLICY

It is the policy of Gogebic Community College not to discriminate on the basis of race, sex, age, color, religion, national origin or ancestry, marital status, disability, political affiliation or belief in its educational programs, activities, admissions, or employment policies as required by Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the American's With Disabilities Act of 1990.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or any inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Dean of Students Services
Gogebic Community College
E4946 Jackson Road
Ironwood, MI 49938 Telephone: (906) 932-4231

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also required that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covered applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

ORIENTATION

All incoming freshmen and transfer students are required to attend orientation activities on campus. The purpose of orientation is to acquaint students with the college, their program of study, rules and regulations, study techniques and other procedures necessary for a satisfactory beginning. Students also meet with their academic advisors and register for classes as part of this activity.

As a major part of formal orientation, students enroll in ORI 100, The College Experience, a one credit orientation course. In this course, students are given credit for orientation activities attended during the registration period. The balance of the course is held during the early weeks of the student's first semester on campus. Through the orientation process, students become familiar with the campus, meet student leaders, administrators and faculty, and explore their program of study with their academic advisors. For additional information on The College

Experience course, consult the course description for ORI 100, available in the catalog or contact the course instructor.

POLICY OF COMPLIANCE WITH FEDERAL LAW

It shall continue to be the policy of Gogebic Community College not to discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, political affiliation or belief in educational programs, activities, or services, and to comply with all requirements and regulations of the U.S. Department of Education. All students shall have an equal opportunity to participate in and benefit from all academic and extra-curricular activities and services.

It shall continue to be the policy of this school district to make all employment decisions in a non-discriminatory manner. No decision as to hiring, assignment, promotion, transfer, layoff, termination, or reinstatement shall be made on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, political affiliation or belief. Equal pay shall be given for the performance of jobs requiring equal skill, efforts, and responsibilities.

REFUND POLICY

1. Students who officially drop from class(es) prior to the last day of the official registration period of the semester enrolled shall qualify for a tuition/fee refund of 100%. No refunds after the last official drop date for the course(s).
2. Refunds are made to students only after the student completes a Drop Form with the Dean of Students Office. Failure to obtain official release can result in failing grades and loss of tuition/fee refund privileges in effect at the time of withdrawal.
3. For students on approved financial aid through the college or aid through other external agencies that mandate recovery or financial assistance, refunds will be made in accordance with related requirements.
4. Classes canceled by the college shall qualify for a 100% refund of tuition and fees.
5. Appeals concerning the refund policy should be referred to the Dean of Students in writing prior to the end of the semester in which the course is offered.
6. Payments received for tuition and fees are refundable to veterans in accordance with the same refund policy stated above.

RETURN OF FINANCIAL AID - FEDERAL FINANCIAL AID REFUND POLICY

If you withdraw, drop out, quit attending or are dismissed, you may be required to pay all or part of your financial aid back to the individual financial aid programs. You may also owe a payment to the college for your tuition, fees and/or books. All schools are required to use specific refund calculations when a student totally ceases attendance during the academic year.

The Financial Aid Office will review your financial aid eligibility at the time of withdrawal. The withdrawal date is the date you completed the withdrawal process or officially notified GCC of your withdrawal. If you quit attending without notifying GCC, the midpoint of the semester may be used as the withdrawal date. GCC may always, at its option, use your last date of attendance at a documented academically related activity in lieu of any other withdrawal date.

The amount of your financial aid that may need to be returned to the programs, along with the amount you may owe the school will be calculated according to a federal formula. You will be notified of any payment obligations you may have. A copy of the federal formula can be obtained from the GCC Financial Aid Office.

REGISTRATION

All students must complete regular admission requirements before they will be permitted to register.

Specific information concerning registration is sent to all currently enrolled students and incoming freshmen. Registration procedures and information are published on Facebook and in correspondence from the college to new and current students.

As a part of the process of admission, each student enrolled in a program of study is assigned to a faculty advisor who will assist and advise the student in drawing up a class schedule during formal registration.

The 5th instructional day of the semester is the last day any student may register for regularly scheduled classes during any semester. The 5th calendar day is the last day a student may drop a regular full semester course.

The Dean of Students acts as the Registrar. It is the Registrar's duty to preserve the academic integrity of the institution and to establish and maintain accurate permanent academic records. The Registrar is also responsible for evaluating transcripts of transfer students and for the certification of graduation requirements.

REPETITION OF COURSES

When a student repeats a course in which s/he earned a "D" or "F", the record made in repetition will supersede the first record, thereby making it possible to improve the cumulative grade point average. The student is reminded, however, that the first grade will continue to be on his/her record although it has been superseded in the grade calculation by the second grade.

When a student repeats a course in which s/he has earned a grade higher than a "D+", the original grade will continue to be used in the calculation of the cumulative grade point average and the new grade will be excluded from the calculation. Both grades will be reflected on the academic transcript.

RIGHT OF REVISION

The college reserves the right to change without notice any curricula, courses, faculty, tuition, fees, policies, and rules. If courses and curriculum changes take place after students commence a program of study, the college will make efforts to implement the changes in the student's best interest.

SCHEDULE OF PAYMENTS

Tuition and fees must be paid in full by the specified payment deadlines for each semester. The college may elect to cancel enrollment and shall withhold information on academic transcripts for students who fail to meet financial obligations in a timely manner. If you have registered early, full payment is due by the date noted on your billing statement. For students who have not pre-registered, full payment is due by the end of the first week of courses.

Payment policies are based on the view that a student registering for a class is reserving a seat in the class and that tuition and fees cover the opportunity to have a place in that class. Since no other person can purchase that seat, the student is responsible for the tuition and fees. Nonpayment of tuition and fees by the due date gives GCC the right to cancel your classes.

If you are planning on utilizing financial aid for payment, your file must also be complete by that date. Failure to comply with this policy will result in the cancellation of your classes. You will then need to register during the

regular walk-in registration period at the beginning of the semester, making full payment at that time. Your financial aid file must be complete by noon on the Wednesday prior to the start of classes if you are using financial aid to pay for your tuition. If your file is completed after this date, you will be reimbursed based on the amount of your financial aid eligibility.

Recognizing that unusual circumstances sometimes arise and you are unable to make full payment by the due date or you do not have your financial aid file complete, you may use the college's payment plan. Arrangements for doing so can be made with the Business Office prior to the payment due date.

You may use cash, check or credit card when paying your outstanding charges. Payments are submitted by mail or in person to the Business Office in Room 209 of the Rutgers Erickson Academic Building or by calling 906-932-4231, ext. 205.

STUDENT RECORDS--See "Access to Records" pg 27

SUSPENSION POLICY/ACADEMIC PROBATION--See "Academic Probation/Suspension Policy" pg 26

TRANSCRIPTS--See "Access to Records" pg 27

TRANSFER INFORMATION

Colleges and universities across the United States have certain general education requirements of their own. The Transfer Coordinator, located in the Dean of Students Office, maintains records of these requirements and can advise the student preparing for transfer. Information can also be obtained from faculty advisors.

In general, however, any student who receives an Associate of Arts or an Associate of Science degree from Gogebic Community College is not required to pursue further General Education requirements at most four-year colleges and universities in Michigan.

Gogebic Community College participates in the MACRAO (MI Association of Collegiate Registrars and Admissions Officers) Transfer Student Agreement and will identify transcripts of students completing MACRAO requirements with the statement, "MACRAO Transfer Agreement Satisfied."

To help students planning to transfer to a baccalaureate college or university, a number of aids are available: Catalogs, curriculum guides, applications for admission, scholarship applications, internet links, and conferences with representatives from regional schools.

How to transfer:

- Obtain an application form from the Transfer Coordinator (located in the Dean of Students Office). Early application for transfer is recommended.
- Fill out applicable portions of the form completely.
- Have an official transcript of your academic record sent to the next college you plan to attend. A TRANSCRIPT REQUEST FORM MUST BE COMPLETED AND SIGNED FOR THIS PURPOSE in the Dean of Students Office.
- Explore financial aid application procedures and pursue transfer scholarship opportunities.

VETERANS REFUND POLICY

Payments received for tuition and fees are refundable to veterans in accordance with the same refund policy stated under "REFUND POLICY."

WITHDRAWING FROM COLLEGE

1. A student finding it necessary to withdraw from college after the official Drop and Add period must complete a drop form and file a Withdrawal Form with the Dean of Student Services Office. Failure to obtain official release can result in failing grades in all courses.
2. Withdrawing from college can have an effect on current and future Financial Aid, including Veterans benefits. Refer to the Financial Aid section of the catalog for more information.
3. A student can be withdrawn from a course/class for the reason of non-attendance.

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Student Organizations

A.D.A.P.T.

A.D.A.P.T. is a Gogebic Community College Student Organization that provides GCC students with alternative non-drug related activities, encourages drug information curriculum infusion, and works with other community drug abuse prevention organizations. If you would like to join A.D.A.P.T., please stop by the ACES Center and see Mark Wendt, Career Counselor who serves as advisor for this group.

THE CHIEFTAIN COLLEGE NEWSPAPER

The GCC newspaper is the student college publication. The newspaper provides information relating to different aspects of the students' lives—academic news, opinions, entertainment, and classifieds. Contributions in the form of unbiased reporting, personal opinions, creative writing, arts, and classified advertisements are accepted from current GCC students, faculty, and staff.

If you are interested in collaborating on the college newspaper as a writer, photographer, copy editor, or graphics designer, please inquire with Instructor Ryon List.

CHRISTIAN ORGANIZATIONS – Campus Crusade for Christ and The Newman Club

These organizations are support and social groups open to all students and faculty interested in strengthening their spiritual life by studying the *Bible* and Christian living.

Students who are interested in joining should watch for posting of the first meeting.

INTERCOLLEGIATE ATHLETICS

Gogebic Community College is a member of the National Junior College Athletic Association, Division II, Region XIII. The intercollegiate athletic program includes men's basketball and women's basketball. The college competes with other two and four-year colleges in the Upper Peninsula, Northern Michigan, Wisconsin, and Minnesota. Contact the Athletic Director

INTRAMURAL SPORTS PROGRAM

The Gogebic Community College Intramural Sports Program gives students the opportunity to participate in a wide variety of sporting activities: basketball, bowling, cross-country, golf, razzle dazzle football, softball, tennis, and volleyball. Most events are co-ed, with separate men and women's divisions for cross country, tennis, and golf. To find out more about joining an intramural activity, contact the Lindquist Center Director.

PHI THETA KAPPA HONOR SOCIETY

Phi Theta Kappa is an internationally recognized Honor Society for students at regionally accredited two-year colleges. Established in 1918, Phi Theta Kappa is as prestigious as its counterpart, Phi Beta Kappa, the renowned honor society for students at four-year colleges and universities. Gogebic Community College chartered Alpha Rho Chi, its chapter of Phi Theta Kappa, during the Spring Semester of 1990.

Acceptance into Phi Theta Kappa requires a student to possess a 3.5 Cumulative Grade Point Average with 12 or more college level credits and maintain a 3.25 GPA thereafter. Students receive a letter extending an invitation to the Honors Society. Membership in Alpha Rho Chi facilitates enhancement of leadership, service, scholarship, and fellowship activity. Members become eligible for scholarships to various four-year institutions, and are more likely to get involved with campus and community events. Members receive an Honors stole and special recognition at Commencement.

Participation in the Honors Society is voluntary and not required; however, the more active the chapter, the more likely Alpha Rho Chi will establish a coveted Five-Star status warranted by Phi Theta Kappa Headquarters. Students work under an Honors Topic and Service Program every two years to aid them in strengthening the Alpha Rho Chi chapter. Alpha Rho Chi is committed to fostering and preserving academic excellence, and its strength is in its members.

STUDENT SENATE

The Student Senate provides GCC students the opportunity to participate in self-government. The objective of the Student Senate is to teach its members, through active participation in college government, responsibilities and duties to their fellow students and to the college. The Student Senate promotes student interest in the college as a whole. It fosters understanding among the faculty, students, and administration, and often serves as a representative of student opinion when issues need to be resolved.

Students who are interested in becoming Student Senate members should contact current Student Senate members in the Student Senate office in the Lindquist Student Center or the Dean of Students

While this student handbook was prepared on the basis of the best information available at the time of publication, all information including statements of policy and procedure is subject to change without notice or obligation.

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