



# STUDENT HANDBOOK

## BUILDINGS

BTC	Besser Technical Center
CTR	Donald L. Newport Center
EPTC	Ferris H. Werth Electrical Power Technology Center
FAC	Olin H. Joynton Fine Arts Center
OSC	Oscoda Campus
NRC	Charles R. Donnelly Natural Resources Center
SSC	Students Services Center
UC	Madeline Briggs University Center
VLH	Van Lare Hall
WCCT	World Center for Concrete Technology

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## SERVICES DIRECTORY

<b>For</b>	<b>See</b>	<b>Office, Hours</b>	<b>Ext.</b>
Academic Concerns	Deborah Bayer, Vice President of Instruction Jackie Witter, Assistant	VLH 109, 8 am-4:30 pm	7458 7219
Student Affairs	Nancy Seguin, Dean of Students Jackie Witter, Assistant	VLH 109, 8 am-4:30 pm	7212 7219
Admissions	Mike Kollien, Director of Admissions Sally Shubert, Assistant	VLH 111, 8 am-4:30 pm	7339 7234
Athletics	Frank McCourt, Director Cindy DeRocher, Assistant Director	UC – call for hours VLH 109A – call for appt.	7263 7394
Bookstore	William Matzke, Director Denise Tobias, Secretary/Buyer	BTC 104, see posted hrs.	7259 7274
Cashier	Jaimie LaBrecque, Accounts Receivable Gwen Spence, Accounts Payable	VLH 110, 8 am-4:30 pm	7281 7213
Financial Aid	Robert Roose, Director of Financial Aid Amanda Belusar, Financial Aid Technician Marlene Vanderwyst, FA Office Coordinator	VLH 107, 8 am-4:30 pm	7229 7205 7286
Graduation	Lori Dzieszinski, Registrar	VLH 108, 8 am-4:30 pm	7353
Housing	Cindy DeRocher, Campus Housing	VLH 109A	7394
Intramural Activities	Bobby Allen	Park Arena – call for hrs	7218
Library	Wendy Brooks, Director Nat Salziger, Technician April Barres, Technician	CTR 111, see posted hrs	7249 7406 7252
Oscoda Campus	Nancy Seguin, Director	5800 Skeel, Oscoda (call for appointment at 7295)	7442
Oscoda Office	Christine Young, Secretary	Mon-Thurs, 9 am-6 pm (summer hours may vary)	7295
Oscoda SSC	Patrice Billiel, SSC Technician	OSC 206, see posted hrs	7445
Parking Office	James Chapman, Parking Attendant	BTC 101 – call for hours	7323
President	Dr. Don MacMaster, President Barb Szczesniak, Assistant	BTC 125, 8:30 am-5 pm	7246 7247
Registrar	Lori Dzieszinski, Registrar	VLH 108, 8 am-4:30 pm	7353
Residency	Mike Kollien, Director of Admissions	VLH 111, 8 am-4:30 pm	7339
Student Activities	Cindy DeRocher	VLH 109A	7394
Student Services Center	Yvonne White, Tutor Coordinator Jenniffer Watson, SSC Technician	VLH 101, see posted hrs	7270 7408
Transcripts	Kathy Vought, Assistant to the Registrar	VLH 108, 8:00 am-4:30 pm	7228
Testing Center	Beth Matzke, Testing Coordinator	VLH 122, see posted hrs	7209
Tutoring	Yvonne White, Tutor Coordinator	VLH 101, see posted hrs	7270
Volunteer Center	Cathy Gutierrez-Abraham, Director	CTR 108, 9 am-4:30 pm	7335
Wellness Center	Noel Hall, Director	CTR 101, see posted hrs	7391
Work Study	Marlene Vanderwyst, FA Office Coordinator	VLH 107	7286

## Academic Calendar

### FALL SEMESTER 2018

#### August

- 3 Tuition due date for Fall 2018 early registration; early registration ends
- 4-20 Open Registration for Fall 2018 – Tuition Due at Time of Registration
- 21-26 Central Registration for Fall 2018 – Tuition Due at Time of Registration
- 27 Fall 2018 semester classes begin

#### September

- 3 Labor Day – College Closed
- 7 Last day to drop classes with full tuition refund (full semester courses)

#### October

- TBA Global Awareness Series events – To Be Announced
- 5 Deadline for Fall Semester graduation applications
- 12 ACC Open House – Classes in Session
- 29 Early registration opens for Spring 2019 (Returning Students);  
Deadline to apply for Spring 2019 graduation early review
- 31 Orientation/Advising Day – no classes; offices open for normal hours

#### November

- 2 Fall 2018 individual course withdrawal deadline
- 15 Fall Break – no classes; College offices open
- 22-25 Thanksgiving Vacation – College closed

#### December

- 7 Fall 2018 complete withdrawal deadline; An Evening with the Arts (student art exhibit);  
Tuition due for early Spring 2019 registration; end of early Spring Semester registration;
- 8 Open Registration begins for Spring 2019 – Tuition Due at Time of Registration
- 10-13 Final Instruction Week
- 23-31 Winter Break – College closed

### SPRING SEMESTER 2019

#### January

- 1 Winter Break – College closed
- 2 College offices reopen
- 7 Staff Development Day – offices closed;  
Open Registration for Spring 2019 Ends – Tuition Due at Time of Registration
- 8-13 Central Registration – Tuition Due at Time of Registration
- 14 Spring Semester classes begin
- 25 Last day to drop classes with full tuition refund

#### February

- 1 Deadline for Spring Semester graduation application

#### March

- 11-15 Spring Break – no classes; offices open for normal hours
- 25 Early Registration opens for Summer & Fall 2019 (Returning Students Only)
- 27 Orientation/Advising Day – No classes; offices open for normal hours
- 29 Spring 2019 individual course withdrawal deadline

#### April

- 19-22 Easter Break – no classes; offices closed
- 23 Easter Break – no classes; offices open for normal hours

#### May

- 3 Spring 2019 complete withdrawal deadline; An Evening with the Arts (student art exhibit)
- 6-8 Final Instruction Week
- 9 Commencement, 7:00 p.m., Park Arena

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Calendar information is subject to change.

A calendar with current information on campus events and academic dates is maintained at [www.alpenacc.edu](http://www.alpenacc.edu).

## PLANNING FOR SUCCESS

Success doesn't just happen. Those who are successful will tell you that planning and hard work are essential.

### YOUR ADVISOR

Plan for success by working closely with your academic advisor who was assigned to you during the admissions process. This faculty member is experienced in your program of study, and you are encouraged to discuss goals and make full use of all the educational resources available. Your advisor can help you plan your program of study to meet graduation requirements as you work toward your goals. It is important to notify the Registrar's Office if you decide to change programs so that a new advisor is assigned. Sign into your WebAdvisor® account to find out who your advisor is or to communicate with him/her.

### REGISTRATION

The process of assigning classes to students who have been admitted to ACC — takes place before each semester. Returning students wishing to reserve a space in specific sections or classes should register during the designated "early registration" period, deferring payment until August (for Fall Semester) or December (for Spring Semester), for best course selection.

All new freshmen students are required to submit ACT or SAT scores or complete ACCUPLACER placement, and participate in a mandatory student orientation offering prior to registration. Find **MY ACC** at [www.alpenacc.edu](http://www.alpenacc.edu) to review the orientation schedule and sign up for the date that works best for you.

The registration process is not complete until tuition and fees have been paid.

### PROGRAM COMPLETION

Student progress in a degree or certificate program is monitored each semester on an individual student basis with a computerized student tracking system. Students should request a copy of the degree audit from the Registrar's Office (VLH 108) or an advisor prior to registering for courses each semester. Students may also review their progress through WebAdvisor's Program Evaluation tool.

Each student who wishes to receive a degree or certificate must file an Application for Graduation in the Registrar's Office at the beginning of the semester in which the requirements for graduation be will completed. Applying for graduation prompts an official review of your academic record to determine whether you have met all the requirements of your program. Although the requirements may be completed during summer session, fall semester, or spring semester, there is only one graduation ceremony, held in May. (See the ACC Catalog for information you need to know about graduation requirements.)

### ATTENDANCE

Students are expected to attend their scheduled classes according to the requirements of the instructor as stated in the course syllabus. Be sure to consult your instructor if absence is unavoidable. Nursing students should refer to the Student Nursing Handbook for specific program attendance requirements. (see information about class cancellation and severe weather situations in this publication).

### STUDYING

Another key to your success is a realistic expectation of the time you will need to study. Generally, you can expect to spend an average of at least two hours per week in preparation for each class hour. Be sure to consider what time commitments you have at home or on the job when planning your course load. Students carrying a full-time class load of 12 or more credit hours may find it difficult to hold a job that requires more than part-time hours. Those who work full time may find that a part-time class load can be accommodated. Nursing students, because of their clinical requirements, are advised against employment while in the program.

### TUTORING

Free tutoring for many ACC courses is available through the Student Services Center located in Van Lare Hall 101 and in room 206 on the Oscoda Campus. Trained peer and professional tutors have the necessary qualifications to assist you. Tutorial assistance can be a big step toward long range success for every student.

## SERVICES FOR STUDENTS

Make the most of your educational investment by taking advantage of all the services available to you as a student at Alpena Community College. The Services Directory at the beginning of this document is a quick reference for finding assistance. Additional information is provided below.

### FINANCIAL AID

Assistance for students is available in the form of grants, loans, scholarships, and work study (student employment). To determine eligibility, students must fill out and submit the appropriate financial aid form (FAFSA) available at the Financial Aid Office (VLH 107), Registrar's Office (VLH 108), Oscoda Campus office, or on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must prepare a new Free Application for Federal Student Aid (FAFSA) each year. In addition, for continuing financial aid, students must meet the standards of Minimum Academic Progress as explained in the Financial Aid section of the ACC Catalog.

Questions concerning completion of financial aid forms can be directed to the Financial Aid Office (VLH 107) at 989.358.7205.

Additional information on federal, state, and private financial aid programs and scholarships can be found in the ACC Catalog. Students with financial aid eligibility for on-campus, part-time College Work Study (CWS) employment can work between three and seven hours per week in placements that may also provide worthwhile career experiences. For more information on CWS, contact the Financial Aid Office (VLH 107) 989.358.7286.

### THE STUDENT SERVICES CENTER (SSC)

The SSC is located in Van Lare Hall 101 on the Alpena campus and in room 206 on the Oscoda campus. It provides the following services free of charge to all ACC students:

- **Workshops:** The SSC offers information workshops on a variety of topics such as: MS Office 365, WebAdvisor and Blackboard, Study Skills and Test Taking, Conducting Research, APA and MLA Formatting, Degree Audits, Healthy Living, Stress Management, and Time Management. Offerings vary by semester.
- **Tutoring:** Individual or group tutoring is available for many ACC courses at no charge. Tutoring is provided by qualified peer and professional tutors.
- **Other Services:** Additional services include supplemental course materials when provided by instructors and an open computer lab.

### ACC BOOKSTORE

The ACC Bookstore, located in Besser Technical Center (BTC 104), carries a wide variety of merchandise. It is owned and operated by Alpena Community College and offers the following:

- All required textbooks and course materials
- Computer software at educational pricing
- Art, drafting, and school supplies
- Backpacks
- Snacks, beverages, and candy
- Campus wear
- Insignia items
- Study aids
- Greeting cards
- Gift certificates
- Gift wrapping
- Lunch cards
- Student copies

Normal operating hours are Monday through Thursday, 8:30 am-5:00 pm, and Friday 8:30 am-2:00 pm, but are expanded at the beginning of each semester to accommodate students' needs. Book buy-back is held during final exam week at the end of each semester. Summer hours may vary.

## **DRUG ABUSE PREVENTION PROGRAM**

Treatment programs are provided by the following agencies:

- Au Sable Valley Community Mental Health Services 989.362.8636
- Catholic Human Services 989.356.6385
- Northeast Michigan Community Mental Health Services 989.356.2161
- Sunrise Centre 989.356.6649 or 877.205.5217

## **LIBRARY (LEARNING RESOURCES CENTER)**

The ACC Stephen H. Fletcher Library located in the Center Building (CTR 111), provides a full range of library services, including check-out privileges, inter-library loans, book renewals via the Internet and by telephone (989.358.7252), microform copies, coin-operated copier, and computers for word processing.

Books, e-books, pamphlets, periodicals, microforms, computer indexes, and reference materials are included in the academic, reference, and research collection. Computerized (CD and Internet) full-text access is available for approximately 18,000 unique periodical titles, Michigan newspapers, and an assortment of national and local newspapers. Internet access is also available in the ACC Library.

The Library operating schedule generally includes evening hours Monday through Thursday plus weekend hours. Hours will be posted each semester.

Registered ACC students are eligible for library cards and borrowing privileges. The ACC Library is also open for public use; however, non-ACC students obtaining library cards must be at least 18 years of age.

Students must pay library fines, return overdue library materials, and pay charges assessed for lost library materials before their transcripts can be released. Students with unpaid library obligations cannot register for future classes and will have their grades blocked.

## **THE LUMBERJACK SHACK**

Cafeteria-style food service is available in the Lumberjack Shack (BTC 107). Meal discount cards can be purchased there or in the ACC Bookstore (BTC 104).

## **THE WELLNESS CENTER**

Student membership in the ACC Frederick T. Johnston Wellness Center is included in the Student Services Fee. The health and wellness facility has over 60 pieces of exercise equipment including treadmills, stair climbers, rowing machines, stationary bicycles, ellipticals, and weight training pieces.

Other features include personalized programs, open gym, incentive programs, locker rooms, shower facilities, and a detailed orientation on correct use of each piece of equipment. Professional staff is on hand during all hours of operation. The Wellness Center is located adjacent to Park Arena.

## **CAMPUS LIFE**

### **CAMPUS COMMITTEES**

Students are appointed as full members of the following committees:

#### **Student Ambassadors**

Composed of four or five students responsible for helping the Admissions Office with campus tours and orientations. Students apply through the Admissions Office and are selected by the Dean of Students and Admissions Director.

#### **Student Leadership Commission**

Composed of six members appointed by the department chairs and the president; their responsibility is to plan, coordinate, and implement annual events.

## **CLASS CANCELLATION DUE TO INSTRUCTOR'S ABSENCE**

### **Alpena Campus**

If an instructor's unavoidable absence requires cancellation of a class, "Class Cancellation" signs are posted in several campus locations:

- Van Lare Hall — in the main lobby next to the student lounge
- Besser Technical Center in the front lobby and in the hall next to the Bookstore
- Donald L. Newport Center — in the corridor intersection near CTR 108
- World Center for Concrete Technology — in the lobby
- Charles R. Donnelly Natural Resources Center — on first and second floors near the elevator

Cancellations are also communicated via SchoolMessenger®.

### **Oscoda Campus**

Cancellations are communicated via SchoolMessenger.

## **CLASS CANCELLATIONS DUE TO INCLEMENT WEATHER**

Alpena Community College's goal is to maintain a regular schedule of classes at all possible times. If there is a need to deviate from the regular schedule due to inclement weather, the President and designated staff will make a decision prior to 5:45 am whenever possible.

### **Announcements and Definitions**

In the instances when the College deviates from its regular schedule, one of the following options is selected.

#### **Announcement**

#### **Definition**

Classes are cancelled .. Classes for the whole day are cancelled. College offices remain open.

Delayed opening ..... Classes starting before the announced time are cancelled; classes start at or after the announced time meet as scheduled. Offices open at the announced time.

College is closed ..... All classes are cancelled and all offices/services are closed.

Weather conditions are evaluated at 11:00 am and 3:00 pm each day. In the event that daytime weather conditions lead to a shutdown decision after the College is already open, one of the following announcements is relayed to staff by the Office of Public Information via voice mail and also broadcast to local radio and television stations:

#### **Announcement**

#### **Definition**

Classes are cancelled ...All ACC classes starting at or after an announced time are cancelled. Offices remain open until 4:30 pm

College closing early .....All ACC classes starting at or after an announced time are cancelled and the College is closed at an announced time.

### **Factors Considered When Evaluating Cancellation/Closure**

Designated staff members including the President, the Vice President of Finance and Administration, and the Director of Facilities Maintenance consider the following factors when formulating a decision to cancel classes or close the College:

- Conditions on U.S. 23 North, U.S. 23 South, M 32, and Werth Road;
- Weather forecasts; and
- Travel advisories from law enforcement officials.

## Cancellation/Closure Communication Methods

If the College alters its normal operating schedule, a message is sent to the local news media. The following is a list of news outlets which are contacted in the event of a cancellation or closure:

### Radio

WATZ AM 1450 & FM 99.3	WHAK 99.9 FM (The Wave)	WQLB 103.3 (Hits FM)
WCBY 1240 AM	WHSB 107.7 (The Bay)	WQON 101.1 FM
WGFM 105.1 FM	WIOS 1480 AM	WWTH 94.1 FM
WGFN 98.1 FM	WKJC 104.7	
WGRY 100.3 FM & 1230 AM	WKJZ 94.9	

### Television

WBKB-TV (Channel 11, Alpena)	WTOM-TV (Channels 7 & 4, Traverse City)
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### Website

When possible, the message is included on the College's home page, on social media, and Facebook.

### SchoolMessenger®

Alpena Community College has signed on with SchoolMessenger, a service that provides alert notification services for emergency broadcasts, weather delays and cancellations, and course instructor cancellations to you via SMS text messaging and e-mail.

#### Notifications:

Course Instructor Cancellations: Text/E-mail — If your instructor cancels their course(s) you will receive a text message and/or e-mail alert notification from SchoolMessenger.

Weather Delays & Cancellations: Text/E-mail — If the college is closing early or cancels classes due to inclement weather, you will receive a text message and/or e-mail alert notification from SchoolMessenger.

Emergency Broadcasts: Text/E-mail/Phone Call — If there is an emergency broadcast, you will receive an alert notification via text message, e-mail, and/or phone call from SchoolMessenger.

Please note: ACC will no longer make personal phone calls to students notifying them of course cancellations and class cancellations will no longer be on the phone greeting system. Students are encouraged to opt into SchoolMessenger and/or check the current class cancellations online in order to receive this information.

## Determining the Advisability of Travel When the College is Open

### Guidelines for Staff

Staff are individually responsible for determining the advisability of travel during inclement weather conditions. Staff who elect not to report to work due to weather concerns have the opportunity to make up missed work or use personal/vacation time if available.

### Guidelines for Students

Travel decisions are the responsibility of each student after assessing the road conditions in their respective area, the condition of their vehicle, and their driving skills. The College does not encourage students to take unnecessary risks in order to attend classes. However, the College believes in training students for the workplace. If weather conditions would permit students to travel to work, students are also expected to be present for their scheduled classes.

If a student misses class because of inclement weather, the student must notify the faculty member at the earliest possible time — preferably within 24 hours.

Excused absence because of inclement weather is generally a matter between the student and the instructor. The student should consult the instructor's course syllabus for specific make-up work procedures. If there is an unresolved matter after a student has sought an excused absence from an instructor, the student has the right to appeal the matter according to the Student Complaint Procedure.



**Oscoda Campus**

The Director of the Oscoda Campus makes the decision to cancel Oscoda Campus classes and close offices. When a decision is made to alter normal operations, the Oscoda Campus director contacts the College President, CFO, and Director of Public Information & Marketing. SchoolMessenger notifications are sent.

**Nursing Students**

Nursing students should refer to the Nursing Handbook regarding class absences due to cancellations and campus closing.

**COLLEGE PARK APARTMENTS**

Student townhouses are located on the north side of Johnson Street on the ACC Alpena Campus. The 16 four-person units are owned and managed by the College. Rental applications are available at [www.alpenacc.edu](http://www.alpenacc.edu) under Admissions/Housing or contact the Director of Student Life/Campus Housing (VLH 109) at 989.358.7394.

For off-campus housing information, visit our website at [www.alpenacc.edu](http://www.alpenacc.edu) under Admissions/Housing for maps, landlord contact information, unit addresses, and other details.

**HOUSE PHONES**

House phones provide free access to all campus telephone extensions; they are limited to on-campus use. They are located in:

- Van Lare Hall near the student lounge
- Besser Technical Center in the hallway east of the Bookstore and in the small dining rooms (BTC 107D, BTC 107E)
- Natural Resources Center near the first floor elevator
- World Center for Concrete Technology near the vending machines

**STUDENT LOUNGES**

Alpena Campus student lounge areas are located in Van Lare Hall and in the Center Building. Rest rooms, vending machines, and house phones are nearby. The Center area includes a “quiet” lounge and an activities lounge.

The Oscoda Campus student lounge is located on the second floor across from the Business Office.

**STUDENT ACTIVITIES**

There are a variety of social, academic, athletic, cultural, and service opportunities available to students at Alpena Community College. Involvement in activities beyond the classroom help you meet new people, broaden your interests, and have fun, which are three important aspects of the collegiate experience.

An overview of clubs and activities is presented in this section. Watch campus bulletin boards and the *Splinter* student information sheet (published Thursdays) for announcements of things to do.

**ATHLETICS****Intercollegiate**

Alpena Community College belongs to the Eastern Division of the Michigan Community College Athletic Association. Currently, the College fields basketball and cross-country teams for men and basketball, softball, and volleyball for women. For information, contact the Athletic Director in the University Center.

**Intramurals**

The intramural program is operated for the benefit of all Alpena Community College students wishing to take part in team sports for fun and friendly competition. Activities include flag football, volleyball, basketball, bowling, floor, softball, and others.

The intramural program intends to provide a competitive environment in a sportsmanlike and friendly atmosphere. Verbal abuse, aggressive behavior, and/or unsportsmanlike conduct are not consistent with this intent. Persons who participate in intercollegiate sports at Alpena Community College are not eligible to participate in the intramural program in that same sport for a period of one year.

## **CULTURAL OPPORTUNITIES**

### **An Evening with the Arts**

Held on the last Friday of fall and spring semesters, this exhibition showcases the work of ACC Fine Arts students. Exhibitions usually include over 600 works including computer-generated images, design, sculptures, drawings, ceramics, paintings, and photography. The event is very popular and attracts hundreds of viewers from around Northeast Lower Michigan. The student reception also features local musicians and hors d'oeuvres. Admission is free. Watch for posters and newspaper announcements for details.

The Oscoda Campus art show is also held during the last week of classes during the fall and spring semesters.

### **Global Awareness Series**

ACC presents a series of free programs focusing on the political, economic, and cultural aspect of another country or region of the world. Watch for posters and the *Splinter* announcing details of this annual opportunity to broaden your world view.

### **Theatre**

Your ACC student identification card provides discounts for tickets to live performances at Alpena Civic Theatre, 401 River Street, and Thunder Bay Theatre, 400 N. Second Avenue, both in Alpena.

### **Besser Museum for Northeast Michigan and Planetarium**

Adjacent to the campus, this community treasure offers changing arts and science programs and exhibits of general interest.

## **STUDENT ORGANIZATIONS**

Several active clubs are described below. Contact the Dean of Students (VLH 109) for information on current clubs.

### **Beta Gaming Club**

A club that facilitates interaction between students, faculty, and alumni of the ACC Network Administration and Computer Science programs, as well as the larger video gaming and technology enthusiast community. This club helps students exercise their interests in all aspects of computer technology, relax a bit during the year with frequent gaming competitions and events, and prepare for highly-prestigious tech certifications offered by the College. Contact Matt Gallarno in CTR 110E, 989.358.7290, or [gallarm@alpenacc.edu](mailto:gallarm@alpenacc.edu)).

### **Language Society**

A collaboration of language learners dedicated to enhancing the foreign language experience of students, faculty members, staff, and alumni of Alpena Community College, as well as community members. Contact Dr. Karol Walchak in NRC 214A (989.358.7349, or [walchakk@alpenacc.edu](mailto:walchakk@alpenacc.edu)).

### **Phi Theta Kappa (PTK)**

An honor society which brings recognition to students who achieve academic excellence and demonstrate involvement in their college and community. Chapter activities range from involvement in student government, volunteer work for community service organizations and sponsoring speakers on campus, to arranging social get-togethers and educational tours. Contact Melanie Thomas in NRC 203, 989.358.7294, or ([thomasm@alpenacc.edu](mailto:thomasm@alpenacc.edu)).

### **Sigma Zeta (SZ)**

A math/science honor society which encourages and fosters the attainment of knowledge in the natural sciences, computer science, and mathematics while recognizing the attainment of high scholarship among those inducted into this society. Membership is open to students with a major in mathematics, science, or computer science. Elementary and secondary education students are eligible if their subject area expertise will be in a math/science field. Chapter activities include speakers and field trips to industries of interest. Volunteer opportunities such as working with Science Olympiad are available along with social/academic events of interest. Contact Dan Rothe in CTR 118B 989.358.7305, or [rothed@alpenacc.edu](mailto:rothed@alpenacc.edu)).

### **Student Nurses Association**

Members take part in campus and community services and social projects. Contact Beverly Banks in NRC 215A, 989.358.7384, or [banksb@alpenacc.edu](mailto:banksb@alpenacc.edu)).

### **Student Leadership Commission**

The Student Leadership Commission is the student body liaison with College administration and the Board of Trustees. Members gain leadership and group work experience while addressing issues of concern to students and planning a variety of social and academic events throughout the academic year. Participants are nominated to this prestigious committee. Contact Meghan Cameron in BTC 126A, 989.358.7307, or [cameronm@alpenacc.edu](mailto:cameronm@alpenacc.edu)).

### **VOLUNTEER CENTER**

The Alpena Volunteer Center is located in the Center Building (CTR 108) and offers students and area residents opportunities for volunteer work in the community either with special projects or on a regular basis. A service of the ACC Center for Professional, Community, and Volunteer Services; the Volunteer Center coordinates with local agencies, organizations, and schools in the Alpena area to fulfill needs for volunteer assistance.

Individuals and groups can be placed in volunteer jobs matched to time and interest either to gain work experience, explore careers, or for the enrichment that comes with community service. For more information contact the Volunteer Center in CTR 108, 989.358.7271, or [abrahamc@alpenacc.edu](mailto:abrahamc@alpenacc.edu) ).

## **PARKING REGULATIONS**

Driving and parking on the ACC campus is a privilege which may be revoked if abused. All vehicles brought on campus are the responsibility of the driver. The campus includes all buildings and surrounding properties which are owned, leased, or operated by the College. Parking regulations apply to:

- ACC students, their spouses, and children
- ACC staff members, their spouses, and children
- Vendors and visitors to ACC

### **PARKING**

The Parking Control Office, located in the Besser Technical Center (BTC 101), offers free vehicle registration for student parking permits and provides a map of designated parking areas.

Student vehicles may be parked only in areas designated for student parking, and staff vehicles may be parked only in areas designated for staff parking.

- Vehicles parked in areas designated for students must display a valid student parking permit.
- Vehicles parked in areas designated for ACC staff must display a valid staff parking permit.
- Vehicles parked in designated handicapped parking areas must display a valid state handicapped parking permit.
- Vehicles must be parked so as to not obstruct College operations or damage lawns or shrubs.
- No overnight parking is permitted without prior approval from the Parking Control Office.

Parking permits are not required at the Oscoda Campus.

Bicycles are not permitted inside buildings.

### **SPEED LIMIT**

Drivers at all times must operate vehicles in a safe manner with regard to traffic and road surface conditions. Vehicles must be operated in a controlled manner and at a safe speed not to exceed a maximum of 15 miles per hour.

### **VIOLATIONS**

A \$10 fine will be assessed for:

- Unregistered vehicles
- Parking in unauthorized parking areas

- Parking in undesignated parking areas
- Reckless driving or exceeding the college speed limit

A \$25 fine will be assessed for:

- Unauthorized parking in handicapped parking areas

All fines are paid at the Cashier's window in VLH. Appeals of violation tickets must be filed with the Parking Control Office (BTC 101) within five school days. Otherwise, the fine must be paid. Failure to pay fines can result in a hold on grades, transcripts, and registration for classes.

Vehicles will be towed (at the driver's expense) for:

- Obstructing College operations
- Damaging lawns or shrubs
- Consistent disregard of College parking regulations

## **ACCIDENTS**

Accidents involving College property should be reported to the Facilities Management Office in BTC 101.

## **POLICIES AND PROCEDURES**

Students have a responsibility to be familiar with the policies, procedures, and regulations in effect at Alpena Community College. The following provides the basis for institutional decisions and actions and will be the reference when matters of dispute must be resolved.

### **ACADEMIC RIGHTS OF STUDENTS**

#### **Information about Course Content**

A student has the right to be informed in reasonable detail in writing at the first or second class meeting with the assigned instructor about the nature of the course and to expect the course to correspond generally to its official description.

#### **Academic Evaluation**

A student has the right to receive a grade based only upon a fair and just evaluation of performance in a course as measured by the standards announced by the instructor at the first or second class meeting. Grades determined by anything other than the instructor's good-faith judgment and outlined standards are improper. Among irrelevant considerations are race, religion, sex, national origin, political affiliation, or activities outside the classroom that are unrelated to the course work.

A student has the right to be informed in writing at the first or second class meeting with the assigned instructor about the criteria to be used in evaluating the student's performance and to expect that the grading system (as described in the Catalog) will be followed. Whenever factors such as absences or late papers will be weighted heavily in determining grades, a student shall be so informed in writing at the first or second class meeting.

#### **Grading Criteria**

It is the academic policy of Alpena Community College that each section of every ACC course must have a grading system that:

##### **A. Is understandable by students —**

All components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each class section as part of the course introduction. The components and procedures used to determine a grade must be described clearly enough that students can understand the system.

##### **B. Is relevant to the course —**

All components of the grading system must relate to the course objectives as stated in the department's course outline and the instructor's syllabus.

**C. Uses a variety of evaluation methods —**

The grading system must employ more than one method of evaluating student performance.

**D. Provides feedback to students —**

The grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.

**E. Treats students consistently and fairly —**

Students with identical results on each component of the grading system must receive the same course grade.

**Academic Standards of Progress**

A student enrolled in credit course work at Alpena Community College is responsible for maintaining certain academic standards of progress by earning a specified minimum grade point average (GPA) or higher after completing a certain number of semester hours. This shows that he/she is benefiting from enrollment and moving successfully toward completion of a program of study.

If the required GPA is not achieved, academic probation results to provide the student with assistance and a specified time frame in which to reach the required GPA. Failing at this point to satisfy the academic standards of progress results in academic dismissal and the student cannot enroll in further credit course work at Alpena Community College.

**Academic Standards of Progress for VA Education Benefits**

All students receiving education benefits from the USDVA must satisfy the Academic Standards of Progress of Alpena Community College. If a VA student is dismissed, the VA will be notified.

**Academic Probation**

It is the academic policy of Alpena Community College that a student will be placed on academic probation when he/she fails to maintain a 2.00 GPA for all hours attempted.\*

\* “hours attempted” does not include withdrawals

A student will be removed from probation only when their overall GPA is 2.00 or greater.

**Academic Dismissal**

It is the academic policy of Alpena Community College that a student who has been on academic probation for two successive semesters or combination of a semester and summer session is subject to academic dismissal if he/she:

- Fails to earn a minimum of six credits, AND
- Fails to earn a minimum grade point average (GPA) of 2.0 in the second academic period (semester or summer session) of probation or fails to earn a cumulative GPA that will maintain the minimum required GPA for hours attempted as described below:
  - Attempted less than 30 credit hours and his/her grade point average at ACC is below 1.5
  - Attempted 30 credit hours and his/her grade point average at ACC falls below 1.6
  - Attempted 45 credit hours and his/her grade point average at ACC falls below 1.7
  - Attempted 60 credit hours and his/her grade point average at ACC falls below 2.0

This applies to all students, even those not continuously enrolled one academic period after another.

Prior to any action being taken, the academic record of all individuals eligible for dismissal will be reviewed by the Dean of Students.

Any student who has been dismissed may appeal that action to the Academic Standards Committee and may present any mitigating circumstances that may have contributed to the student’s failure to satisfy the academic standards of progress. Upon the recommendation of the Academic Standards Committee, a student who has been academically dismissed may be allowed to enroll for one additional semester or summer session on continued academic probation.

## ACCESS — AMERICANS WITH DISABILITIES ACT

### Individual & Institutional Rights & Responsibilities

- Each student with an identified disability has the right to receive from Alpena Community College:
  - Equal access to courses, programs, services, jobs, activities, and facilities offered through Alpena Community College.
  - Equal opportunity to work and learn and to receive reasonable, effective, and appropriate accommodations, academic adjustments, and/or auxiliary aids and services.
  - Appropriate confidentiality of all information regarding their disability and to choose to whom information about their disability will be disclosed, except as required by law.
- Alpena Community College has the right to:
  - Identify and establish essential functions, abilities, skills, knowledge, standards, and criteria for courses, programs, jobs, and activities and to evaluate students based on their performance.
  - Request and receive from an appropriate licensed professional source current documentation that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services.
  - Deny a request for accommodations, academic adjustments, and/or auxiliary aids or services if the documentation demonstrates that the request is not warranted, if the documentation presented fails to identify a specific disability, or the student fails to provide appropriate documentation in a timely manner.
  - Select among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids or services in consultation with students with documented disabilities and in collaboration with faculty and staff who have contact with them.
  - Refuse to make available an accommodation, adjustment, and/or auxiliary aid or service that is inappropriate, ineffective, or unreasonable, including any that:
    - pose a direct threat to the health and safety of others,
    - impose a substantial change to an essential element of course curriculum,
    - pose undue financial or administrative burden on Alpena Community College programs, activities, faculty, or staff.
- Each student with a disability has the responsibility to:
  - Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs, and activities, i.e., completing assigned work in courses taken.
  - Identify themselves in a timely manner as an individual with a disability when an accommodation is needed and to seek information, counsel, and assistance as necessary from appropriate sources designated by Alpena Community College, preferably prior to the start of classes.
  - Provide documentation from an appropriate licensed professional source describing the nature of the disability and how the disability limits the student's participation in courses, programs, services, jobs, activities, and facilities when accommodation is sought, and recommending the nature of an accommodation to provide the student with a disability equal access and opportunity.
  - Follow published procedures for obtaining effective and appropriate accommodations, academic adjustments, and/or auxiliary aids or services. Procedures are published within the Admissions section of the ACC Catalog.
- Alpena Community College has the responsibility to:
  - Provide information regarding policies and procedures to students with disabilities and assure that this information be provided in accessible formats upon request.
  - Ensure that courses, programs, services, jobs, activities, and facilities, when viewed in their entirety, are available and usable in integrated and appropriate settings.

- Evaluate students and applicants on their abilities and potential, not on their disabilities.
- Provide or arrange for effective, appropriate, and reasonable disability accommodation services for students with documented disabilities in courses, programs, services, jobs, and activities.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by law or authorized by the student.

### **AFFIRMATIVE ACTION REVIEW PROCEDURE**

Alpena Community College is a nondiscriminatory and equal opportunity educational institution and employer. Staff and/or students who have a question and/or concern about this policy may initiate an informal and/or a formal request for review.

#### **Informal Procedure**

A student and/or community member may initiate an informal affirmative action complaint by making an appointment with the affirmative action officer, Richard Sutherland (VLH 104) at 989.358.7368. After the meeting, the affirmative action officer will advise the individual regarding his/her complaint. At that time, the individual may elect to drop the complaint or process a formal complaint.

#### **Formal Procedure**

A student and/or community member may process a formal affirmative action complaint by utilizing the following process.

1. Provide to the affirmative action officer a written statement outlining, in detail, the complaint. This statement should include supportive statements and as much information about the incident as the individual can provide. The affirmative action officer will review the statement with the individual at the time it is submitted for action.
2. The affirmative action officer will, within five (5) working days of the receipt of the complaint, convene a meeting of the Affirmative Action Committee. This group (affirmative action officer, two administrators, and two staff members) will review the complaint. The Committee subsequently may call in the individual initiating the complaint to clarify statements made in writing or to obtain additional information.

Once satisfied that it has all pertinent information, the Affirmative Action Committee will, within fifteen (15) working days, make its findings and recommendations known to the individual and to the College President.

3. If the Affirmative Action Committee finds grounds for a complaint, the College will immediately take action to assure that compliance with all affirmative action measures is guaranteed to each student and/or community member.
4. If the Affirmative Action Committee finds insufficient grounds for a complaint, the committee will, within fifteen (15) working days, notify the individual. At that time, the individual may elect to drop the complaint. If not, the complaint is submitted to the College President and Board of Trustees.
5. The Board of Trustees and College President will review the complaint and, within twenty (20) working days, will issue a reaction and recommendations. If the President and Board of Trustees find insufficient grounds for a complaint, the individual may elect to drop the complaint.
6. If an individual decides to pursue the complaint beyond Step Five, he/she may use the courts or the Civil Rights Commission.

NOTE: Any individual may initiate an affirmative action complaint directly with the legal authorities or with the Michigan Civil Rights Commission.

### **ALCOHOL AND DRUG PREVENTION POLICY**

It is the policy of Alpena Community College to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on College premises or as part of its activities and to foster a campus environment free of drug and alcohol abuse.

Federal and state laws regarding the possession, use, and distribution of alcohol and drugs are enforced by local and state law enforcement authorities. Alpena Community College supports such enforcement. Violators are subject to criminal prosecution and criminal sanctions. A description of applicable legal sanctions under local, state, and federal laws is available on the College website.

Alpena Community College prohibits the possession, use, or sale of alcohol in any public or private area of campus, unless approval has been obtained in advance in accordance with the College's Administrative Procedure 3510.

Michigan law prohibits the possession or consumption of alcohol by anyone under the age of 21. In addition, it is illegal under Michigan law to sell, furnish, or provide alcohol to a person under the age of 21. These laws are enforced by local and state police authorities and the College supports such enforcement. Violators are subject to criminal sanctions.

Any violations of law or policy regarding alcohol or illicit drugs will also be treated as a separate disciplinary matter by the College and may result in disciplinary action, up to and including dismissal or discharge under the College's Student Code of Conduct and/or Employment policies.

The College provides information regarding drug and alcohol abuse to students and employees, including information regarding the health risks associated with the use of alcohol and illegal drugs, and information regarding counseling, treatment, rehabilitation services available in the community, and employee assistance programs. Such information may be obtained through the Director of Human Resources, the Dean of Students, and on the college website at [www.alpenacc.edu](http://www.alpenacc.edu).

In accordance with applicable laws, including the Drug-Free Schools and Communities Act, this Policy is subject to biennial review by the Safety Policies and Procedures Compliance Committee.

### **CHEATING AND PLAGIARISM**

Dishonest scholarly practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information, or taking another's ideas with the intention of passing ideas in class as one's own.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his own position within the class by employing a dishonest or unacceptable scholarly practice.

A few examples would include (but are not limited to):

- Work copied verbatim from an original author, either hard copy or electronic device(s)
- Work copied practically verbatim with only a few words altered from the original, hard copy or electronic, without proper credit being given
- Copying answers from another's test paper
- Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students
- Falsification of clinical records

### **Consequences for proven cases of dishonest scholarly practices**

The course instructor will determine the appropriate penalty for proven cases of dishonest scholarly practice in his/her class.

Minimum penalties are as follows:

1. The first offense may result in an equivalent grade of "E" being given for the particular test, project, paper, course, etc. on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project, paper, course, etc.; the grade will remain as "E."
2. The second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred.
3. Any student involved in three total offenses (not necessarily in one course) will be immediately dismissed from the College for one full academic semester.

The student has the right to appeal this disciplinary action within 10 days of the occurrence.

The instructor shall report all incidents of dishonest academic practice to the Dean of Students, at the same time informing the chairperson of the department in which the course is offered. The Dean of Students shall maintain a file consisting of all



reports of incidents of dishonest academic practice. The student shall be notified in writing by the Dean of Students. The student will be notified of the consequences and his/her right to appeal.

The information will be placed in the student's official record. In all cases the Dean shall see that the appropriate action is taken and shall notify the instructor and chairperson of the action taken.

## **CIVIL RIGHTS GRIEVANCE PROCEDURES**

The following are grievance procedures for Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990.

### **Section 1**

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

Civil Rights Coordinator/Director of Human Resources  
Alpena Community College  
665 Johnson Street  
Alpena, MI 49707

### **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

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

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

Step 3 — If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Trustees within five (5) business days of receiving the President's response in Step 2. In an attempt to resolve the grievance, the Board of Trustees shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at 216.522.4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

## **COMMUNICABLE DISEASES POLICY**

In the event of a communicable disease outbreak or health threat, Alpena Community College will seek direction from or follow guidelines issued by the District Health Department #4 of the Michigan Department of Community Health.

## **CONTRARY OPINION**

A student has the right to take reasoned exception to the data or views offered in the classroom without being penalized. The instructor has the right to limit discussion.

## **DISRUPTIVE CONDUCT**

Student behavior that is detrimental to an environment conducive to learning or to the maintenance of a reasonable level of order on the campus or in the classroom shall be considered disruptive conduct. Any behavior that could constitute a safety risk to the student or others will be deemed disruptive conduct and the student may be asked to leave the classroom or lab.

A student shall take no action which threatens his or her own safety, health, or life, nor shall a student make any verbal threat of such action. This includes such behaviors as suicide attempts, cutting, and refusing treatment for life-threatening illnesses or conditions (e.g. eating disorders).

Students involved in disruptive conduct will be subject to disciplinary action as outlined in this handbook and which includes suspension or dismissal.

## **FINANCIAL CREDIT POLICY**

All tuition and fees are payable at registration except for those students who have approved financial aid.

Note: No student who owes a financial balance from any previous semester will be allowed to register for courses.

## **FINES**

Fines assessed for parking violations or overdue library materials, as well as charges for lost library materials, must be paid before a student's grades or transcripts can be released and before the student can register for future classes.

## **PRIVACY ACT STATEMENT**

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, the right to seek to amend those records, and to limit disclosure of information from those records. The College has designated certain student information to be public or directory information, and at its discretion, may release this information without prior written consent of the student. Directory information is defined as name, home address, telephone number, place of birth, curriculum, dates of attendance, degrees, certificates and awards received, last educational institution attended, and participation in recognized activities and sports.

Students may request that all items identified as directory information be withheld and considered restricted information. To withhold public or directory information, written notification must be received by the Registrar prior to the end of the second week of classes during the semester the withholding is to begin. Forms are available from the Registrar (VLH 108).

## **PROGRAM REVISIONS**

### **Changing Graduation Requirements**

Alpena Community College continually revises courses, programs, and graduation requirements in order to provide students with quality educational experiences. Courses are updated to reflect new technology, new courses are added to programs to strengthen students' technical skills, and general education requirements are adjusted in order to more effectively meet students' needs.

### **Continuous Enrollment**

The following guidelines govern those situations in which graduation requirements are changed for the program a student enrolled in the College is pursuing:

Students enrolled in a program and degree at Alpena Community College will have the option of completing the degree as specified under the requirements in place at the time of the student's initial enrollment in the program or the requirements in place at the time of graduation if the student has been continuously enrolled in the program.

Continuous enrollment is defined as enrollment in at least one course during the fall and spring semesters from the initial time of enrollment in the program until the time of graduation. Students who do not satisfy this definition of continuous enrollment must meet the program requirement in effect at the time of graduation.

### **Age of Course Work**

In addition, a student in an associate in applied science degree or certificate program may not apply any course work (either transferred or completed at ACC) older than seven years toward the occupational specialty areas designated for the particular degree program or certificate. Exceptions can be granted by departmental recommendation based on proficiency standards. This policy applies only to the AAS degree and certificate programs and has no bearing on any other degrees offered by Alpena Community College.

### **RAFFLE POLICY**

Raffles are permitted as a means of raising funds for college-sponsored activities by college-approved organizations. The following conditions must be complied with:

- Approval Process: a written request (memo) must be submitted by the faculty advisor to the Dean of Students. The request should include the State Lottery form, the raffle date and time, the prize(s), ticket price, and the purpose for which the funds raised will be used.
- The written request must then be approved by the Controller or the Dean of Students.
- Upon approval, the faculty advisor must submit the proper State Lottery forms as required by Public Act 382.

Additional information is available from the Dean of Students (VLH 109) at 989.358.7212.

### **RESIDENCY POLICY**

It is the intent of Alpena Community College to make every reasonable effort to correctly classify students according to their residence. In this spirit, the following regulations approved by the Board of Trustees will determine students' residence status in one of the three categories: i.e., in-district (graduate of Alpena High School; a resident six months in the Alpena Public Schools District), in-state, or out-of-state. Tuition will be paid according to residency status. If a question arises regarding a student's residence, it is his or her responsibility to discuss it with the Director of Admissions.

#### **I. Regulations**

- A. No one shall be deemed a resident of the Alpena Community College district for the purpose of admission to Alpena Community College unless he or she has resided in the district for six months immediately preceding their first enrollment.
- B. No one deemed a nonresident may gain resident or in-state status for tuition purposes without first obtaining approval by the Residency Committee or its designee.
- C. The residence of minors shall follow that of their legal guardian except where guardianship has been established in the district obviously to evade the non-resident tuition.
- D. Aliens who have secured the Declaration of Intent papers and have otherwise met the requirements for residency shall be considered residents.
- E. The residency of any person, other than a parent or legal guardian who may furnish funds for payment of college tuition, shall in no way affect the residency of the student.
- F. Persons from out of the College district assigned, referred, or housed at an in-district human resource service agency or facility shall not be deemed a resident until that person has lived in the facility or district for six continuous months.
- G. Discretion to adjust individual cases within the spirit of these regulations is vested in an officer (currently the Director of Admissions) appointed by the President of Alpena Community College who is responsible and accountable for the administration of the residency policy.

## II. Guidelines

In an effort to assist individuals in interpreting the above regulations, the following guidelines should be of assistance in explaining the basis upon which questions of residency and requests for waiver of out-of-district and out-of-state tuition are determined.

- A. No student is eligible for in-district classification unless he or she has been a bona fide domiciliary of the Alpena Community College district for at least six consecutive months immediately prior to his or her first enrollment. This requirement does not prejudice the ability of a student admitted on an out-of-district or out-of-state basis to be placed thereafter on an in-district basis provided he or she has acquired a bona fide domicile for a duration of at least six consecutive months within the district. Attendance at Alpena Community College neither constitutes nor necessarily precludes the acquisition of such a domicile. For these purposes, a person may acquire domicile in the Alpena Community College district when he or she has been here for at least six consecutive months, primarily as a permanent resident and not merely as a student; this involves the probability of the person remaining in the Alpena Community College district beyond the completion of his or her schooling.
- B. A student 18 years of age or older in the Alpena Community College district has reached the age of majority and is considered eligible for in-district fee classification if:
  - 1. The parent (or legal guardian) was a bona fide resident of the Alpena Community College district at the time the student reached age 18 and the student elects to maintain the Alpena Community College district as his or her residence.
  - 2. The student has maintained a bona fide residence in the Alpena Community College district for six consecutive months immediately preceding his or her first enrollment.
- C. If a student's family (defined as sponsoring parents or legal guardian) moves to the Alpena Community College district during the time he or she is a student, the student may request a reclassification to in-district.
  - 1. If a student's family moves out of the Alpena Community College district during the time he or she is a student, the student's in-district classification is maintained as long as he or she is continuously enrolled. Interruptions for a summer semester vacation will not affect the enrollment status of the student.
  - 2. If the father and mother have separate places of residence, the student's residence is that of the parent with whom the student is living or to whom he or she has been assigned by a court.
- D. Nonresident married persons may follow the procedure outlined in Section III to request a reclassification to in-district status for purposes of paying tuition and fees at Alpena Community College. Persons under this classification are considered by the Residency Committee as individuals independent of their spouses.
- E. A veteran of active United States military service (excluding reserve programs and National Guard) who, after being honorably separated, moved to the Alpena Community College district within 90 days after being separated from the service, and with the intent of becoming a resident of this district, may request to be classified as an in-district student for tuition and fee purposes.
- F. Students registered for Alpena Community College off-campus courses do not establish in-district status on the basis of their registration in those courses.
- G. A nonresident reaching the age of 18 years while a student at any educational or training institution in the Alpena Community College district does not, by virtue of said fact, qualify for reclassification to in-district status for purpose of paying tuition and fees at Alpena Community College.
- H. A nonresident student, after reaching the age of 18, may request to be reclassified to in-district status for purposes of paying tuition and fees at Alpena Community College in accordance with the procedure outlined in Section III.

## III. Procedure for Reclassification to In-District Status

A student or prospective student requesting in-district classification shall complete the form labeled Application for Residency Change. The student shall list in detail the reasons that he or she is a bona fide domiciliary of the Alpena

Community College district, primarily as a permanent resident and not merely as a student, and attach documentary data in support thereof including by way of illustration:

- A. Verification of legal voting residence in the Alpena Community College district.
- B. A notarized letter from the student's employer(s) verifying the dates of employment in the Alpena Community College district and verification of Michigan income tax withheld.
- C. The residence of minors shall follow that of their legal guardian except where the guardianship has been established in the district obviously to evade the non-resident tuition.
- D. Aliens who have secured the Declaration of Intent papers and have otherwise met the requirements for residency shall be considered residents.
- E. The residence of any person, other than a parent or legal guardian who may furnish funds for payment of college tuition, shall in no way affect the residence of the student.

Students are advised to submit their Application for Residency Change form with attached documentation to the office of the Director of Admissions by the deadline listed on the application.

In the event an Application for Residency Change form is submitted with pending justification, the College reserves the right to withhold a decision until all evidence is clearly available. Normally, the change of status will be effective during the first semester after all evidence has been evaluated and approved.

After the deadline for submission each semester, the Residency Committee will meet and review all applications submitted. Students will be notified by mail of any changes.

#### IV. Appeal Procedure

Any student desiring to challenge his or her classification under the foregoing Regulation of the Board of Trustees shall have the right to petition an appeal of the determination. The petition should be addressed to the Residency Committee, which shall consist of the Dean of Students, the Vice President for Administration and Finance, the Director of Admissions, the Registrar, and the Controller.

### SEXUAL MISCONDUCT POLICY

#### I. Policy Summary

The College is firmly committed to maintaining a campus environment free from sexual harassment and sexual violence, including domestic violence, dating violence, and sexual assault, collectively referred to in this Policy as "Sexual Misconduct."

Sexual Misconduct diminishes individual dignity, jeopardizes the welfare of our students and employees, and impedes access to educational, social, and employment opportunities. Sexual misconduct violates our institutional values of Respect, Integrity, Accountability, and Excellence. Sexual Misconduct is expressly prohibited by College policy as well as by law.

This policy provides information regarding the College's prevention and education efforts related to Sexual Misconduct. The Policy also explains how the College will proceed once it is made aware of reported sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX, the Jeanne Clery Act, the Violence Against Women Reauthorization Act, and other applicable law.

#### II. Definitions

##### A. Consent as referenced in this Policy means:

1. Consent is *informed*. Consent consists of an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent to some form of sexual activity does not imply consent to other forms of sexual activity.
2. Consent is *voluntary*. It is given without coercion, force, threats, or intimidation; it is a positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

3. Consent is given when the person is *not impaired or incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion, or has a mental disorder, developmental disability, or physical disability that would impair his/her understanding of the act.
  - (a) Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts.
  - (b) Where alcohol or drugs are involved, incapacitation is distinct from drunkenness or intoxication, and is defined with respect to how the alcohol or other drugs consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. The factors to be considered include whether the accused knew, or a reasonable person in the position of the accused should have known, that the complainant was impaired or incapacitated.

## **B. Sexual Harassment**

1. Sexual harassment is a form of discrimination based on sex. Sexual violence is a form of sexual harassment. Sexual harassment may include incidents between any members of the College community, including faculty and other academic appointees, staff, coaches, residents and interns, students, student employees (when acting within the course and scope of employment), and non-student or non-employee participants in College programs, such as vendors, contractors, visitors, and patients. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex. In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Sexual harassment, including sexual violence, is not tolerated by the College. The College will respond promptly to all reports of sexual harassment among employees, students, and College visitors.

2. Definition of Sexual Harassment-Michigan. Sexual harassment is defined in the Michigan Civil Rights Act as follows:

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

1. Submission to such a conduct or communication is made a term or condition either explicitly or implicitly to obtain 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 substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations or public services, education, or housing environment.

For the purpose of the above regulation, the College interprets unwelcome to mean:

4. Conduct or communication that a reasonable person in a similar circumstance would consider unwelcome.
  5. Conduct or communication that continues after notice is given that the conduct or communication is unwelcome.
3. Conduct Guidelines:

"Sexual Harassment" has a specific legal definition, which is stated in this section. Not all conduct or speech which a person might find inappropriate constitutes sexual harassment; neither do occasional compliments or remarks of a socially acceptable nature. Rather, the law forbids behavior on the basis of sex that is so objectively offensive as to substantially interfere with an individual's employment, public accommodations or public services, education, or housing. However, to avoid any misunderstandings about what might constitute sexual harassment, the following guidelines are provided for behavior which is not appropriate.

1. Physical
  - i. Any unwanted and offensive physical contact of a sexual nature, including unnecessary touching, patting, hugging, brushing the body, impeding, or blocking movement
  - ii. Unwanted sexual gestures or pantomiming sexual acts
  - iii. Leering or ogling
2. Verbal/Auditory
  - i. Sexual advances or propositions
  - ii. Sexually explicit, suggestive, or abusive talk
  - iii. Sexually explicit jokes, teasing, or anecdotes (including jokes and comments about a person's body parts, types, or conditions)
  - iv. Remarks of a sexual nature about a person's body, sexual performance, activity, or prowess
  - v. Sexually suggestive or insulting sounds, including whistling
  - vi. Continuing to express interest after being informed the interest is unwelcome
3. Visual
  - i. Display of sexually-oriented graphic pictures, posters, or other visual material
  - ii. Displaying or transmitting any sexually explicit material via e-mail or the Internet

**C. Sexual Violence**

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes: sexual assault, domestic violence; dating violence; and stalking.

**D. Dating Violence**

The term "dating violence" means violence committed by a person—

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship
  - b. The type of relationship
  - c. The frequency of interaction between the persons involved in the relationship

**E. Domestic Violence**

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Michigan, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Michigan.

**F. Stalking**

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. fear for his or her safety or the safety of others; or
2. suffer substantial emotional distress.

**G. Sexual assault**

Offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault includes the following offenses, which are defined by the Uniform Crime Reporting Handbook published by the U.S. Department of Justice:

1. **Forcible**
  - Forcible Rape
  - Attempts to Commit Forcible Rape
  - Forcible Sodomy
  - Forcible Fondling
  - Sexual Assault with an object
2. **Non-Forcible**
  - Statutory Rape
  - Incest

### III. Policy Text

#### A. General

Every member of the College community should be aware that the College prohibits sexual harassment and sexual violence, and that such behavior violates both law and College policy. The College will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this Policy.

#### B. Prohibited Acts

This Policy prohibits sexual harassment and sexual violence as defined in Section II of this Policy.

#### C. Consensual Relationships

This Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the College community are subject to other College policies. While romantic relationships may begin as consensual, they may evolve into situations that lead to charges of sexual harassment or sexual violence, subject to this Policy.

#### D. Retaliation

This Policy also prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

#### E. Dissemination of the Policy, Educational Programs, and Employee Training

As part of the College's commitment to providing a working and learning environment protected from sexual harassment and sexual violence, this Policy shall be disseminated widely to the College community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. Educational materials shall be available to all members of the College community to promote compliance with this Policy and familiarity with reporting procedures.

Education and awareness programs/materials shall include information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks, as well as safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than the individual. In addition, the College shall designate employees responsible for handling reports of sexual harassment and sexual violence and provide training to those designated employees at least annually.

#### F. Reporting of Sexual Harassment or Sexual Violence

Any member of the College community may report conduct that may constitute sexual harassment or sexual violence under this Policy to any supervisor, manager, or Title IX Compliance Coordinator. In addition, supervisors, managers, and other designated employees are responsible for taking whatever action is necessary to prevent and address sexual harassment or sexual violence and to report it promptly to the Title IX Compliance Coordinator (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints.



**Complainants should be advised of reporting procedures, including written information about:**

1. to whom the alleged offense should be reported;
2. options regarding reporting to law enforcement, and to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses, or to decline to notify law enforcement authorities;
3. rights of victims and institutional responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts; and
4. the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;

**G. Response to Reports of Sexual Harassment or Sexual Violence**

The College shall provide a prompt and effective response to reports of sexual harassment or sexual violence in accordance with Section V. Procedures.

A prompt and effective response may include Early Resolution, Formal Investigation, and/or targeted training or educational programs. Upon findings of sexual harassment or sexual violence, the College may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions.

Any member of the College community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action up to and including dismissal in accordance with the applicable College disciplinary procedure or policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act also may be subject to disciplinary action. Conduct by an employee that is sexual harassment or sexual violence or retaliation in violation of this Policy is considered to be outside the normal course and scope of employment.

**H. Intentionally False Reports**

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

**I. Free Speech and Academic Freedom**

The faculty and other academic appointees, staff, and students of the College enjoy significant constitutionally-guaranteed free speech protections. This Policy is intended to protect members of the College community from discrimination, not to regulate protected speech. This Policy shall be implemented in a manner that recognizes the importance of these rights. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

**IV. Implementation/Revisions**

**A. Implementation of the Policy**

The Vice-President for Administration and Finance, the Vice-President of Instruction, the Dean of Students, and the Director of Human Resources are the Responsible Officers for this policy and have the authority to implement the policy and to develop procedures or other supplementary information to support the implementation of this policy. Responsible Officers may apply appropriate and consistent interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

**B. Noncompliance with the Policy**

Noncompliance with the policy is managed in accordance with the Policies on Student Conduct and Discipline, and the Employee Handbook, as applicable, and collective bargaining agreements.

## V. Procedures

### A. Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable the College to investigate the acts, determine the issues, and provide an appropriate remedy and/or action.

All incidents should be reported even if a significant amount of time has passed. However, delay in reporting may impede the College's ability to conduct an investigation and/or effect appropriate remedial actions. The College will respond to reports of sexual harassment or sexual violence to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred.

All members of the College community are encouraged to contact the Title IX Compliance Coordinator if they observe or encounter conduct that may be subject to the *Policy*. This includes conduct by employees, students, or third parties.

Reports of sexual harassment by or against students may be brought to the Dean of Students or the Title IX Compliance Coordinator. Reports may also be made to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment.

If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, human resources coordinator, or designated employee. Managers, supervisors, and designated employees shall be required to notify the Title IX Compliance Coordinator or other appropriate official designated to review and investigate sexual harassment complaints when a report is received by them.

#### 1. Making Reports of Sexual Harassment or Sexual Violence

For reports of sexual violence, including domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, complainants shall be advised of procedures to follow, including information in writing about:

- (a) to whom the alleged offense should be reported.
- (b) options regarding law enforcement and campus authorities, including notification of the complainant's option to notify law enforcement authorities, including on-campus and local police; be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses; or to decline to notify such authorities.
- (c) the rights of complainants and of the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts.
- (d) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.
- (e) Written notification to students or employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.
- (f) Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If a student or employee reports to the College that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on-campus or off-campus or any Campus location, the student or employee shall be provided with a written explanation of the student or employee's rights and options.

#### 2. Options for Resolution

Individuals making reports of sexual harassment or sexual violence shall be informed about options for resolving potential violations of the *Policy*. These options shall include procedures for Early Resolution, procedures for

Formal Investigation, and filing complaints or grievances under applicable College complaint resolution or grievance procedures.

Individuals making reports also shall be informed about policies applying to confidentiality of reports under this Policy (see G. below). The College shall respond to the extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals bringing reports of sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be treated as a report of sexual harassment or sexual violence and will be subject to the same procedures.

### **3. Procedures for Early Resolution**

The goal of Early Resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. Early Resolution options may be utilized when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation.

Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted educational and training programs, or providing remedies for the individual harmed by the offense.

Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented.

While the College encourages Early Resolution of a complaint, the College does not require that parties participate in Early Resolution prior to the College's decision to initiate a formal investigation. A Complainant has the right to end the Early Resolution stage at any point and begin the Formal Investigation stage at any point.

Some reports of sexual harassment and sexual violence are not appropriate for mediation (such as when the facts are in dispute in reports of serious misconduct, or when reports involve sexual violence or individuals with a pattern of inappropriate behavior or allege criminal acts such as stalking, sexual assault or physical assault) but may require a formal investigation at the discretion of the Title IX Compliance Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. *In cases involving allegations of sexual assault, mediation is not appropriate even on a voluntary basis and will not be used to resolve sexual assault complaints.*

### **4. Procedures for Formal Investigation**

In response to reports of sexual harassment or sexual violence in cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the College may conduct a Formal Investigation. In such cases, the individual making the report shall be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is

no written request, the Title IX Compliance Coordinator or other appropriate official designated to review and investigate sexual harassment complaints, in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Compliance Coordinator should inform the complainant that the ability to investigate may be limited. In determining whether to go forward with a Formal Investigation, the Title IX Compliance Coordinator may consider: 1) the seriousness of the allegation, 2) in the case of a student complainant, the age of the student, 3) whether there have been other complaints or reports against the accused, and 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Compliance Coordinator may have an obligation to investigate, such as when there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

- (a) In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:
  - i. The individual(s) accused of conduct violating the Policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the Policy.
  - ii. The individual(s) conducting the investigation shall be familiar with the Policy and have training or experience in conducting investigations. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation and hearing process that protects the safety of the complainants and promotes accountability.
- (b) If the alleged conduct is also the subject of a criminal investigation, the College may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this Policy. However, the College may need to delay temporarily the fact-finding portion of a sexual harassment investigation while the police are gathering evidence. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the College must promptly resume and complete its fact-finding for the sexual harassment investigation.
- (c) The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.
- (d) The investigator shall apply a preponderance of evidence standard (“more likely than not”) in determining whether or not there has been a violation of this Policy.
- (e) Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable College policy or collective bargaining agreement.
- (f) At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this Policy.
- (g) The investigation shall be completed as promptly as possible and in most cases within sixty (60) working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a College official designated by the President.

### Procedures for Formal Investigation continued

- (h) Generally, an investigation should result in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether this Policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report shall be submitted to a designated official with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.
- (i) The complainant and the accused will be simultaneously informed in writing of
  - i. the outcome of any College disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking;
  - ii. The procedures for appealing the results of the proceeding;
  - iii. Any change to the results that occur prior to the time that such results become final; and
  - iv. When results become final.
- (j) The complainant shall be informed if there were findings made that the Policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with College's policies protecting individuals' privacy, the complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
- (k) The complainant and the accused may request a copy of the investigative report pursuant to College policy governing privacy and access to personal information. However, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report in accordance with College policy.

### B. Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence

An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to any applicable complaint resolution or grievance procedure provided in the Student Handbook or any applicable collective bargaining agreement. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Compliance Coordinator (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this Policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Title IX Compliance Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this Policy, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

### C. Written Notification to Complainant

Once a complaint or grievance is filed, the following *written* notifications must be given to the complainant:

1. Notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus, if any, and in the community
2. Notification to complainants about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement.

If the report to the College involves allegations of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus or any College location, the complainant shall be provided with a written explanation of rights and options.

**D. Remedies and Referral to Disciplinary Procedures**

Findings of violations of the *Policy* may be considered in determining remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable disciplinary procedures. Procedures under this *Policy* shall be coordinated with applicable complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the *Policy* may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, violating interim protections, and filing intentionally false charges of sexual harassment or sexual violence. Investigative reports made pursuant to this *Policy* may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

**E. Privacy**

The College shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and College Policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the Campus community. While such information is considered confidential, College policy or applicable law regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant of the final results of a disciplinary proceeding against the alleged accused, regardless of whether the College concluded that a violation was committed.

**F. Confidentiality of Reports of Sexual Harassment and Sexual Violence**

Reports of sexual harassment and sexual violence are not generally confidential due to the duties required by law and policy to respond to such reports. College employees, such as the Title IX Compliance Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the College's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source.

Licensed counselors and pastors are considered Confidential Resources and are not required to disclose reports made to them. Individuals who consult with Confidential Resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the College to resolve their concerns.

**G. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence**

The office of the Title IX Compliance Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with College records policies, generally five years after the date the complaint is resolved or five years after the termination of employment, whichever is later. Records may be maintained longer at the discretion of the Title IX Compliance Coordinator in cases where the parties have a continuing affiliation with the College. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

**SOCIAL SECURITY NUMBER PRIVACY POLICY**

Alpena Community College protects the student's right of privacy of information and recognizes the importance of maintaining the confidentiality of student records while performing effective functions of the College.

Social security numbers are requested from all students. The social security number is required for financial aid and specific reporting functions as required by the state and federal government. Social security numbers are required for the mailing of transcripts and reporting to the National Student Clearinghouse, which is used for enrollment verifications, degree reporting, and loan tracking.

## Procedures

Except as permitted by law, the College will not:

1. Publicly display all or more than 4 sequential digits of a person's social security number.
2. Visibly print all or more than 4 sequential digits of a social security number on any identification badge or card, membership card, permit or license.

The College expects each student, employee, and any other person who may use the facilities or resources of the College to protect the privacy of its students and employees, and to bring to the attention of an appropriate responsible person any privacy violation they may observe. In addition:

1. Each person who uses or has access to any ACC record which contains any person's social security number, or who has access to the social security number of any student or employee, will keep this information confidential.
2. Disclosure of such information will be only to those with a specific need to know for a legitimate College purpose, or in response to a legitimate and lawful request.
3. The College will permit access to such information only to those with a need to know. Access and permission for access will be reviewed not less than once a year.
4. All documents or other records which contain such information shall be kept in a secure environment accessible only to those who have been specifically authorized to have access, and will be disposed of only by shredding or other appropriate means which renders a social security number illegible and as difficult as possible to reconstruct.
5. Violations of this policy and procedure will be cause for discipline up to and including dismissal or termination, and may give rise to further legal proceedings.

Faculty and staff will be notified annually of privacy procedures and FERPA requirements for any form of communications, printed or verbally.

## STUDENT CODE OF CONDUCT

College conduct expectations are essential to the establishment of an environment conducive to learning, to the protection of the educational purpose of Alpena Community College, and to the maintenance of a reasonable level of order on the campus. The College strives to maintain these standards through educational programs, counseling, and the promulgation of conduct standards.

An important objective in the area of student behavior is to create a climate that fosters self-control and observance of standards without great external direction. When this process fails, or when circumstances in a conduct situation are particularly serious, appropriate action must be taken. In such cases, an attempt is made to reach decisions that are consistent with the educational objectives of Alpena Community College and the developmental needs of the student.

Basically, disciplinary action is viewed as a part of the educational process. Although the educational development of the individual student is of major significance in conduct cases, the College also has the responsibility to act, protect its educational purpose and community, and to maintain its standards. When suspension is a possibility, an effort is made to determine whether the student is profiting from educational work at the College and if it would be beneficial for the student and the College community for the student to remain on campus. These codes of conduct also apply to off-campus activities such as field trips, extension courses, and athletic events.

In reviewing conduct cases, standards of procedural due process are observed to assure that the fundamentals of fair play are followed in the adjudication of student conduct problems.

Certain behaviors are not consistent with the objectives of Alpena Community College. Specifically, students or student groups are subject to disciplinary action if they:

1. Furnish false information to or withhold requested academic, personal, or organizational information from the College with intent to deceive, including incidents of embezzlement and fraud.
2. Forge, alter, or misuse College documents, records, identification cards, or write worthless checks.
3. Abuse another person (students found guilty of assault may be dismissed from the College).

4. Maliciously destruct, damage, vandalize, or misuse College property including fire alarm systems and other safety devices; water, plumbing, and lighting fixtures; library materials; or private property on campus. This includes dismantling and the removal or transfer of College furniture from one room to another or from one building to another without official permission.
5. Are involved in grand larceny, burglary, or petty larceny on the campus or in off-campus living quarters.
6. Carry or possess weapons, ammunition, fireworks, or explosives on campus. Campus is defined as any College building, College property, or any off-campus site used for instruction or other College activities.
7. Consume, sell, or possess illegal drugs (students found guilty of selling controlled substances may be dismissed from the College) (See Drug-Free Campus Policy).
8. Are involved in disruptive or disorderly conduct.
9. Fail to comply with directions of or interfere with College officials acting in the performance of their duties.
10. Gain unauthorized entry to College facilities and/or possess keys or duplicate keys without proper authorization.
11. Violate College policies concerning the registration, scheduling, and recognition of student organizations and activities, the use of College facilities, or the time, place, and manner of mass meetings.
12. Gamble on any College-owned or supervised property.
13. Initiate false fire alarms (students found guilty of initiating a false fire alarm may be dismissed from the College).
14. Have unauthorized pets in the facilities.
15. Use tobacco products on campus.
16. Consume alcoholic beverages in any College building or on College property.

Alpena Community College nursing students should also refer to the “Nursing Student Handbook” for additional nursing codes of behavior.

The College will cooperate fully with law enforcement and other agencies in the enforcement of civil law and in programs for the rehabilitation of student violators. Although ordinarily the College will not impose further sanctions after law enforcement agencies have disposed of the case, the College reserves the right to do so. Also, the College has an obligation to take note of sanctions by civil authorities and to institute counseling or disciplinary action if the student’s conduct has interfered with the exercise of its educational objectives and responsibilities of the College to its members.

## **STUDENT COMPLAINT PROCEDURE**

### **Complaints on College Operations**

Students with complaints about Alpena Community College operations should contact the Dean of Students. The following steps may be taken:

**Step 1 — Verbal:** The Dean of Students will hear the student’s verbal complaint and will forward the complaint to the appropriate College supervisor. The supervisor will consider the merit of the complaint and take any action considered appropriate or necessary. At this level, the student has the right to remain anonymous.

**Step 2 — Written:** If the student’s verbal complaint is not resolved, and the student wants to continue to pursue the complaint, the student must submit the complaint in writing and specify the relief sought. The written complaint will be forwarded to the appropriate dean and a copy will be provided to the involved College personnel. At this level, the student no longer remains anonymous.

### **Complaints on Grading and Instruction**

Student evaluation of instructors is provided for under the terms of the contract between the Alpena Community College Faculty Council and Alpena Community College. This policy is intended to allow a student the opportunity, with certain restrictions, to voice a complaint about the grading and/or instructional practices of faculty and is not provided as a form of student evaluation.



Student requests to change/appeal a grade earned in a course must be requested no later than the end of the next semester (including the summer session) in which the grade was earned.

**Step 1 — Verbal:** The appropriate department chair shall hear the initial verbal complaint of the student and shall notify the instructor of the complaint. If the complaint is against the department chair, the student is then referred to another department chair. At this level the student has the right to remain anonymous.

**Step 2 — Meeting:** If the complaint is not resolved, the student may request a meeting with the instructor and the department chair together to clarify further the nature and circumstances of the complaint and to outline plans for its solution. The student or department chair may request a representative from the Academic and Student Affairs Office to be present at the meeting. Every attempt will be made to resolve the complaint at the department level.

**Step 3 — Written:** If the student's verbal complaint cannot be resolved at the department level and the student wants to continue to pursue the complaint, the student must submit the complaint in writing and specify the relief sought. The written complaint will be submitted to the Vice President of Instruction and a copy will be provided to the involved faculty member. The Vice President will discuss the complaint with the instructor and provide an opportunity for both parties involved to present their sides of the issue. Every attempt will be made to resolve the complaint.

Student complaints under this policy shall not be the basis for any discipline of the instructor involved as long as there is no evidence of unfair treatment of the student or discriminatory practice against the student on the part of the instructor.

### **Complaints on Inappropriate Behavior of Faculty or Staff**

Students with complaints about inappropriate behavior of Alpena Community College faculty or staff members should contact the Dean of Students. For the purposes of this policy, inappropriate behavior will include behavior that is abusive or threatening and any other inappropriate behavior that is so extreme as to cause the student(s) undue fear or embarrassment.

It is understood that harassment would include sexual harassment, including unsolicited sexual advances, or persistent and unwanted physical contact. The following steps may be taken:

**Step 1 — Verbal:** The Dean of Students will consider the basis for the complaint and attempt to resolve the issue. Complaints will be heard only from student(s) directly involved with the alleged inappropriate behavior. At this level, the student has the right to remain anonymous.

**Step 2 — Written:** If the verbal complaint cannot be resolved, and the student wants to continue to pursue the complaint, the student must submit the complaint in writing and specify the relief sought. The written complaint will be forwarded to the appropriate Vice President or college supervisor. At this level, the student no longer remains anonymous.

### **STUDENT TRAVEL POLICY**

Students who travel on College-related activities MUST have advance written approval from the appropriate college official to do so. An "Application for Travel Approval" form may be obtained from the Business Office (VLH 110) and must be completed and approved by the group advisor and appropriate Vice President. Travel advances of up to 90 percent of the estimated total are available. Upon completion of the trip, the actual expenses must be documented on the "Application for Travel Approval" form and resubmitted to the Business Office. All expenses must be verified by receipts which are submitted with the form.

### **TOBACCO AND VAPING USE POLICY**

In keeping with the mission, goals, and philosophy of Alpena Community College to promote a healthy culture of learning, Alpena Community College property shall be free of the use of tobacco and vaping products.

Persons wishing to report violations of this policy can file an Incident Report in the office of the Dean of Students (VLH 109) as follows:

1. Fill out an Incident Report giving the complete details of the incident.
2. Turn in the completed report to the office of the Dean of Students.
3. The Dean of Students will review the Incident Report and make a decision on whether to issue formal charges or take other action.

4. When formal charges are issued, the student will receive a written notice listing the charges. A meeting with the student will be scheduled at which time the student selects the formal or informal judicial process they wish to pursue. (The complete judicial process is published elsewhere in this Student Handbook.)

Please Note: The person or persons issuing the complaint must appear as a witness if a formal hearing is scheduled.

5. Penalties:
  - a. First offense: verbal warning
  - b. Second offense: \$15 fine
  - c. Third offense: \$25 fine
  - d. Fourth offense: five days suspension

### **VISITOR POLICY**

Alpena Community College welcomes visitors to the campus and the use of its facilities by the community. Individuals or groups who are not faculty, staff, or students must request permission of the College administration in order to use facilities.

#### **Regulations:**

1. College staff will provide assistance to visitors so that their business can be completed in an expeditious manner.
2. Non-staff members and organized groups (including minor children) may be invited as resource people or for instructional purposes to classes or meetings; non-staff members may not perform the duties of College employees nor may they operate College equipment or apparatus on College premises.
3. The College reserves the right to prohibit access to or occupancy of any or all of its facilities by faculty, staff, students, and the general public as deemed necessary and prudent.
4. The use of College facilities by individuals who are not members of the College community is expressly prohibited except for those facilities obviously designed for public use.
5. Minor children shall be in the company and care of a responsible adult at all times, and may not be present in classrooms, laboratories, or other instructional or work areas during class session or work hours unless authorized in an organized group.
6. Although relatives and family members may find it necessary to visit during working hours, their presence should be limited to occasional short periods of time.
7. Violation of this policy and the attendant rules will result in disciplinary or legal action.