



LOWER COLUMBIA COLLEGE
2024-25
STUDENT HANDBOOK



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Facilities Directory

Lower Columbia College currently maintains 25 buildings on 38.75 acres.

Students should consult their course schedules to find the location of their individual classes.

Facilities & Square Footage -- see also: [LCC Campus Map \(services4.lowercolumbia.edu/u/maps/\)](https://services4.lowercolumbia.edu/u/maps/) and [Buildings & Facilities \(lowercolumbia.edu/buildings\)](https://lowercolumbia.edu/buildings) .

LCC facilities consist of general and specific classrooms, dedicated lab facilities, and support facilities. Labs are equipped based on the needs of the program and/or discipline.

Code	Building Name
ADM	Administration
ADC	Admissions Center
LIB	Alan Thompson Library
AAR	Applied Arts
BBC	Baseball Concessions
BBC2	Baseball Concessions 2
CMS	Campus Services
CRP	Carpentry Shop
DTV	Don Talley
GYM	Gym & Fitness Center
HSB	Health & Science Building
HFL	Early Learning Center
HSF	Early Learning Center Storage
HSE	Head Start East
HSW	Head Start West
INC	International Center
MAN	Main
PAV	Pavilion
PSC	Physical Science

Code	Building Name
RCA	Rose Center for the Arts
SCI	Science
SPL	Steam Plant
STC	Student Center
VOC	Vocational

Department Directory

Departments are listed with their location and LCC phone number. For additional information, including instructor and staff emails, phone numbers and locations, go to the [LCC Directory \(services4.lowercolumbia.edu/employees\)](https://services4.lowercolumbia.edu/employees) located at services4.lowercolumbia.edu/employees. View [campus maps \(services4.lowercolumbia.edu/maps/\)](https://services4.lowercolumbia.edu/maps/) at services4.lowercolumbia.edu/maps/.

Location	Department	Extension
Advising	ADC	(360) 442-2311
Art Gallery	RCA	(360) 442-2510
Athletics	GYM	(360) 442-2471
BFET (Basic Food/ Employment/Training)	ADC	(360) 442-2330
Bookstore	STC	(360) 442-2240
Career Employment Services	ADC	(360) 442-2330
Cashiering	ADC	(360) 442-2210
Childcare (Early Learning Center)	HFL	(360) 442-2890
College and Career Preparation (CCP)	VOC	(360) 442-2580
Counseling Services	ADC	(360) 442-2343
Disability and Access Services	ADC	(360) 442-2340
eLearning	LIB	(360) 442-2520
Emergency Assistance Programs	ADC	(360) 442-2330
English Language Learning (ELL)	VOC	(360) 442-2580
Financial Aid	ADC	(360) 442-2390
Food Pantry	STC	(360) 442-2352
Food Services	STC	(360) 442-2230

Location	Department	Extension
Foundation/Alumni	ADM	(360) 442-2130
Gym & Fitness Center	GYM	(360) 442-2480
Head Start	HSE/HFL	(360) 442-2800
Human Resources	ADM	(360) 442-2120
International Programs	LIB	(360) 442-2310
Library & Learning Commons	LIB	(360) 442-2660
Lost and Found	STC	(360) 442-2271
One-Stop Center	ADC	(360) 442-2322
Open Doors Youth Reengagement	VOC	(360) 442-2580
Registration	ADC	(360) 442-2370
Running Start	STC	(360) 442-2442
Security: Emergency	STC	(360) 442-2911
Security: Non-emergency	STC	(360) 442-2271
Student Government (ASLCC)	STC	(360) 442-2450
Testing (Placement Assessment)	MAN	(360) 442-2360
Test Proctoring	MAN	(360) 442-2360
TRIO Student Support Services	ADC	(360) 442-2420
Tutoring Center	LIB	(360) 442-2572
Veterans Services	STC	(360) 442-2395
WorkFirst	ADC	(360) 442-2540

Departments A to Z

The list below contains a summary of key departments at LCC. For additional information, including instructor and staff emails, phone numbers and locations, go to the [LCC Directory \(services4.lowercolumbia.edu/employees\)](https://services4.lowercolumbia.edu/employees) . View [campus maps \(services4.lowercolumbia.edu/maps/\)](https://services4.lowercolumbia.edu/maps/) .

Contact Lower Columbia College

Many of the services noted below are accessible through LCC's [Contact Us Page \(lowercolumbia.edu/contact\)](https://lowercolumbia.edu/contact) .

Advising

New students are assigned a care team consisting of two team members, including a Career Pathways Advisor and a Faculty Advisor.

Career Pathways Advisor

After completing their onboarding steps, new students meet with their Career Pathways Advisor to ask questions, discuss career aspirations, learn about ways to pay for college, develop the first draft of a three-quarter academic plan, and register for classes.

During students' time at LCC, they continue to work with their Career Pathways Advisor to build and adjust their academic plan, navigate the college, and get their quarterly advising holds released.

Faculty Advisor

Once a student has met with their Career Pathways Advisor and registered for classes, they are also assigned a faculty advisor. During their first quarter, students should meet with their faculty advisor to discuss their career pathway and transfer plans. Following their first quarter, they should continue working with their faculty advisor as they further plan for their time beyond LCC.

Students can find and contact their care team by logging onto [Navigate \(lowercolumbia.navigate.eab.com\)](https://lowercolumbia.navigate.eab.com) .

Phone: [\(360\) 442-2350](tel:(360)442-2350)

Web: lowercolumbia.edu/advising

Email: advising@lowercolumbia.edu

Located in Admissions Center (ADC)

Athletics

As members of the Northwest Athletic Conference (NWAC), LCC's sports programs are among the Northwest's finest. Men's teams include basketball and baseball, and women's teams include soccer, volleyball, basketball, and fast pitch softball. LCC students (with Student ID) get in free to LCC home games. Schedules are available online.

Phone: (360) 442-2471

Web: <https://lccreddevils.com/index.aspx>

Located in Gym and Fitness Center (GYM)

Basic Needs and Emergency Assistance Programs

LCC provides financial assistance and other support to help students meet their basic needs such as food, housing, utilities, transportation, child care, and other emergency needs. On campus support and referrals to community resources are available for students experiencing homelessness or housing insecurity.

Phone: (360) 442-2330

Web: lowercolumbia.edu/student-financial-help

Email: emergencyaid@lowercolumbia.edu

Located in Admissions Center (ADC)

Bookstore

Students can find new, used, and digital textbooks, along with reference materials, general supplies, art supplies, gifts, signature clothing and items, and so much more at the LCC Bookstore, available both in-store and online. A book buyback in-store event is held during finals week of each quarter offering students the option to sell their used textbooks back to the store for cash. Feel free to check out the [bookstore webpage \(lowercolumbia.edu/bookstore\)](http://lowercolumbia.edu/bookstore) for hours and upcoming events. The Bookstore is open to the public.

Phone: (360) 442-2240

Web: lowercolumbia.edu/bookstore

Located in Student Center (STC)

Cafe and Dining

Located in the Student Center, Fork & Flame Cafe and Espresso Kiosk provide a varied menu for students, staff and the community, including breakfast all day, hot lunch specials, soups, sandwiches, grill items, snacks and beverages. Catering services are available.

Phone: (360) 442-2230

Web: lowercolumbia.edu/cafe
Located in Student Center (STC)

Campus Services

The Campus Services Department consists of many subdivisions that collectively work together to maintain a safe, healthy and attractive campus environment. Including parking, motor pool, custodial, grounds, maintenance, print shop, mail/shipping/receiving services, and copier services.

Phone: (360) 442-2260
Web: lowercolumbia.edu/services
Located in Campus Services (CMS)

Career & Employment Services

The Career Center has multiple resources to assist students, graduates and community members in exploring a career pathway, preparing for employment, and networking with employers. Career assessments are available to help students identify career pathways that best match their interests, skills, and abilities. Online career information resources provide details about job duties, education requirements, working conditions, wages and occupational demand for specific work fields.

Staff are available to help with career exploration, planning, and job search needs. Free workshops are provided on effective resume writing, marketing job skills to potential employers, portfolio development, and resources for dislocated workers and low-income adults.

Local employers and staff use our Center to recruit students, graduates, and community members. Job seekers can post resumes, find work-based learning opportunities, locate internships and search for full and part time jobs on and off campus.

Phone: (360) 442-2330
Web: lowercolumbia.edu/careerservices
Email: careers@lowercolumbia.edu
Located in Admissions Center (ADC)

Career and Technical Education (CTE)

High school students can earn credit at both their high school and at Lower Columbia College by completing designated high school career and technical education (CTE) courses, which then transfer to college programs. Once you finish high school you can apply your credits to one of Lower Columbia College's professional-technical programs. Credits earned at Lower Columbia College will transfer to any Washington community or technical college, and some four-year colleges.

Phone: (360) 442-2496
Web: lowercolumbia.edu/cte
Located in Admissions Center (ADC)

Cashier

Cashiering, located in the Admissions Center Building, is where you pay for tuition, fees, and fines. Students can also pay tuition and most fees online through ctcLink. Payment options include cash, check, and debit/credit card, Visa or MasterCard. LCC also has a [tuition payment plan \(lowercolumbia.edu/pay-for-college/payment-options/payment-plan\)](http://lowercolumbia.edu/pay-for-college/payment-options/payment-plan).

Phone: [\(360\) 442-2210](tel:(360)442-2210)

Web: lowercolumbia.edu/cashier

Email: finance@lowercolumbia.edu

Located in Admissions Center (ADC)

Childcare

The Early Learning Center is a licensed childcare facility for children one month through five years of age, available to LCC students, staff and faculty members. In addition to high quality childcare services, the LCC Early Learning Center offers a Pre-Kindergarten Readiness Program, and partners with the Longview School District for math and literacy assessments.

The Early Learning Center participates in the Washington State Quality Rating and Improvement System Early Achievers and is rated a level 4, specializing in child outcomes, interactions and environments, curriculum and staff supports, and family engagement and partnerships.

The Early Learning Center has received a Certificate of Accreditation from The National Association for the Education of Young Children. The ELC are also members of the Washington Association for the Education of Young Children and participates in the Washington Child Care Campus Coalition.

All age groups have weekly lesson plans and teachers complete monthly assessments. Daily activities are developmentally appropriate and based on each child's goals. Full-day and half-day rates are available. Private pay, Child Care Subsidy and Tribal Subsidies are accepted. Breakfast, lunch and an afternoon snack is provided. The Early Learning Center operates on a year-round schedule and is open Monday through Friday, 7:30 am to 5:30 pm.

Phone: [\(360\) 442-2890](tel:(360)442-2890)

Web: lowercolumbia.edu/childcare

Located in Home and Family Life (HFL)

College and Career Preparation

The College and Career Preparation (CCP) department can help you improve your English skills, earn a high school diploma, or prepare for a college certificate or degree program. Unlike other college programs, CCP costs just \$25 a quarter (with financial help available), and there is no need to wait until the beginning of an academic term to

get started. Stop by ADC 151, call us today, or visit us online to learn more about this flexible, affordable, and welcoming program. If you are 16 or older, and would like to improve your English, math and computer skills to prepare for college or career, or earn your high school diploma or GED, College and Career Preparation can help! Face-to-face, hybrid and online classes are only \$25 per quarter and students can enroll and start anytime. Stop by ADC 151, call or email us for more information.

Phone: [\(360\) 442-2580](tel:(360)442-2580)

Web: lowercolumbia.edu/ccp

Email: colleageandcareerprep@lowercolumbia.edu

Located in Admissions Center (ADC)

Computer Labs

LCC maintains computing facilities equipped with the hardware and software required to support instructional programs and students. New students must obtain their Username and Password in order to access campus computers, library databases and their college email account. Wireless internet access is also available on campus to students with mobile devices.

Phone: [\(360\) 442-2712](tel:(360)442-2712)

Web: lowercolumbia.edu/computer-labs

Located in Applied Arts (AAR)

Counseling Services

Lower Columbia College provides counseling services for students, including personal, educational, and career counseling. Students can schedule an appointment with a counselor by contacting the Career Center in the Admissions Center Building or by phone. Appointments can also be made by logging into [Navigate \(lowercolumbia.navigate.eab.com/\)](http://lowercolumbia.navigate.eab.com/).

Phone: [\(360\) 442-2330](tel:(360)442-2330)

Web: lowercolumbia.edu/counseling

Located in Admissions Center (ADC)

Disability and Access Services

A student with a documented disability may be eligible for accommodations or assistance through LCC's Disability and Access Services office. LCC is committed to providing support services to students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

Disability and Access Services coordinates services which may include reasonable accommodations, appropriate auxiliary aids, advising, admission, registration for classes, academic counseling, assistance with applying for financial aid, referrals to agencies, educational and vocational planning, even voter registration. Disability and Access Services also provides accommodations to pregnant and parenting students

in accordance with Title IX of the Education Amendments of 1972. In addition, testing accommodations may be provided to English Language Learners who are experiencing language barriers. To request services or for more information, visit the website, call, or stop by the office in the Admissions Center, Room 143.

Phone: [\(360\) 442-2340](tel:(360)442-2340)

TTY/Video Relay Services: 7-1-1 or [\(800\) 833-6388](tel:(800)833-6388)

Web: lowercolumbia.edu/disability

Located in Admissions Center (ADC)

eLearning

The eLearning Department is here to support students with technology in their classes at LCC. LCC uses the Canvas Learning Management system to provide a variety of instruction types to students. These instruction types (often called modalities) include online, hybrid, and in-person/web-enhanced. Online classes are 100% online with no in-person classes and can be with or without designated virtual class sessions. Hybrid courses combine online coursework with in-person instruction. In-person/web enhanced courses are 100% in-person, but resources and assignments are turned in using Canvas.

Current LCC students also have access to a variety of free technology. Students will receive access to the Google Suite of Apps (Gmail, Drive, Docs, etc), Microsoft Office 365 (Word, PowerPoint, Excel), and more.

Another resource available to current students is free computer help. If your personal computer is not working, Tech Check can take a look and provide fixes at cost or free. Contact the eLearning office at the phone number below for more information.

Go online for [more details on eLearning \(lowercolumbia.edu/technical-help/elearning\)](http://lowercolumbia.edu/technical-help/elearning) .

Phone: [\(360\) 442-2520](tel:(360)442-2520)

Web: lowercolumbia.edu/elearning

Located in Library (LIB)

Financial Aid

Several types of aid are available to help students pay for college, including grants, loans, scholarships, veterans benefits, and student employment. This includes the Washington College Grant (formerly the State Need Grant), which extends financial aid for more low to middle-income families in Washington state than ever before, providing free or low-cost college for eligible students.

There are also a number of special programs available to qualifying students. All students are encouraged to apply for aid, even those who don't think they will qualify for any need-based aid. United States citizens should apply for aid through the FAFSA (Free Application for Federal Student Aid), and students who are ineligible for federal aid due to immigration status should apply for the WASFA (Washington Application for

State Financial Aid). Be sure to pay attention to [key dates and deadlines for financial aid \(lowercolumbia.edu/pay-for-college/financial-aid\)](#) .

Student refunds are delivered through [BankMobile Disbursements, a technology solution, powered by BMTX, Inc. \(lowercolumbia.edu/pay-for-college/financial-aid/disbursement\)](#)

The [One-Stop Center \(lowercolumbia.edu/one-stop\)](#) can help answer many financial aid questions.

Phone: [\(360\) 442-2390](#)

Web: [lowercolumbia.edu/financial-aid](#)

Email: financialaidoffice@lowercolumbia.edu

Located in Admissions Center (ADC)

Fitness Center

With a balance of free weights, machines, and aerobic equipment, the LCC Fitness Center offers something for everyone. Sign up for a Weight Training, or Pilates class to add some 'positive' stress to your hectic schedule.

Phone: [\(360\) 442-2245](#)

Web: [lowercolumbia.edu/student-fitness](#)

Located in Gym (GYM)

Food Pantry

LCC's Food for Thought food pantry works to reduce hunger within our campus community and to reduce the effects of food insecurity on student success. Food for Thought provides students with weekly fresh and non-perishable groceries, weekly prepared lunches, daily grab-and-go snacks, and personal care supplies. Showers and on-campus laundry facilities are available for students experiencing housing insecurity or homelessness

Phone: [\(360\) 442-2352](#)

Web: [lowercolumbia.edu/food-pantry](#)

Email: foodforthought@lowercolumbia.edu

Located in Student Center (STC)

Head Start/Early Head Start/ECEAP

Head Start, Early Head Start(EHS) and Early Childhood Education Assistance Program (ECEAP) assist income eligible families in raising healthy children, in preparing children for future academic success, and in identifying pathways for family mobility.

We serve families in Cowlitz County whose income is at or below the Federal State Poverty Guideline. Applications are accepted year round. We offer classroom preschool experiences that operate 3-4 days a week at 3.5 hours a day or 5 days a week at 6 hours a day. We also offer a prenatal to age 3 weekly home visit model and an infant/

toddler program at R.A. Long High School for teen parents. All services are free for eligible families.

Phone: (360) 442-2800

Web: lowercolumbia.edu/head-start

Located in Head Start East and Home and Family Life (HSE, HFL). Off campus locations at Barnes Elementary, Broadway Learning Center, Castle Rock Elementary, Memorial Park Drive, South Kelso, and in the RA Long Annex.

International Programs

LCC welcomes students from around the world and supports students who are interested in study abroad. The International Programs Office provides caring services and support to international students studying at LCC and participating in the active life of the campus and community. The office supports all LCC students interested in studying abroad, and getting globally connected on campus.

The International Programs Office offers information and assistance with each facet of the international student experience, including international admissions, international student orientation, assessment, advising, registration, transcript evaluation, university transfer, activities, special events, housing, transportation, health insurance, employment, volunteering, non-immigrant visa status, and learning about life in the United States.

Phone: (360) 442-2310

Web: lowercolumbia.edu/international

Email: international@lowercolumbia.edu

Located in Library (LIB)

Library and Learning Commons

The Learning Commons is a shared academic space within the LCC Library where Tutoring, eLearning, and Library staff and faculty collaborate to provide the instructional support, resources, and environment that students need to become accomplished, independent learners. Students can make tutoring appointments, get help with Canvas, consult with librarians on research assignments, and check out materials and equipment. The library provides print and electronic resources, computers, printers/copiers, Chromebooks, and group and individual study areas. The library's website provides access to research databases, tutorials, and several options for connecting with a librarian for assistance. Hours of operation are posted on the library webpage.

Phone: (360) 442-2660

Web: lowercolumbia.edu/library

Email: library@lowercolumbia.edu

Located in Alan Thompson Library (LIB)

Lower Columbia Regional University Center

The Lower Columbia Regional University Center provides options for students to earn bachelor's degrees without relocating or a lengthy commute. LCC offers a Bachelor of Applied Science in Teacher Education (BAS-TE) and Bachelor of Applied Science in Organizational Leadership and Technical Management (BAS-OLTM), and partners with a number of universities to provide over 500 bachelor's and master's degree programs on the LCC campus and online. Resource staff are located in the University Center to help you find the program that's right for you.

Phone: [\(360\) 353-7800](tel:(360)353-7800)

Web: lowercolumbia.edu/university-center

Located in Library (LIB)

One-Stop Center

The One-Stop Center supports students with getting started at LCC, answers general college questions, and helps with most financial aid and enrollment concerns. The center coordinates new student advising and can help you connect with your professional advisor.

Phone: [\(360\) 442-2322](tel:(360)442-2322)

Web: lowercolumbia.edu/one-stop

Email: onestop@lowercolumbia.edu

Zoom: lowercolumbia.edu/onestopzoom

Located in Admissions Center (ADC)

Open Doors

In partnership with area high schools, Open Doors provides educational opportunities to 16-21 year old students who are behind in credits, more than a year past their original cohort graduation date, or need an alternative pathway to high school completion. Students can earn their high school diploma, GED, professional/technical certificates and/or an associate degree. Individualized academic advising, tutoring, tuition, books, supplies and career guidance are provided at no cost.

Phone: [\(360\) 442-2580](tel:(360)442-2580)

Web: lowercolumbia.edu/ccp/open-doors

Located in Physical Science (PSC)

Payroll Services

Contact the Payroll Office for any information regarding employee earnings, direct deposit, and payroll deductions.

Phone: [\(360\) 442-2220](tel:(360)442-2220)

Located in Administration (ADM)

Registration

New students receive information on registering for classes during New Student Orientation (NSO). Continuing students register for classes online in ctcLink after meeting with their Career Pathways Advisor to discuss their academic progress towards graduation.

Instructions for adding and dropping classes in ctcLink are posted on the [ctcLink webpage \(lowercolumbia.edu/ctcLink\)](http://lowercolumbia.edu/ctcLink) , or refer to the Adding and Withdrawing from Classes section of this handbook for more information.

Important registration dates and deadlines are posted on [LCC's Academic Calendar \(lowercolumbia.edu/calendar/academic\)](http://lowercolumbia.edu/calendar/academic) .

Phone: (360) 442-2370

Web: lowercolumbia.edu/registration

Email: registration@lowercolumbia.edu

Located in Admissions Center (ADC)

Running Start

Running Start allows qualifying Washington State high school juniors and seniors to enroll into college level courses and earn college and high school credits at the same time. The program covers tuition costs for those who meet minimum academic requirements. Students who qualify for free or reduced lunch may also receive assistance with fees and books. Visit LCC's Running Start webpage, or call the Running Start Office to learn more.

Phone: (360) 442-2442

Web: lowercolumbia.edu/running-start

Email: runningstart@lowercolumbia.edu

Located in Student Center (STC)

Safety and Security

Contact LCC Safety & Security at 2911 from a campus phone or (360) 442-2911 from any other phone. LCC security works closely with local law enforcement agencies. Dial 9.911 from a campus phone or 911 from any other phone first if you need immediate police, fire, medical, or other emergency response.

Phone: (360) 442-2911 or (360) 431-8839 for non-emergency calls

Web: lowercolumbia.edu/safety

Located in Student Center (STC)

Student Programs and Activities

Students are encouraged to get involved with student life at LCC. Students who are socially involved make gains in general knowledge, intellectual skills, and tend to be

more satisfied with their college experience through community connection. Involvement can occur at many different levels.

Associated Students of Lower Columbia College (ASLCC)

ASLCC, also known as student government, works to create an interactive, fun and welcoming campus environment for all students and community members. ASLCC student leaders are the voice of the students to the administration. They serve on several committees and work to make sure students are front and center in the decision-making process. The ASLCC Student Activities Board also plans yearly campus events and activities. Check out the [ASLCC meeting schedule \(lowercolumbia.edu/student-life/aslcc\)](http://lowercolumbia.edu/student-life/aslcc) . All students, employees, and community members are welcome to attend ASLCC meetings. Contact ASLCC at [\(360\) 442-2450](tel:3604422450) or find ASLCC officers' emails at lowercolumbia.edu/student-life/aslcc/officers.

Co-curriculars, Organizations and Clubs (CCOCs)

Students can participate in a range of student clubs and organizations centered around interests, fields of study, or careers. Don't see a club you like? The process for forming a new club is simple. Learn more on the [Student Clubs, Organizations and Groups page \(lowercolumbia.edu/student-life/clubs\)](http://lowercolumbia.edu/student-life/clubs) .

Multicultural/Diversity Programming

LCC has a strong commitment to attracting, admitting and educating a broad population of students reflecting a diversity of intellectual interests, as well as representation from different cultures, races/ethnicities, socio-economic backgrounds, gender, socio-political perspectives, religious affiliations and sexual orientation/identities. We work to promote intellectual discourse, leadership and social justice among students, staff, faculty and our surrounding communities. Events have included, but are not limited to: Multicultural Grad Night, Lunar New Year, LCC Pride, speakers, performers, field trips, leadership opportunities, and conferences.

Phone: [\(360\) 442-2445](tel:3604422445)

Web: lowercolumbia.edu/student-life

Located in Student Center (STC)

Testing Center

Test Proctoring

Test proctoring services are available for currently enrolled LCC students who need to take an instructor assigned test in a supervised environment.

Phone: [\(360\) 442-2360](tel:3604422360)

Web: lowercolumbia.edu/test-proctoring

Email: testing@lowercolumbia.edu

Located in Main (MAN)

Placement Testing

An accurate placement assessment allows us to evaluate your math and English needs, and helps your advisor recommend the best courses to get you started on a path to your degree or certificate. Placement tests are given on a drop-in basis; no appointment is necessary, and it's free! Check the Testing Center's webpage for more information including practice materials.

Phone: (360) 442-2360

Web: lowercolumbia.edu/placement

Email: testing@lowercolumbia.edu

Located in Main (MAN)

Community Testing

Our Testing Center also offers a number of certification and employment exams for our students and community. Our tests include, but are not limited to, ASE, ATI TEAS, CLEP, CompTIA, GED, Kaplan, ParaPro, NES, NREMT, WEST-B, WorkKeys, and more. Test proctoring for non-LCC students and local business partners is also available.

Phone: (360) 442-2360

Web: lowercolumbia.edu/placement

Email: testing@lowercolumbia.edu

Located in Main (MAN)

Transfer Options

Visit your Career Pathways Advisor to get help planning for transfer to a baccalaureate institution. Assistance is available to select a transfer college or university, and to complete admission procedures, financial aid applications, and transfer admission requirements. Transfer guides explaining course transfer equivalencies at different institutions are available.

Phone: (360) 442-2350

Web: lowercolumbia.edu/u-center

Located in Admissions Center (ADC)

TRIO Student Support Services

TRIO Student Support Services is a federally funded program which helps participants become more effective college students, graduate, and transfer to a baccalaureate institution. Students receive individualized assistance and academic advising, tutoring, peer mentoring, and have the opportunity to participate in cultural activities and visit

four-year colleges and universities. Students whose parents do not have a bachelor's degree, are low-income, or have a documented disability qualify.

Phone: (360) 442-2421

Web: lowercolumbia.edu/trio

Email: jreid@lowercolumbia.edu

Located in Admissions Center (ADC)

Tutoring Services

Currently enrolled LCC students can receive free tutoring from peer tutors in the Learning Commons, as well as online through the eTutoring platform. The Tutoring Center provides assistance in a variety of courses and supplemental areas such as test prep and writing help.

Phone: (360) 442-2572

Web: lowercolumbia.edu/tutoring

Located in Library (LIB)

Veterans Services

The Veterans Services Office is available to veterans and their family members to gain information about benefits and other resources. We have an active student club, the Veterans Alliance, which holds meetings twice a month where we gather to talk about benefits, current community information, and organize service projects throughout the year. All veterans and their family members are encouraged to attend.

Phone: (360) 442-2395

Web: lowercolumbia.edu/veterans and lowercolumbia.edu/student-life/clubs/veterans-alliance

Email: va@lowercolumbia.edu

Located in Student Center (STC)

Workforce Services

LCC offers a variety of workforce education support programs, which offer support such as career and academic advising, academic support, connections to resources and public benefits such as food, unemployment, and childcare, and can help students pay for college. To find out more about workforce services, take a survey to see if you qualify for the program or other services. It's short, free and anonymous. Visit startnextquarter.org (startnextquarter.org) to get started.

Phone: (360) 442-2330

Web: lowercolumbia.edu/workforce-education

Located in Admissions Center (ADC)

Basic Food, Employment and Training (BFET)

In partnership with the Department of Social and Health Services (DSHS), Lower Columbia College offers opportunities for education and career development to low-income students who qualify for or are receiving, federally issued basic food benefits. BFET can help you access college, train for a new career, prepare for employment, and maintain basic food benefits and child care assistance. The BFET program can help pay for textbooks and transportation costs for eligible students.

Web: lowercolumbia.edu/bfet

Opportunity Grant Program

The Opportunity Grant Program can help students seeking a certificate or degree in a high-demand career. Opportunity Grant provides individualized support services, including academic advising and career planning, along with funding for tuition and fees, books, or tools for up to 45 credits. Students must be a Washington State resident and in an eligible academic program to qualify.

Web: lowercolumbia.edu/opportunity-grant

Passport to Careers

Eligible students can receive a scholarship that assists with the cost of attending college (tuition, fees, books, housing, transportation, and some personal expenses), specialized support services from college staff, and priority consideration for the Washington College Grant and State Work Study programs. Students must have been a former foster youth or unaccompanied homeless youth to qualify.

Web: lowercolumbia.edu/passport-foster-youth

Worker Retraining

Worker Retraining provides academic and employment support to dislocated and unemployed workers to help them gain additional training in their field or to get started on a new career. Students may receive funding to help pay for retraining tuition, books and fees or “jump-start” funding while waiting for financial aid approval. Students may qualify if they are in an eligible academic program and have been unemployed, underemployed, a veteran, or a displaced homemaker within the last 48 months.

Web: lowercolumbia.edu/worker-retraining

WorkFirst

In partnership with the Department of Social and Health Services (DSHS) WorkFirst assists students who are Temporary Aid to Needy Families (TANF) recipients with academic and career advising, tuition assistance, work-study, participation reporting, work skills, and academic support.

Web: lowercolumbia.edu/workfirst

Important Things to Know

1098-T Forms

1098-T forms are used to report information on what you paid in qualified tuition expenses to colleges and/or universities in the previous calendar year. All colleges and universities are required by the Internal Revenue Service (IRS) to provide you with this information, which you (or someone who can claim you as a dependent) may use in conjunction with a tax return. To grant LCC access to provide you with the information electronically, log in to your ctcLink account. From the "Financial Account" tile, select "1098T," then "View 1098-T." Under "Grant Consent," select yes, then hit submit. If you don't grant consent for electronic access, you won't be able to retrieve your information online. If you say no or don't grant access, LCC will send you a paper copy in the mail early in the year to the address we have on file, in accordance with IRS requirements.

Phone: [\(360\) 442-2920](tel:(360)442-2920)

Web: lowercolumbia.edu/tax-credit

Email: finance@lowercolumbia.edu

Address Changes

Due to Department of Education requirements, you need to inform the college within 14 days if you change your physical location while taking classes. Your physical location may be different from your mailing address or your actual permanent home address where you plan to return after you stop attending LCC. To update your address, log in to ctcLink and select the "Profile" tile. Select "Addresses" from the menu on the left. Use the "home address" option to enter your physical location if it is different than your mailing address. If you want your mail delivered somewhere other than your home address, add a separate mailing address. If your addresses are not up to date in ctcLink, you may not receive your financial aid funds or important communications from the college.

Phone: [\(360\) 442-2370](tel:(360)442-2370)

Web: lowercolumbia.edu/ctcLink

Arts & Entertainment

LCC's spectacular Rose Center for the Arts offers a rich selection of concerts, plays, art shows, lectures, writer's workshops, readings and other arts, entertainment and cultural events. The Art Gallery typically stages two exhibits per quarter (one in summer). Multiple concerts, including jazz and symphonic bands and several choirs, are held every quarter in the 500+ seat Wollenberg Auditorium. Plays are held in the Center Stage Theatre. LCC students are admitted free with a valid ID card.

Phone: [\(360\) 442-2510](tel:(360)442-2510)

Web: lowercolumbia.edu/aande

Bulletin Boards

All flyers and posters need to be authorized in the Student Activities Office prior to being posted on any bulletin boards on campus. Any unauthorized posters or fliers will be taken down.

Catalog

The LCC Academic Catalog contains a variety of important information, including academic policies, course descriptions, distribution lists, and degree and certificate requirements. You can also find archived catalogs on the catalog page, which you may need if you want to reference the program requirements that were in effect the year you entered LCC.

Web: lowercolumbia.edu/catalog

Commencement (Graduation)

LCC holds a commencement ceremony each June to honor and celebrate the achievements of students earning a degree, certificate, high school diploma or GED. All graduates are encouraged to participate in commencement. [Information about commencement \(lowercolumbia.edu/commencement\)](http://lowercolumbia.edu/commencement) is available at lowercolumbia.edu/commencement.

College Degree and Certificate Graduates

Bachelor's degree, associate degree, certificate graduates must apply for graduation via the [graduation application \(lowercolumbia.edu/graduation\)](http://lowercolumbia.edu/graduation) available online at lowercolumbia.edu/graduation. Deadlines and details about the graduation application process are posted on the same page.

Phone: (360) 442-2370

Web: lowercolumbia.edu/graduation

High School and GED Graduates

Open Doors, HS+, and GED graduates should contact the appropriate department to learn more about participating in commencement.

Web: Open Doors: lowercolumbia.edu/open-doors

Web: GED: lowercolumbia.edu/ccp

Current Students Online & Registration Services

Do business with LCC online 24/7. Use this secure site to access ctcLink, register for classes, pay your tuition and fees, sign up for a payment plan, login to Canvas, view and print your class schedule or unofficial transcript, and more!

Phone: [\(360\) 442-2322](tel:(360)442-2322)

Web: lowercolumbia.edu/online-services

Email

A valid email address is required for all students. Lower Columbia College (LCC) email addresses are generated upon processing of admission applications. Students have the option of using the LCC email or an alternative address as their “preferred” email address in ctcLink. The College will use the “preferred” email address for official communications with all students. If a student does not enter and/or designate an email address in ctcLink as “preferred,” all official communications will be sent to their LCC email address.

The College expects that every student will receive and read email on a frequent and consistent basis. A student's failure to receive and read College communications in a timely manner, understanding that the College is not responsible for the handling of email by outside service providers, does not absolve that student from knowing and complying with the content of such communication. It is the responsibility of the student to alert college staff when experiencing email account issues.

Phone: [\(360\) 442-2322](tel:(360)442-2322)

Web: lowercolumbia.edu/publications/administrative-policies/490

Identification (ID) Numbers and Cards

All LCC students have an identification number, called a ctcLink ID number, also referred to as 'EMPLID' in the ctcLink system. This is a nine-digit number assigned when you are admitted, and is printed on your ID card. Your Lower Columbia College ID card serves as your library card and gives you free transportation on River Cities Transit buses, free access to the Computer Lab, and entry into the Fitness Center, Learning Commons and Test Proctoring Center. It also entitles you to free admission to LCC-sponsored plays, concerts, sporting events and other activities.

ID cards are available in the Admissions Center Building (ADC), at the One-Stop Center. Although the ID card is not issued quarterly, you will need to stop by every quarter to have your ID card updated with the new quarter's sticker. If you lose your ID card, a replacement fee will be charged.

Phone: [\(360\) 442-2322](tel:(360)442-2322)

Web: lowercolumbia.edu/students/faq

Lost and Found

Lost items can be turned into the Lost and Found in the Security Office downstairs in the Student Center. All items are kept until the end of each quarter and then disposed of, if not claimed.

Phone: (360) 442-2271

Web: lowercolumbia.edu/safety

Parking

Parking is provided for LCC students on a first-come, first-served basis in the major parking lots surrounding the campus. To park on campus, display an official parking decal on the vehicle. Pick one up at the One-Stop Center in the Admissions Center Building (ADC) when you pay your tuition and fees, or after paying online. Students may be fined for parking on campus without a parking decal.

Phone: (360) 442-2271

Web: lowercolumbia.edu/buildings/parking

Scholarships

The Lower Columbia College Foundation awards hundreds of scholarships each year. You can apply for LCC Foundation scholarships by completing a single online application which qualifies you for multiple awards. There are two scholarship application cycles available each year. The first application cycle opens in March and the second cycle opens in October. Applications can be accessed from LCC's scholarship webpage.

LCC also provides information about outside scholarships, those awarded by outside organizations. Information about these awards is posted on the Scholarship webpage. Scholarships can affect financial aid awards, so please check with the One -Stop Center if you have questions.

Phone: (360) 442-2130

Web: lowercolumbia.edu/scholarships

Weather/Campus Closures

Procedure

If the campus is closed due to weather or other emergency, information will be shared through the LCC website, local media, social media, and via email.

Web: lowercolumbia.edu/closure-procedure

Wi-Fi

Steps to Connect:

1. Use your wireless device to view wireless networks;
2. Open a web browser and accept the 'Usage Policy Agreement.

See below for contact and other important information.

Phone: [\(360\) 442-2520](tel:3604422520)

Web: lowercolumbia.edu/technical-help/wifi

Technology Systems at a Glance

Canvas

To login: use your *ctcLink* ID number (also called *EMPLID*) and *ctcLink* password.

Canvas is the Learning Management System (LMS) LCC uses to facilitate your online, hybrid, flexible and enhanced courses. To deliver content and connect with you, your instructor will use features including:

- Announcements
- Assignments
- Discussion boards
- Quizzes
- Grades

The eLearning Department is available to help with any Canvas questions. You can also find helpful tutorials and trainings on the eLearning website.

Web: lowercolumbia.edu/elearning

ctcLink

To login: use your *ctcLink* ID number (also called *EMPLID*) and *ctcLink* password.

ctcLink is LCC's operating system and mobile app, and is where you will conduct many of your basic transactions, including:

- Register for classes
- Review academic progress
- Request what-if reports
- Update contact information and personal details
- View unofficial transcripts
- Get messages and notifications
- View class and exam schedule
- View your financial aid status
- Make tuition and fee payments

Web: lowercolumbia.edu/ctcLink

Google

To login: use your full LCC email address and LCC password.

Lower Columbia College uses Gmail for student email accounts. With your email account, you also have access to Google Apps for Education including Calendar, Drive, and Groups. LCC student accounts are only available to current students and may be deleted 12 months after you stop attending.

Web: lowercolumbia.edu/gmail

Navigate

To login: use your LCC username (before the @ sign in your email address) and LCC password.

- Navigate is a free student tool and mobile app designed to connect you with your advisor and our support staff. Navigate has a number of resources you'll need to get you from application to graduation:
 - Complete your To-Do steps
 - Find your advisor and connect with your LCC Care Team
 - Schedule appointments
 - Plan your classes using the Academic Planner
 - Find resources and ask for help using Hand Raise
 - Review important academic dates
 - Find study buddies and a lot more

Web: lowercolumbia.edu/navigate

Academic Dishonesty

Any act of academic dishonesty is prohibited, including, but not limited to, cheating, plagiarism, and fabrication.

- a. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment. This includes using ChatGPT or other Generative Artificial Intelligence (AI) to complete assignments unless otherwise specified by the instructor.
- b. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
- c. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. The instructor should attempt to notify the student of the suspected academic dishonesty and give the student an opportunity to respond. The notice and the opportunity may be informal. Students should refer to each of their faculty's course syllabus and program handbook. Further academic consequences may follow consistent with the provisions in any program handbook including, but not limited to, dismissal from an academic program. Incidents of academic dishonesty may also be referred to the student conduct officer for disciplinary action as outlined in the Code of Student Conduct.

ChatGPT/Generative Artificial Intelligence

As a college student, it is your responsibility to maintain the highest standards of academic integrity. Representing work generated by artificial intelligence (AI) as one's own work is considered to be academically dishonest. This includes (a) ensuring that all work submitted for grades is your own original work, written for this course this quarter, and (b) properly citing any sources that you use.

Having AI write any part of your paper without citing it constitutes plagiarism. If the source of the work is unclear, you may be required to meet with your instructor to explain the ideas and your writing process.

Academic Standing

These standards are used to identify students who experience academic difficulty and to provide additional support and assistance to improve academic standing. The policy also determines academic suspension in cases where students are unable to achieve satisfactory performance.

Students must earn a cumulative GPA of 2.0 or higher in the courses required for a degree or certificate in order to earn a credential at Lower Columbia College. Students must also maintain a quarterly GPA of 2.0 or higher each quarter. Students who fall below this minimum quarterly GPA will be alerted at the end of the quarter regarding their academic standing. As necessary, additional information about resources and support for improving academic standing will be provided. If a student is academically suspended, they will receive information about academic reinstatement.

- Good Standing: Quarterly GPA above 2.0
- Academic Concern: First quarter of a quarterly GPA below 2.0
- Academic Notice: Second consecutive quarterly GPA below 2.0
- Academic Suspension: Third consecutive quarterly GPA below 2.0

Students not in good academic standing may be required by the college to enroll in College Success or other courses as determined by the college to assist with academic success.

Students on academic suspension shall not be allowed to enroll in credit-bearing courses at the college for two consecutive quarters. Students who are academically suspended must petition for reinstatement to the Vice President of Student Services at least six weeks prior to the quarter the student is eligible to re-enter the college. Students returning from academic suspension who earn a quarterly GPA above 2.0 will return to good standing. Students returning from academic suspension who earn a quarterly GPA below 2.0 will return to academic suspension and must follow the academic standing policy to request reinstatement.

Important Note: Individual college programs and services, including but not limited to high school completion, financial aid, veteran programs, College and Career Preparation, Running Start, and certain professional/technical programs may have different academic standard requirements and appeal procedures. Students in these programs should contact their program advisor or specific department for information regarding those requirements

Academic Interventions

The Academic Standards Committee authorizes the Vice President of Student Services or designee to require academic intervention strategies for students who pass few or no credits to encourage timely student completion of programs, certificates, and/or degrees. Intervention may include:

1. Credit limitations

2. Special courses
3. Tutoring
4. Directed advising
5. Other strategies

These are the interventions and restrictions LCC students can expect:

1. **Academic Concern: First quarter of a quarterly GPA below 2.0**
 - The student's success team member will reach out to discuss success strategies for the quarter and follow up as needed.
2. **Academic Notice: Second consecutive quarterly GPA below 2.0**
 - The student will continue to work with a success team member to discuss the prior quarter, adjust success strategies for continued improvement, schedule regular check-ins, and follow up as needed.
 - The student should not enroll in more than 15 credits while on Academic Notice. Additional credit restrictions may be mandated if deemed necessary.
 - The student may be required to enroll in College 101 or another class the institution determines would benefit the student.
3. **Academic Suspension: Third consecutive quarterly GPA below 2.0**
 - The student may not enroll for two consecutive quarters and must follow the academic reinstatement procedures listed below no later than six weeks prior to quarter of intended enrollment.
 - If a student is registered for classes in the following quarter, they will be dropped.

Not In Good Standing?

Many students have a rough quarter during college. With support and hard work, they persevere and go on to earn their degree! You can do it, and we are here to help. What should you do:

Know Where You Stand

- How does your academic progress impact your financial aid? Eligibility standards for academic progress are outlined on our [Student Financial Responsibilities webpage \(lowercolumbia.edu/pay-for-college/student-financial-responsibilities\)](http://lowercolumbia.edu/pay-for-college/student-financial-responsibilities) . Contact Financial Aid at (360) 442-2390 to see how your aid is impacted.
- Frequently check in with your instructors throughout the quarter. They will help you understand your current grades and what you can do to improve them.

Know Where You Are Going

- Meet with your advisor to plan out future quarters, and understand what it takes to graduate.
- Students who have explored career options and made an informed choice are more likely to succeed academically. Visit [Career & Employment Services \(lowercolumbia.edu/careerservices\)](http://lowercolumbia.edu/careerservices) in the Admissions Center to explore today, or attend workshops on College Success, Career Planning, and more!

Know Your Support System

1. **Advisors** - Your faculty or staff advisor can help you review your plan of study, discuss course options, determine withdrawal options if necessary, and help you learn more about campus resources. Check in with your advisor regularly! Find your advisor through [Navigate \(lowercolumbia.navigate.eab.com/app/#/authentication/remote/\)](https://lowercolumbia.navigate.eab.com/app/#/authentication/remote/) .
2. **Tutoring** - Tutoring is free and available for LCC students online and in the Learning Commons in the Library. Learn more about [Tutoring \(lowercolumbia.edu/tutoring\)](https://lowercolumbia.edu/tutoring) .
3. **Counselors** - LCC has counselors available to support you in problem-solving and exploration of issues that may be keeping you from achieving your academic goals. Counselors may be able to refer you to additional campus and local resources. Make an appointment by calling (360) 442-2330, or visit the Counseling [webpage \(lowercolumbia.edu/counseling\)](https://lowercolumbia.edu/counseling) .
4. Other resources that may be able to support your success:
 1. Childcare: call (360) 442-2890 or visit [childcare webpage \(lowercolumbia.edu/childcare\)](https://lowercolumbia.edu/childcare) .
 2. Disability and Access Services: call (360) 442-2341 or visit [DAS webpage \(lowercolumbia.edu/disability\)](https://lowercolumbia.edu/disability) .
 3. Financial Aid: call (360) 442-2390 or visit [Financial Aid webpage \(lowercolumbia.edu/financial-aid\)](https://lowercolumbia.edu/financial-aid) .
 4. TRiO Student Support Services: call (360) 442-2420 or visit [TRiO webpage \(lowercolumbia.edu/trio\)](https://lowercolumbia.edu/trio) .
 5. Veterans Services: call (360) 442-2393 or visit [veterans webpage \(lowercolumbia.edu/veterans\)](https://lowercolumbia.edu/veterans) .
5. Questions? Contact the office of the Vice President of Student Services at (360) 442-2300.

Academic Suspension Next Steps

While You Are Away:

Students on suspension must take two consecutive quarters off from LCC. While you are away, consider the following options:

- Work and gain experience--consider employment that aligns with your career goals, volunteering, or shadowing someone in the profession you are interested in.
- Frequently students struggle academically due to health and family matters. Take the time during suspension to heal and attend to your family.
- Use this time to reflect on your education--what are your strengths and weaknesses? Is your current major a good fit? Consider meeting with an advisor or visiting Career & Employment Services to explore this.
- Focus on your study habits. Is there a course you struggled with that you could spend time on now? Brush up on the basics through [College and Career Preparation \(http://lowercolumbia.edu/ccp\)](https://lowercolumbia.edu/ccp) at LCC, free online courses, or consider self-study.

Ready to Re-Enroll?

In order to enroll in courses you must indicate your intent to return by completing and submitting the [Petition for Academic Reinstatement \(lowercolumbia.jotform.com/250765671340053\)](https://lowercolumbia.jotform.com/250765671340053) form. Submit the form no later than 6 weeks before the start of the quarter.

Once you have submitted the Petition for Academic Reinstatement, you will be contacted with information to schedule a meeting to discuss:

1. What was the cause of your previous quarter's GPA?
2. Discuss a few specific steps that you can take to address the cause of your grades.
3. Which classes, if any, were the most challenging for you and why?
4. Which campus resources were you able to take advantage of including: Disability and Access Services, Counseling, Tutoring Center, etc.?
5. Review your academic and professional goals.
6. If your financial aid has been suspended, what is your plan for paying your tuition and fees for the next quarter?

Adding and Withdrawing from Classes

Adding a Class

Students may add classes online using ctclink through the third day of instruction. After the third day of instruction, the instructor's written permission is required. Restrictions may apply; be sure to check with the instructor.

Withdrawing from a Class

Students may withdraw from a class and not receive a W grade if the withdrawal request is submitted by the end of the 10th instructional day of the quarter for fall, winter, and spring quarter courses. For courses shorter than 10 weeks, including summer quarter courses, the last day to withdraw without a W is 20% of the length of the course. After this date, withdrawing from a class will result in a W grade.

Students may withdraw from a class through Friday of the eighth week of instruction in fall, winter, and spring quarters. For courses shorter than 10 weeks, including summer quarter courses, the last day to withdraw is 80% of the length of the course. Students can officially withdraw by dropping a class in ctclink or notifying the Registration Office in writing by 11:59pm on the deadline. If a student stops attending a class without officially withdrawing, they will remain on the roster and receive a grade accordingly.

Withdrawal and other deadlines are available on the [LCC Academic Calendar \(lowercolumbia.edu/calendar/academic\)](https://www.lowercolumbia.edu/calendar/academic) or by contacting Registration at registration@lowercolumbia.edu.

Instructor-Initiated Withdrawal

Students should attend scheduled class sessions. Non-attending students should contact their instructor in person, by phone, or by email and notify them of their intention to remain enrolled or they will be administratively withdrawn by the instructor during the first five instructional days of the quarter. An instructor will initiate a withdrawal for a non-attending student at any point during the first five instructional days of the quarter if the student does not attend class and fails to contact the instructor to indicate their intention to remain enrolled.

Hardship Withdrawal

- **Hardship Withdrawal:** Students who wish to withdraw after the deadline due to medical issues or other hardship must submit an Academic Standards Committee (ASC) petition for late withdrawal. ASC petitions should include documentation based on the reason for the withdrawal. Students requesting a hardship withdrawal must provide appropriate medical documentation from a physician, licensed mental health provider, or other qualified healthcare provider. Contact Registration at

registration@lowercolumbia.edu or (360) 442-2370 for instructions on requesting a hardship withdrawal.

Administrative Withdrawal

An administrative withdrawal may be initiated by the Vice President of Student Services, or designee, for disciplinary actions and health or safety issues. If approved, a W grade will be recorded for the course.

Who to Consult Before Dropping a Class or Classes

Although you never enroll in a class with the plan to withdraw, there are times when it is necessary and in your best interest. There are many reasons you may consider dropping a class, including unexpected life circumstances, material that is too difficult or time consuming given your current academic load, or accidentally enrolling in a course that isn't a good fit for your academic interests and goals. Before deciding to withdraw, it is important to consider all of your options by discussing them with faculty and staff, considering the timing, and knowing the impacts.

If you are considering dropping a class, ask for guidance from the staff and faculty who are here to help you:

- **Course Instructor:** as you consider withdrawing, the first person you should contact is your instructor. No one knows the material and future challenges coming in the course better than your instructor. Also, it is likely that everyone else you consult will recommend you talk with your instructor.
- **Advisor:** if you and your instructor agree withdrawing may be a viable option, still check in with your advisor. Advisors usually know when that course will be offered next and what the implications for withdrawing will be. They can also discuss alternatives to withdrawing, including, but not limited to:
 - **Time Management:** occasionally, it may just be a matter of building a plan to better manage your time. Often, people budget their money but neglect to do the same with time. Like money, you have a limited amount of time. If you are trying to balance academics with other commitments, it's very difficult to do so without planning ahead and setting aside time for specific activities.
 - **Tutoring:** LCC offers tutoring in a variety of subjects for free. If the course material is challenging, your chances of success will significantly improve if you commit some time for tutoring. Often, you will actually save time in the long run as your studies will be more directed and focused.
 - **Instructor Office Hours:** Every instructor has office hours. You can find these in the course syllabus as well as in LCC's directory. Take advantage of the opportunity to get some one-on-one time to ask questions and get feedback on your work.
- **Supplemental Advisor:** Many students have a supplemental advisor, such as a TRiO, International, athletic, or Workforce advisor. They will serve as another

valuable resource. In addition to assisting you with the same things as an advisor, they can also inform you of any consequences your withdrawal may have on your eligibility to participate in the programs they represent.

- **Financial Aid/Funding Source:** Depending on when you withdraw from a course, you may need to repay the money you received. For the most current information, go to the [Student Financial Responsibilities page \(lowercolumbia.edu/pay-for-college/student-financial-responsibilities\)](https://lowercolumbia.edu/pay-for-college/student-financial-responsibilities) or consult the Financial Aid Office. It is also crucial to consult with any other funding sources you may have. This may include, but is not limited to, a scholarship, state program, or family member.

What Impacts Will a W Have on my Transcript?

Earning a W grade can have consequences.

- **Transfer opportunities:** one or two W grades generally are not a cause for concern when universities are reviewing transcripts as part of the admissions process. To make sure, you can always contact the admissions department of the university you want to attend if you have questions about how your LCC grades could impact your future application.
- **Prerequisites and Selective Admission Programs:** Students applying to certain health science or other selective admission programs should research repeat limits on prerequisites. Although LCC's nursing program does not as of 2020, many nursing programs only allow students to repeat a prerequisite course, such as Anatomy and Physiology, once within a certain period of time.
- **Grade Point Average (GPA):** a W grade does not impact your GPA. A low grade will. However, opting to stay in the course and receive a low grade does not always have a permanent impact on your cumulative GPA. Repeating a course will eliminate the original grade's impact on your cumulative GPA. Also, consider your other classes and the time that can be spent on them if you choose to withdraw from another class.

How to Withdraw from a Class using ctcLink

You can withdraw from a class in ctcLink. From your Student Homepage, select Manage Classes, click on Drop Classes, and select the term on the right. From there, you can select the class by clicking on the checkbox on the left next to the class and select the Next button in the upper-right corner. On the next screen, click on the Drop Classes button and confirm the drop by clicking the Yes button on the separate pop-up dialog box. From there, you should receive a confirmation. If you can, take a screenshot of that confirmation and save it.

Verification of your Withdrawal

After you withdraw, there's one more critical step: double check to make sure you withdrew successfully. Unfortunately, it is not uncommon for a student to think they withdrew, only to find out that, for whatever reason, they did not and received an F in

the class. After withdrawing, go back to your class schedule in ctcLink and verify the course now says “dropped” or “withdrawn.”

Refunds

For a 100% refund of tuition for a class that runs for the entire term, students must withdraw prior to the sixth instructional day of the quarter; for a 50% refund, students must withdraw within the first 20 calendar days of the quarter. Refunds are prorated for classes with non-standard start or end dates. Short classes will be refunded based on the percentage of the class completed. Contact the Registration Office for exact refund deadlines for classes that do not follow the standard academic calendar.

The tuition refund policy of Lower Columbia College is governed by Washington state law (RCW 28B.15.605, RCW 28B.10.270). A request for a refund after the official deadline may be approved in cases of documented medical injury or illness, death in the immediate family, military service, significant personal hardship, or college error resulting in forfeiture of tuition and fees. To request a refund, contact the Registration Office. All requests must include a written student statement and verifiable documentation of the unanticipated event, emergency, or circumstances outside the student’s control that justify refunding tuition and fees after the refund deadline.

Refunds for federal financial aid recipients are calculated according to federal regulations. Any student receiving financial aid is advised to contact the Financial Aid Office prior to withdrawing from a class as there may be a negative impact on a student’s ability to receive financial aid in the future, and the student may be required to repay financial aid funds already received.

Students should review the [Student Financial Responsibilities \(lowercolumbia.edu/pay-f-or-college/student-financial-responsibilities\)](https://www.lowercolumbia.edu/pay-f-or-college/student-financial-responsibilities) or consult the Financial Aid Office for more information about the impact of dropping a class.

Refer to the [academic calendar \(lowercolumbia.edu/calendar/academic\)](https://www.lowercolumbia.edu/calendar/academic) for exact dates and deadlines related to withdrawals and refunds.

Requesting an Amendment of Education Records

Students may request the amendment of their education records if they believe the records are inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA. A student who wishes to ask the College to amend a record should first submit a written request to the Registration Office. The request must clearly identify the part of the record the student wants changed and include a detailed explanation of the error or misleading information as well as documentation or evidence to support the request.

The Registration Office will investigate the claim and provide a written response within 30 days of receipt of the request. If the investigation confirms that an error or misleading information exists in the education record, it will be corrected.

If the College decides not to amend the record as requested, the Registration Office will notify the student in writing of the decision and of the student's right to a hearing, including instructions on requesting a hearing. The student may request a hearing by submitting a written request to the Vice President of Student Services within 30 days of the denial notification date.

The Vice President of Student Services will schedule a hearing within 45 days of receipt of a valid request for a hearing regarding a denied request to amend a student's records. The student will be notified in writing of the day, time, and place of the hearing, at least 15 days before the hearing. The hearing will be conducted by the Vice President of Student Services and will include the registrar and one or more representatives from the College department(s) relevant to the request, if any. If the Vice President of Student Services has a direct interest in the outcome of the hearing, the Vice President of Instruction will designate an impartial representative to conduct the hearing.

During the hearing, the student will have a full and fair opportunity to present evidence relevant to the original request. The student may, at their own expense, be assisted or represented by one or more individuals of their choice, including an attorney. Within 15 days of the hearing, the Vice President of Student Services will notify the student in writing of the decision. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reason for the decision.

If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student will be notified in writing of their right to place a statement in their record commenting on the contested information, or stating why the student disagrees with the decision of the College, or both. If the student chooses to submit such a statement, the College shall maintain the statement with the contested part of the record for as long as the record is maintained, and shall disclose the statement whenever it discloses the portion of the record to which the statement relates.

Student Financial Agreement

Payment of Fees

I understand that each term when I register for any class at Lower Columbia College I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration.

I understand I am responsible for paying all tuition and fees even if my planned source of funding ends up not covering my charges. If my funding source has additional requirements like a separate application or student loan documents, I understand that I am responsible for completing those requirements by their deadlines.

Drop for Nonpayment

The College routinely drops students for nonpayment after the tuition due date. However, I understand I cannot count on the College to drop me for nonpayment. If I do not plan to attend a class, I understand I must drop it online or submit a drop request to registration@lowercolumbia.edu, or I will be responsible for paying all charges, and may receive failing grades on my transcript.

Refunds

I understand that if I withdraw from a class, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule as provided in the Lower Columbia College academic catalog: <https://lowercolumbia.edu/publications/catalog/welcome/refunds/>. I understand that short classes have different deadlines and it is my responsibility to check the refund dates for my classes.

I have read the terms of the published tuition refund schedule and understand those terms. I understand that my failure to attend class does not absolve me of my financial responsibility as described above.

Communication of Billing Information

I understand that it is my responsibility to monitor my student account activity online via ctclink (<https://gateway.ctclink.us>) and pay the charges by the published due dates. Not receiving a bill does not absolve me of my financial responsibility.

As a courtesy, the College may send reminder emails regarding balances. I understand that the College uses the email address I designate as “preferred” in ctclink as an official method of communication with me, and that I am responsible for reading the communications I receive via email in a timely manner. Lower Columbia College does not send billing statements to students unless requested. To request a billing statement, contact finance@lowercolumbia.edu.

Financial Hold

I understand that if I fail to pay all charges by the scheduled due date, LCC will place a financial hold on my student account, preventing me from registering for future classes or receiving my diploma.

Financial Aid

I understand that my Financial Aid award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my student account and resulted in a credit balance that was refunded to me.

Contact

I authorize Lower Columbia College and its agents to contact me at my current and any future phone number(s) or email address(s) regarding my delinquent student account. I understand I may withdraw my consent to call my phone by submitting my request in writing to Lower Columbia College or to the applicable contractor or agent contacting me on behalf of Lower Columbia College.

Collection Agency Fees

I understand and accept that if I fail to pay my student account, my past due account will be assigned to a collection agency and may be reported to credit bureau organizations. I further understand that I am responsible for paying collection agency fees and charges, in accordance with Washington State law.

Code of Student Conduct

Code of Student Conduct ([Chapter 132M-126 WAC \(apps.leg.wa.gov/wac/default.aspx?cite=132M-126\)](https://apps.leg.wa.gov/wac/default.aspx?cite=132M-126))

Important Note: The 2024 Title IX regulations have been vacated. The 2024 Title IX regulations are no longer applicable. All Title IX Sex Discrimination student complaints will follow the 2020 Title regulations as specified in the College's Supplemental 2020 Title IX Student Conduct Code, [WAC 132M-126-115 through 132M-126-155 \(lawfilesex .leg.wa.gov/law/WACArchive/2023/WAC%20132M-126%20%20CHAPTER.htm\)](https://apps.leg.wa.gov/law/WACArchive/2023/WAC%20132M-126%20%20CHAPTER.htm) .”

Preamble (WAC 132M-126-005)

Lower Columbia College is a diverse and dynamic learning community. As such, the college maintains a strong commitment to providing a learning environment that is civil and free from disruptive behavior. All members of the college community share in the responsibility to promote a positive learning environment, demonstrate mutual respect and dignity, and avoid adversarial relationships. Thus, students are expected to act as responsible members of this community, maintain a high degree of honesty and integrity, comply with the rules and regulations of the college, and respect the rights, privileges, and property of the college community. [For allegations of sexual harassment occurring prior to August 1, 2024, the archived rules apply and can be found here \(lawfilesex.leg.wa.gov/law/WACArchive/2023/WAC%20132M-126%20%20CHAPTER.htm\)](https://apps.leg.wa.gov/law/WACArchive/2023/WAC%20132M-126%20%20CHAPTER.htm)

Authority (WAC 132M-126-010)

The board of trustees of Washington State Community College District No. 13, acting pursuant to RCW 28B.50.140 (14), delegates to the president of the college the authority to administer disciplinary action. The president is authorized to delegate or reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary. Administration of the disciplinary procedures is the responsibility of the vice president of student services or their designee. Except in cases involving allegations of sex discrimination, including sex-based harassment, the student conduct officer, or delegee, shall serve as the principal investigator and administrator for alleged violations of this code.

Definitions (WAC 132M-126-015)

The following definitions shall apply for purposes of this student conduct code:

1. "ASLCC" means the associated students of Lower Columbia College as defined in the constitution of that body.

2. "Assembly" means any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.
3. "Business day" means a weekday, excluding weekends, college holidays, and college closure days.
4. "College" means Lower Columbia College and any other college centers or premises established within Washington State Community College District No. 13.
5. "College community" means trustees, students, staff, faculty, and visitors in college facilities and college premises.
6. "College official" includes any person employed by the college performing assigned duties.
7. "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.
8. "Complainant" means the following individuals who are alleged to have been subjected to conduct that would constitute sex discrimination:
 - a. A student or employee; or
 - b. A person other than a student or employee who was participating or attempting to participate in the college's education program or activity at the time of the alleged discrimination.
9. "Conduct review officer" is the vice president of student services or other college administrator designated by the president who is responsible for receiving or referring appeals of student disciplinary actions as specified in this code.
10. "Controlled substance" means and includes any drug or substance as defined in chapter 69.50 RCW as now law or hereafter amended.
11. "Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student code of conduct.
12. "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten instructional days or an expulsion are heard by the student conduct committee. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.
13. "Faculty member" and "instructor" mean any employee of Washington State Community College District No. 13 who is employed on a full-time or part-time basis as a teacher, instructor, counselor or librarian.
14. "Filing" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
 - a. Hand delivery of the document to the specified college official or college official's assistant; or
 - b. By sending the document by email and first-class mail to the specified college official's office and college email address. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official.

15. "Pregnancy or related conditions" means:
 - a. Pregnancy, childbirth, termination of pregnancy, or lactation; or
 - b. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 - c. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
16. "President" is the president of the college. The president is authorized to:
 - a. Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and
 - b. Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.
17. "Program" or "programs and activities" means all operations of the college.
18. "RCW" means Revised Code of Washington which can be accessed at <https://apps.leg.wa.gov/rcw/>.
19. "Relevant" means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.
20. "Remedies" means measures provided to a complainant or other person whose equal access to the college's educational programs and activities has been limited or denied by sex discrimination. These measures are intended to restore or preserve that person's access to educational programs and activities after a determination that sex discrimination has occurred.
21. "Respondent" is a student who is alleged to have violated the student conduct code.
22. "Service" is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
 - a. Hand delivery of the document to the party; or
 - b. By sending the document by email and by certified mail or first-class mail to the party's last known address. Service is deemed complete upon hand delivery of the document or upon the date the document is emailed and deposited in the mail.
23. "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students" for purposes of this chapter.
24. "Student conduct officer" is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code.
25. "Student employee" means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual's primary relationship with the college is to receive an education and whether any alleged

student conduct code violation including, but not limited to, sex-based harassment, occurred while the individual was performing employment-related work.

26. "Student group" is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.
27. "Student organization" means any number of students who have met the formal requirements of clubs and organizations.
28. "Supportive measures" means reasonable available, individualized and appropriate, nonpunitive and nondisciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:
- a. Restoring or preserving a party's access to the college's educational program or activity, including measures that are designed to protect the safety of the parties or the college's educational environment; or providing support during the college's investigation and disciplinary procedures, or during any informal resolution process; or
 - b. Supportive measures may include, but are not limited to: Counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of campus; restriction on contact applied to one or more parties; a leave of absence; change in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.
29. "Title IX coordinator" is the administrator responsible for processing complaints of sex discrimination, including sex-based harassment, overseeing investigations and informal resolution processes, and coordinating supportive measures, in accordance with college policy.

Statement of jurisdiction (WAC 132M-126-020)

1. The student conduct code shall apply to conduct by students or student groups that occurs:
 - a. On college premises;
 - b. At or in connection with college programs or activities; or
 - c. Off-campus premises, if in the judgment of the college the conduct has an adverse impact on the college community, the pursuit of its objectives, or the ability of a student or staff to participate in the college's programs and activities.
2. Jurisdiction extends to, locations in which students are engaged in college programs or activities including, but not limited to, college-sponsored housing, foreign or domestic travel, activities funded by the students, student government, student clubs or organizations, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities.

3. Students are responsible for their conduct from notification of admission to the college through the actual receipt of a certificate or degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.
4. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.
5. The college has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct by students or student groups that occurs off campus.
6. In addition to initiating disciplinary proceedings for violations of the student code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Statement of student rights (WAC 132M-126-025)

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college:

1. Academic freedom.
 - a. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college premises that are generally open and available to the public.
 - b. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).
 - c. Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
 - d. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

2. Due process.
 - a. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
 - b. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
 - c. A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

Prohibited student conduct (WAC 132M-126-030)

The college may impose disciplinary sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct which include, but are not limited to, the following:

1. **Abuse of others.** Assault, physical abuse, verbal abuse, threat(s), intimidation, or other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property unless otherwise protected by law.
2. **Abuse in later life.**
 - a. Neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or
 - b. Domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and
 - c. Does not include self-neglect.
3. **Academic dishonesty.** Any act of academic dishonesty including:
 - a. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - b. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person, or artificial intelligence in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
 - d. Deliberate damage includes taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.
 - e. Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. Students should refer to each of their faculty's course syllabus and program handbook. Further academic consequences may follow consistent with the provisions in any program handbook including, but not limited to, dismissal from an academic program. Incidents of academic dishonesty may also be referred to the student conduct officer for disciplinary action consistent with this chapter in addition to the academic consequences identified above.

4. **Acts of dishonesty.** Acts of dishonesty include, but are not limited to:
 - a. Forgery, alteration, and/or submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - b. Tampering with an election conducted by or for college students;
 - c. Furnishing false information or failing to furnish correct information, in response to the request or requirement of a college officer or employee; or
 - d. Knowingly making a false statement or submitting false information in relation, or in response, to a college academic or disciplinary investigation or process.
5. **Alcohol.** The use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia (except as expressly permitted by college policies, and federal, state, and local laws), or public intoxication on college premises or at college-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person not of legal age.
6. **Cannabis, drug, and tobacco violations.**
 - a. **Cannabis.** The use, possession, growing, delivery, sale, or being visibly under the influence of cannabis or the psychoactive compounds found in cannabis and intended for human consumption, regardless of form, or the possession of cannabis paraphernalia on college premises or college-sponsored events. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
 - b. **Drugs.** The use, possession, production, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.
 - c. **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including 25 feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. This includes all college sidewalks, parking lots, landscaped areas, sports fields and college buildings. Use of tobacco is also prohibited at events on college premises, or in college-owned, rented or leased vehicles. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff.
7. **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, applications (apps), and social media sites to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer

virus, sending false messages to third parties using another's email identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

8. **Disruption or obstruction.** Disruption or obstruction of instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college premises or at a college activity, or any activity that is authorized to occur on college premises, whether or not actually conducted or sponsored by the college.
9. **Discriminatory harassment.**
 - a. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, not otherwise protected by law, that is directed at a person because of such person's protected status and that is sufficiently severe, persistent, or pervasive so as to:
 - i. Limit the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing;
 - ii. Alter the terms of an employee's employment; or
 - iii. Create an intimidating, hostile, or offensive environment for other campus community members.
 - b. Protected status includes a person's race; color; creed/religion; national origin; presence of any sensory, mental or physical disability; use of a trained service animal; sex, including pregnancy; marital status; age; genetic information; sexual orientation; gender identity or expression; veteran or military status; HIV/AIDS and hepatitis C status; or membership in any other group protected by federal, state, or local law.
 - c. Discriminatory harassment may be physical, verbal, or nonverbal conduct and may include written, social media, and electronic communications not otherwise protected by law.
10. **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.
11. **Failure to comply with directive.** Failure to comply with the directive of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.
12. **Harassment or bullying.** Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work

performance, or a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

- a. Harassing conduct may include, but is not limited to, physical, verbal, or nonverbal conduct, including written, social media, and electronic communications not otherwise protected by law.
- b. For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated.
- c. For purposes of this code, "intimidation" is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though an explicit threat or display of physical force has not been made. Intimidation is evaluated based on the intensity, frequency, context, and duration of the comments or actions.

13. Hazing.

- a. Hazing is any act committed as part of:
 - i. A person's recruitment, initiation, pledging, admission into, or affiliation with a student group;
 - ii. Any pastime or amusement engaged in with respect to such a student group; or
 - iii. That causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.
- b. Examples of hazing include, but are not limited to:
 - i. Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;
 - ii. Humiliation by ritual act;
 - iii. Striking another person with an object or body part;
 - iv. Causing someone to experience excessive fatigue, or physical and/or psychological shock; or
 - v. Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.
- c. Hazing does not include customary athletic events or other similar contests or competitions.
- d. Consent is not a valid defense against hazing.

14. Indecent exposure. The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.

15. Lewd conduct. Conduct which is lewd or obscene that is not otherwise protected under the law.

- 16. Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:
- Unauthorized use of such resources or opening of a file, message, or other item;
 - Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
 - Unauthorized use or distribution of someone else's password or other identification;
 - Use of such time or resources to interfere with someone else's work;
 - Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
 - Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
 - Use of such time or resources in violation of applicable copyright or other law;
 - Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
 - Failure to comply with the college's electronic use policy.
- 17. Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other nonaccidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.
- 18. Retaliation.** Harming, threatening, intimidating, coercing, or other adverse action taken against any individual for reporting, providing information, exercising one's rights or responsibilities, participating, or refusing to participate, in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies.
- 19. Safety violations.** Nonaccidental, reckless, or unsafe conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
- 20. Sex discrimination.** The term "sex discrimination" includes sex-based harassment, and may occur when a respondent causes more than de minimis harm to an individual by treating them different from a similarly situated individual on the basis of: Sex stereotype, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Except as permitted by 20 U.S.C. 1681 (a)(1) through (9) and the corresponding regulations §§ 106.12 through 106.15, 20 U.S.C. 1686 and its corresponding regulation § 106.32(b)(1), or § 106.41(b), preventing a

person from participating in an education program or activity consistent with their gender identity constitutes more than de minimis harm and is prohibited.

- a. **Sex-based harassment.** "Sex-based harassment" is a form of discrimination and means of sexual harassment or other harassment on the basis of sex, including the following conduct:
 - i. Quid pro quo harassment. A student, employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
 - ii. Hostile environment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - A. The degree to which the conduct affected the complainant's ability to access the college's education program or activity;
 - B. The type, frequency, and duration of the conduct;
 - C. The parties' ages, roles within the college's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - D. The location of the conduct and the context in which the conduct occurred; and
 - E. Other sex-based harassment in the college's education program or activity.
 - iii. **Sexual violence.** "Sexual violence" includes nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, incest, statutory rape, dating violence, and stalking.
 - A. **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - B. **Nonconsensual sexual contact (fondling)** is any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice

- of another individual, or any other bodily contact in a sexual manner.
- C. **Incest** is sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of 18.
 - D. **Statutory rape (rape of a child)** is nonforcible sexual intercourse with a person who is under the statutory age of consent.
 - E. **Domestic violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, coercive control, damage or destruction of personal property, stalking or any other conduct prohibited under RCW 10.99.020, committed 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 the state of Washington, 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 the state of Washington.
 - F. **Dating violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - I. The length of the relationship;
 - II. The type of relationship; and
 - III. The frequency of interactions between the persons involved in the relationship.
 - G. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear

for their safety or the safety of others or to suffer substantial emotional distress.

- b. **Consent.** For purposes of this code, "consent" means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity.
- i. Each party has the responsibility to make certain that the other has consented before engaging in the activity.
 - ii. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual word or conduct indicating freely given agreement to have sexual intercourse or sexual contact.
 - iii. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.
 - iv. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.
- c. **Title IX retaliation** means intimidation, threats, coercion, or discrimination against any person by a student, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in a sex discrimination investigation, proceeding, or hearing, including during an informal resolution process, during a Title IX investigation, or during any disciplinary proceedings involving allegations of sex discrimination.
21. **Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.
22. **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college housing, traffic and parking rules.
23. **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, and during college programming or activities, subject to the following exceptions:
- a. Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;
 - b. Students with legally issued weapons permits may store their weapons in their vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view; or
 - c. The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate

- pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.
- d. Possession and/or use of disabling chemical sprays for purpose of self-defense is not prohibited. In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Corrective action, disciplinary sanctions and terms and conditions (WAC 132M-126-035)

1. One or more of the following corrective actions or disciplinary sanctions may be imposed upon a student or upon college-sponsored student organizations, athletic teams, or living groups found responsible for violating the student conduct code.
 - a. **Warning.** A verbal or written statement to a student that there is a violation and that continued violation may because for further disciplinary action. Warnings are corrective actions, not disciplinary, and may not be appealed.
 - b. **Written reprimand.** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
 - c. **Disciplinary probation.** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.
 - d. **Disciplinary suspension.** Dismissal from the college and from student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.
 - e. **Dismissal.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

2. Disciplinary terms and conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:
 - a. **Educational.** Participation in or successful completion of an educational activity designed to create an awareness of the student's misconduct.
 - b. **Loss of privileges.** Denial of specified privileges for a designated period of time.
 - c. **Not in good standing.** A student deemed "not in good standing" with the college shall be subject to the following restrictions:
 - i. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
 - ii. Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.
 - d. **No contact directive.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.
 - e. **Professional evaluation.** Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.
 - f. **Restitution.** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
 - g. **Trespass or restriction.** A student may be restricted from any or all college premises and/or college-sponsored activities based on the violation.
 - h. **Campus housing suspension or termination.** Removal from a campus housing for a specified period or permanently. Conditions may be imposed before a student is permitted to return to a campus housing.
3. More than one of the disciplinary terms and conditions listed above may be imposed for any single violation.
4. If a student withdraws from the college or fails to reenroll before completing a disciplinary sanction or condition, the disciplinary sanction or condition must be completed either prior to or upon the student's reenrollment, depending on the nature of the sanction, condition, and/or the underlying violation. Completion of disciplinary sanctions and conditions may be considered in petitions for readmission to the college.

Hazing prohibited—Sanctions (WAC 132M-126-036)

1. Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
2. Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.
3. Any student group that knowingly permit hazing to be conducted by its members or by others subject to its direction or control, shall be deprived of any official recognition or approval granted by the college.
4. Any student group found responsible for violating the code of student conduct, college anti-hazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

Amnesty Policy (WAC 132M-126-037)

1. Lower Columbia College values the health, safety, and wellness of those in our college community. Students are encouraged to report crimes, share concerns, and seek medical attention for themselves or others in need.
2. A student conduct officer may elect not to initiate disciplinary action against a student who, while in the course of helping another person seek medical or other emergency assistance, admits to a possible policy violation under this student conduct code, provided that any such violations did not and do not place the health or safety of any other person at risk.
3. A student conduct officer may elect not to initiate disciplinary action against a student who, while in the course of reporting violence, sexual misconduct, or a crime in progress, admits to personal consumption of alcohol or drugs at or near the time of the incident, provided that any such use did not place the health or safety of any other person at risk.
4. While policy violations cannot be overlooked, the college may elect to offer educational options or referrals, rather than initiating disciplinary action against students who report crimes, serve as witnesses, or seek medical attention as described in this section.
5. This amnesty policy may not apply to students who repeatedly violate college policies in regards to alcohol, drugs, or other prohibited conduct.

Initiation of disciplinary action (WAC 132M-126-040)

1. Any member of the college community may file a complaint against a student or student group for possible violations of the student conduct code.
2. The student conduct officer or designee, may review and investigate any complaint to determine whether it appears to state a violation of the student conduct code.
 - a. **Sex discrimination, including sex-based harassment.** The college's Title IX coordinator or designee shall review, process, and if applicable, investigate complaints or other reports of sex discrimination, including sex-based harassment. Allegations of sex discrimination, including sex-based harassment, by a student shall be addressed through the student conduct code. Allegations involving employees or third parties associated with the college will be handled in accordance with college policies.
 - b. **Hazing by student groups.** A student conduct officer, or designee, may review and investigate any complaint or allegation of hazing by a student group. A student group will be notified through its named officer(s) and address on file with the college. A student group may designate one representative who may speak on behalf of a student group during any investigation and/or disciplinary proceeding. A student group will have the rights of a respondent as set forth below.
3. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
4. If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the respondent or through alternative dispute resolution proceedings involving the complainant and the reporting party.
 - a. Informal dispute resolution shall not be used to resolve sex-based harassment complaints without written permission from both the complainant and the respondent.
 - b. If the parties elect to mediate a dispute through informal dispute resolution, either party shall be free to discontinue mediation at any time.
5. If the student conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or informal dispute resolution, the student conduct officer may initiate disciplinary action against the respondent.
6. Both the respondent and the complainant in cases involving allegation of sex discrimination shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the disciplinary process and to appeal any disciplinary decision.
7. All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

8. The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing them to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting.
9. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice, the student conduct officer may take disciplinary action based upon the available information.
10. Within 10 business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting their decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal. This period may be extended at the sole discretion of the student conduct officer, if additional information is necessary to reach a determination. The student conduct officer will notify the parties of any extension period and the reason therefore.
11. The student conduct officer may take any of the following disciplinary actions:
 - a. Exonerate the respondent and terminate the proceedings;
 - b. Impose a disciplinary sanction(s), as described in WAC 132M-126-035; or
 - c. Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.
12. In cases involving allegations of sex discrimination, the student conduct officer shall review the investigation report provided by the Title IX coordinator, and determine whether, by a preponderance of the evidence, there was a violation of the student conduct code; and if so, what disciplinary sanction(s) and/or remedies will be recommended. The student conduct officer shall, within five business days of receiving the investigation report, serve respondent, complainant, and the Title IX coordinator with a written recommendation, setting forth the facts and conclusions

supporting their recommendation. The time for serving a written recommendation may be extended by the student conduct officer for good cause.

- a. The complainant and respondent may either accept the student conduct officer's recommended disciplinary sanction(s) or request a hearing before a student conduct committee.
- b. The complainant and the respondent shall have 21 calendar days from the date of the written recommendation to request a hearing before the student conduct committee.
- c. The request for a hearing may be verbal or written, but must be clearly communicated to the student conduct officer.
- d. The student conduct officer shall promptly notify the other party of the request.
- e. In cases involving sex discrimination, the student conduct officer may recommend dismissal of the complainant if:
 - i. The college is unable to identify respondent after taking reasonable steps to do so;
 - ii. Respondent is not participating in the college's educational programs or activities;
 - iii. The complainant has voluntarily withdrawn any or all of the allegations in the complaint, and the Title IX coordinator has declined to initiate their own complaint;
 - iv. The college determines that, even if proven, the conduct alleged by the complainant would not constitute sex discrimination; or
 - v. The conduct alleged by the complainant falls outside of the college's disciplinary jurisdiction.
- f. In cases involving allegations of sex-based harassment, the college must obtain the complainant's voluntary withdrawal in writing before the matter can be dismissed.
- g. If no request for a full hearing is provided to the student conduct officer, the student conduct officer's written recommendation shall be final and implemented immediately following the expiration of 21 calendar days from the date of the written recommendation.
- h. Upon receipt of the student conduct officer's written recommendation, the Title IX coordinator or their designee shall review all supportive measures and, within five business days, provide written direction to the complainant and respondent as to any supportive measures that will be implemented, continued, modified, or terminated. If either party is dissatisfied with the supportive measures, the party may seek review in accordance with the college's Title IX investigation procedure.
- i. If the respondent is found responsible for engaging in sex discrimination, the Title IX coordinator shall also take prompt steps to coordinate and implement any necessary remedies to ensure that sex discrimination does not recur and that complainant has equal access to the college's program and activities.

Appeal from disciplinary action (WAC 132M-126-045)

1. Except as specified for cases involving allegations of sex discrimination, as set forth by WAC 132M-126-040(12), the respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within 21 calendar days of the student conduct officer's decision. Failure to file a notice of appeal timely constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.
2. The notice of appeal must include a brief statement explaining why the respondent is seeking review.
3. The parties to an appeal shall be the respondent, complainant if any, and the student conduct officer.
4. A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
5. On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
6. Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
7. A conduct review officer shall conduct a brief adjudicative proceeding for appeals of:
 - a. Suspensions of 10 instructional days or less;
 - b. Disciplinary probation;
 - c. Sex discrimination, including sex-based harassment cases; and
 - d. Disciplinary cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

Brief adjudicative proceedings authorization (WAC 132M-126-050)

Brief adjudicative proceedings shall be used for student conduct appeals involving the following disciplinary actions:

1. Suspension of ten instructional days or less;
2. Disciplinary probation;
3. Written reprimands;
4. Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and
5. Appeals by a complainant in student disciplinary proceeding involving allegations of sexual misconduct in which the student conduct officer:
 - a. Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or
 - b. Issues a verbal warning to the respondent.

Brief adjudicative proceedings—Initial hearing (WAC 132M-126-055)

1. Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
2. The parties to a brief adjudicative proceeding are the respondent, the student conduct officer. Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:
 - a. An opportunity to be informed of the agency's view of the matter; and
 - b. An opportunity to explain the party's view of the matter.
3. The conduct review officer shall serve an initial decision upon the respondent and the student conduct officer within 10 business days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within 21 calendar days of service of the initial decision, the initial decision shall be deemed the final decision.
4. If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension in excess of 10 instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

Brief adjudicative proceedings—Review of an initial decision (WAC 132M-126-060)

1. An initial decision is subject to review by the president or designee, provided the party files a written request for review with the conduct review officer within 21 calendar days of service of the initial decision.
2. The president or designee shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
3. During the review, the president or designee shall give all parties an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.
4. The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within 20 calendar days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president or designee does not make a disposition of the matter within 20 calendar days after the request is submitted.

5. If the president or designee upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than 10 instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

Brief adjudicative proceedings—College record (WAC 132M-126-065)

The college record for brief adjudicative proceedings shall consist of any documents regarding the matter that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the reviewing officer for any review. These records shall be maintained according to the college's record retention schedule as the official record of the proceedings.

Student conduct committee (WAC 132M-126-070)

1. The student conduct committee shall consist of five members:
 - a. Two full-time students appointed by the student government (ASLCC);
 - b. Two faculty members appointed by the faculty association;
 - c. One administrative staff member (other than an administrator serving as a student conduct or conduct review officer), or other impartial hearing chair, appointed by the president.
2. The administrative staff member or other impartial hearing officer shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee.
3. Hearings may be heard by a quorum of three members of the committee so long as the chair, one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
4. Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition the committee for disqualification of a committee member.
5. For cases involving allegations of sex discrimination, including sex-based harassment, members of the student conduct committee must receive training on serving impartially, avoiding prejudgment of facts at issue, conflicts of interest, and bias. The chair must also receive training in the student conduct process for sex discrimination cases, as well as the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible, regardless of relevance in accordance with 34 C.F.R §§ 106.45 and 106.46.
6. The college, may, in its sole discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

Student conduct committee—Prehearing (WAC 132M-126-075)

1. Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW.
2. The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date. The notice must include:
 - a. A copy of the student conduct code;
 - b. The basis for jurisdiction;
 - c. The alleged violation(s);
 - d. A summary of facts underlying the allegations;
 - e. The range of possible sanctions that may be imposed; and
 - f. A statement that retaliation is prohibited.
3. The chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
4. Upon request filed at least five calendar days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
5. The chair may provide to the committee members in advance of the hearing copies of (a) the student conduct officer's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.
6. The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
7. The student conduct officer shall provide reasonable assistance to the respondent and complainant in procuring the presence of college students, employees, staff, and volunteers to appear at a hearing, provided the respondent and complainant provide a witness list to the student conduct officer no less than three business days in advance of the hearing. The student conduct officer shall notify the respondent and complainant no later than 24 hours in advance of the hearing if they have been unable to contact any prospective witnesses to procure their appearance at the hearing. The committee chair will determine how to handle the absence of a witness and shall describe on the record their rationale for any decision.
8. Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited

without notice and opportunity for all parties to participate, and any improper ex parte communication shall be placed on the record, as further provided in RCW 34.05.455.

9. In cases heard by the committee, each party may be accompanied at the hearing by an advisor of their choice, which may be an attorney retained at the party's expense.
10. The committee will ordinarily be advised by an assistant attorney general. If the respondent and/or complainant is represented by an attorney, the student conduct officer may also be represented by an assistant attorney general.
11. Attorneys for students must file a notice of appearance with the committee chair at least four business days before the hearing. Failure to do so may, at the discretion of the committee chair, result in a waiver of the attorney's ability to represent the student at the hearing, although an attorney will still serve as an advisor to the student.
12. In cases involving allegations of sex discrimination, the complainant has a right to participate equally in any part of the disciplinary process, including appeals. Respondent and complainant both have the following rights:
 - a. **Notice.** The college must provide notice that includes all information required in subsection (2) of this section, and a statement that the parties are entitled to an equal opportunity to access relevant and permissible evidence, or a description of the evidence upon request.
 - b. **Advisors.** The complainant and respondent are both entitled to have an advisor present, who may be an attorney retained at the party's expense.
 - c. **Extension of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in subsection (13)(b) of this section.
 - d. **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.
 - e. **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

13. In cases involving allegations of sex-based harassment, the following additional procedures apply:

- a. **Notice.** In addition to all information required in subsection (2) of this section, the notice must also inform the parties that:
 - i. The respondent is presumed not responsible for the alleged sex-based harassment;
 - ii. The parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;
 - iii. They may have an advisor of their choice, who may be an attorney, to assist them during the hearing;
 - iv. They are entitled to an equal opportunity to access relevant and not otherwise impermissible evidence in advance of the hearing; and
 - v. The student conduct code prohibits knowingly making false statements or knowingly submitting false information during a student conduct proceeding.
- b. **Extensions of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date. The party requesting an extension must do so no later than 48 hours before any date specified in the notice of hearing or by the chair in any prehearing conference. The written request must be served simultaneously by email to all parties and the chair. Any party may respond and object to the request for an extension of time no later than 24 hours after service of the request for an extension. The chair will serve a written decision upon all parties, to include the reasons for granting or denying any request. The chair's decision shall be final. In exceptional circumstances, for good cause shown, the chair may, in their sole discretion, grant extensions of time that are made less than 48 hours before any deadline.
- c. **Advisors.** The college shall provide an advisor to the respondent and any complainant, if the respondent or complainant have not otherwise identified an advisor to assist during the hearing.
- d. **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.
- e. **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair issuing directives pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.
- f. **Separate locations.** The chair may, or upon the request of any party, must conduct the hearing with the parties physically present in separate locations,

with technology enabling the committee and parties to simultaneously see and hear the party or the witness while that person is speaking.

- g. **Withdrawal of complaint.** If a complainant wants to voluntarily withdraw a complaint, they must provide notice to the college in writing before a case can be dismissed.

Student conduct committee hearings— Presentations of evidence (WAC 132M-126-080)

1. Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:
 - a. Proceed with the hearing and issuance of its decision; or
 - b. Serve a decision of default in accordance with RCW 34.05.440.
2. The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
3. The chair shall cause the hearing to be recorded by a method that they select, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.
4. The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.
5. The student conduct officer (unless represented by an assistant attorney general) shall present the college's case.
6. All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.
7. In cases involving allegations of sex discrimination, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask questions of the parties and witnesses, or allow questions to be asked directly of any party or witnesses by a party's attorney or advisor. The committee chair may revise this process if, in the chair's determination, the questioning by any party, attorney, or advisor, becomes contentious or harassing.
 - a. Prior to any question being posed to a party or witness, the chair must determine whether the question is relevant and not otherwise impermissible; and must explain any decision to exclude a question that is deemed not relevant, or is otherwise impermissible. The chair will retain for the record copies of any written questions provided by any party.
 - b. The chair must not permit questions that are unclear or harassing; but shall give the party an opportunity to clarify or revise such a question.
 - c. The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has

- waived the privilege. Privileged information includes, but is not limited to, information protected by the following:
- i. Spousal/domestic partner privilege;
 - ii. Attorney-client communications and attorney work product privilege;
 - iii. Clergy privileges;
 - iv. Medical or mental health providers and counselor privileges;
 - v. Sexual assault and domestic violence advocate privileges; and
 - vi. Other legal privileges set forth in RCW 5.60.060 or federal law.
- d. The chair shall exclude and the committee shall not consider questions or evidence that relate to the complainant's sexual interests or prior sexual conduct, unless such question or evidence is offered to prove someone other than the respondent committed the alleged conduct, or is evidence of specific instances of prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
8. Except in cases involving allegations of sex-based harassment, the chair has the discretion to determine whether a respondent may directly question any witnesses; and if not, to determine whether questions must be submitted to the chair to be asked of witnesses, or to allow questions to be asked by an attorney or advisor for the respondent.

Student conduct committee—Initial decision (WAC 132M-126-085)

1. At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.
2. Within 20 calendar days following the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified and explained.
3. The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions, if any, as authorized in the student code. If the matter is an appeal by a party, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

4. The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.
5. In cases involving sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX coordinator.

Student conduct committee—Review of initial decision (WAC 132M-126-090)

1. Any party, including a complainant in sex-based harassment cases, may appeal the committee's decision to the president or designee by filing a written appeal with the president's office within 21 calendar days of service of the committee's decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.
2. The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. Appeals may be based upon, but are not limited to:
 - a. Procedural irregularity that would change the outcome;
 - b. New evidence that would change the outcome and that was not reasonably available when the initial decision was made; and
 - c. The investigator, decision maker, or Title IX coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.
3. Upon receiving a timely appeal, the president or a designee will promptly serve a copy of the appeal on all nonappealing parties, who will have 10 business days from the date of service to submit a written response addressing the issues raised in the appeal to the president or a designee, and serve it on all parties. Failure to file a timely response constitutes a waiver of the right to participate in the appeal.
4. If necessary to aid review, the president or designee may ask for additional briefing from the parties on issues raised on appeal. The president's or designee's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.
5. The president or designee shall serve a written decision on all parties and their attorneys, if any, within 20 calendar days after receipt of the notice of appeal. The president's or designee's decision shall be final and subject to judicial review pursuant to chapter 34.05 RCW, Part V.
6. In cases involving allegations of sex-based harassment, the president's decision must be served simultaneously on the complainant, respondent, and Title IX coordinator.
7. The president or designee shall not engage in an ex parte communication with any of the parties regarding an appeal.

Recordkeeping (WAC 132M-126-095)

1. Student conduct code records are maintained in accordance with the college's records retention schedule.
2. The disciplinary record is confidential, and is released only as authorized under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).

Summary suspension (WAC 132M-126-100)

1. Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
2. The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:
 - a. Has violated any provision of the code of conduct; and
 - b. Presents an immediate danger to the health, safety, or welfare of members of the college community; or
 - c. Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
3. Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.
4. The written notification shall be entitled "notice of summary suspension" and shall include:
 - a. The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;
 - b. The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
 - c. The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included warning the respondent that their privilege to enter into or remain on college premises has been withdrawn, and that the respondent shall be considered trespassing and subject to arrest for criminal trespass if they enter the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.
5.
 - a. The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.
 - b. During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued, pending the conclusion of

disciplinary proceedings, and/or whether the summary suspension should be less restrictive in scope.

- c. The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
- d. If the respondent fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
- e. As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.
- f. To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or officers who may be bound or protected by it.

Classroom misconduct and authority to suspend for no more than one day (WAC 132M-126-105)

1. Faculty members have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course.
2. Bringing any person, thing, or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard, without the express approval of the faculty member, is expressly prohibited.
3. Faculty members or college administrators have the right to suspend any student from any single class or related activity for no more than one day, if the student's misconduct creates disruption to the point that it is difficult or impossible to maintain the decorum of the class, related activity or the learning and teaching environment. The faculty member or college administrator shall report this suspension to the student conduct officer or designee on the same day of the suspension. In consultation with the faculty member, the student conduct officer may set conditions for the student upon return to the class or activity.

Sexual misconduct procedures (WAC 132M-126-110)

Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary decision-making process and to appeal any disciplinary decision.

Order of precedence (WAC 132M-126-115)

This supplemental procedure applies to allegations of sexual harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States

Department of Education. See 34 C.F.R. Part 106. To the extent these supplemental hearing procedures conflict with the college's standard disciplinary procedures, WAC 132M-126-005 through 132M-126-110, these supplemental procedures shall take precedence. The college may, at its discretion, contract with an administrative law judge or other person to act as presiding officer and assign such presiding officer to exercise any or all of the duties in lieu of the student conduct committee and committee chair.

Prohibited conduct under Title IX (WAC 132M-126-120)

Pursuant to RCW 28B.50.140(13) and Title IX of the Education Amendments Act of 1972, 20 U.S.C. Sec. 1681, the college may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sexual harassment."

For purposes of this supplemental procedure, "sexual harassment" encompasses the following conduct:

1. Quid pro quo harassment. A college employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.
2. Hostile environment. Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities, or employment.
3. Sexual assault. Sexual assault includes the following conduct:
 - a. Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - b. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - c. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen.
 - d. Statutory rape. Consensual sexual intercourse between someone who is eighteen years of age or older and someone who is under the age of sixteen.
4. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed 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 the state of Washington, 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 the state of Washington, RCW 26.50.010.

5. Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:
 - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship;
 - ii. The type of relationship; and
 - iii. The frequency of interaction between the persons involved in the relationship.
6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

Title IX jurisdiction (WAC 132M-126-125)

1. This supplemental procedure applies only if the alleged misconduct:
 - a. Occurred in the United States;
 - b. Occurred during a college educational program or activity; and
 - c. Meets the definition of sexual harassment as that term is defined in this supplemental procedure.
2. For purposes of this supplemental procedure, an "educational program or activity" is defined as locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the college.
3. Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of subsection (1)(a) through (c) of this section have not been met. Dismissal under this supplemental procedure does not prohibit the college from pursuing other disciplinary action based on allegations that the respondent violated other provisions of the college's student conduct code, WAC 132M-126-005 through 132M-126-110.
4. If the student conduct officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the student conduct officer will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

Initiation of discipline (WAC 132M-126-130)

1. Upon receiving the Title IX investigation report from the Title IX coordinator, the student conduct officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the respondent for engaging in prohibited conduct under Title IX.

2. If the student conduct officer determines that there are sufficient grounds to proceed under these supplemental procedures, the student conduct officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the chair of the student conduct committee and serve the notice on the respondent, the complainant, and their respective advisors. The notice must:
 - a. Set forth the basis for Title IX jurisdiction;
 - b. Identify the alleged Title IX violation(s);
 - c. Set forth the facts underlying the allegation(s);
 - d. Identify the range of possible sanctions that may be imposed if the respondent is found responsible for the alleged violation(s); and
 - e. Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:
 - i. The advisors will be responsible for questioning all witnesses on the party's behalf;
 - ii. An advisor may be an attorney; and
 - iii. The college will appoint the party an advisor of the college's choosing at no cost to the party, if the party fails to do so; and
3. Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

Prehearing procedure (WAC 132M-126-135)

1. Upon receiving the disciplinary notice, the chair of the student conduct committee will send a hearing notice to all parties, in compliance with WAC 132M-126-075. In no event will the hearing date be set less than ten days after the Title IX coordinator provided the final investigation report to the parties.
2. A party may choose to have an attorney serve as their advisor at the party's own expense. This right will be waived unless, at least five days before the hearing, the attorney files a notice of appearance with the committee chair with copies to all parties including the student conduct officer.
3. In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the college intends to offer the evidence at the hearing.

Rights of parties (WAC 132M-126-140)

1. The college's student conduct procedures, WAC 132M-126-040 through 132M-126-100, and this supplemental procedure shall apply equally to all parties.
2. The college bears the burden of offering and presenting sufficient testimony and evidence to establish that the respondent is responsible for a Title IX violation by a preponderance of the evidence.
3. The respondent will be presumed not responsible until such time as the disciplinary process has been resolved.
4. During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their choosing and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX coordinator will appoint an advisor of the college's choosing on the party's behalf at no expense to the party.

Evidence (WAC 132M-126-145)

The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

1. **Relevance:** The committee chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.
2. **Relevance means** that information elicited by the question makes facts in dispute more or less likely to be true.
3. **Questions or evidence about a complainant's sexual predisposition or prior sexual behavior** are not relevant and must be excluded, unless such question or evidence:
 - a. Is asked or offered to prove someone other than the respondent committed the alleged misconduct; or
 - b. Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.
4. **Cross-examination required:** If a party or witness does not submit to cross-examination during the live hearing, the committee must not rely on any statement by that party or witness in reaching a determination of responsibility.
5. **No negative inference:** The committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.
6. **Privileged evidence:** The committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:
 - a. Spousal/domestic partner privilege;
 - b. Attorney-client and attorney work product privileges;
 - c. Privileges applicable to members of the clergy and priests;
 - d. Privileges applicable to medical providers, mental health therapists, and counselors;
 - e. Privileges applicable to sexual assault and domestic violence advocates; and
 - f. Other legal privileges identified in RCW 5.60.060.

Initial order (WAC 132M-126-150)

1. In addition to complying with WAC 132M-126-085, the student conduct committee will be responsible for conferring and drafting an initial order that:
 - a. Identifies the allegations of sexual harassment;
 - b. Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including

- notices to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;
- c. Makes findings of fact supporting the determination of responsibility;
 - d. Reaches conclusions as to whether the facts establish whether the respondent is responsible for engaging in sexual harassment in violation of Title IX;
 - e. Contains a statement of, and rationale for, the committee's determination of responsibility for each allegation;
 - f. Describes any disciplinary sanction or conditions imposed against the respondent, if any;
 - g. Describes to what extent, if any, complainant is entitled to remedies designed to restore or preserve complainant's equal access to the college's educational programs or activities; and
 - h. Describes the process for appealing the initial order to the college president.
2. The committee chair will serve the initial order on the parties simultaneously.

Appeals (WAC 132M-126-155)

1. The parties shall have the right to appeal from the initial order's determination of responsibility and/or dismissal of an allegation(s) of sexual harassment in a formal complaint. The right to appeal will be subject to the same procedures and time frames set forth in WAC 132M-126-090.
2. The president or their delegate will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanction and condition(s) imposed in the initial order are affirmed, vacated, or amended, and, if amended, set forth any new disciplinary sanction and/or condition(s).
3. The president's office shall serve the final decision on the parties simultaneously.

Copyright and File Sharing

Copyright Law

Copyright Law protects people who develop creative works, and provides them with a financial incentive to share their material with others. Examples of creative works include music, art, literature, film, dance, publications, etc. The specific rights given to people who develop creative works are detailed in the United States Copyright Act (title 17, U.S. Code). Copyright law does not protect ideas, data or facts.

Virtually any creative content you come across--including digital content--is very likely to be covered by copyright law. In general, copyright protects creative works during the author's life plus 70 years after their death. This is referred to as "life-plus-70." Works created by organizations generally have a copyright of 95 years.

If you do not hold the copyright to a particular creative work, you have to obtain permission before reusing or reproducing the work. However, there are some specific exceptions to copyright law that apply to certain academic uses. Permission is not ever needed for certain things, like reading, viewing or borrowing literary works or photos from a library collection.

Fair Use Exception

The most common exception to copyright law in education is called fair use. Use of someone else's material is likely to be considered fair if it's used for criticism, comment, news reporting, teaching, scholarship or research. Fair use consideration is generally based on whether money will be generated as a result of using the material, the type of content, and extent to which it is being used. There is a good deal of ambiguity surrounding the concept of fair use, and every situation is unique.

To avoid confusion and minimize the risk of copyright infringement, LCC interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one time use in only one semester.
- Use in a parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder, or someone acting on behalf of the copyright holder (such as an agent or publisher).

Photocopying

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks all require permission.

Questions and Reporting

If you have questions about copyright law or suspect that someone at LCC is using copyright-protected material without permission, please [contact the library director \(lowercolumbia.edu/library/copyright\)](mailto:library@lcc.edu) .

Illegal File Sharing

Illegal file sharing (also called pirating) falls under Copyright Law. Illegal file sharing includes software programs, music, movies, games, and other digital files. Even if you are not aware that files you share are copyrighted, you may still be held legally responsible. There are legal alternatives to access copyrighted material. Educause maintains a [list of legal options \(www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-onli\)](http://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-onli) at educause.edu/legalcontent.

Copyright Penalties

The legal penalties for violating Copyright Law can include fines and incarceration.

Drug-Free Schools and Communities Act

Lower Columbia College (LCC) is required by the federal Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) to provide students and employees with information about the policies and resources of the College regarding alcohol and drugs. LCC students and employees are also subject to federal and Washington State laws.

The information provided here is intended to help you understand the health risks associated with drug and alcohol use, and encourage you to make informed decisions.

If you are facing alcohol or drug addiction, you may qualify for accommodations while you attend LCC. For more information, please contact [Disability and Access Services \(lowercolumbia.edu/disability\)](#) at (360) 442-2340 or visit their webpage at [lowercolumbia.edu/disability](#).

Counseling Services are also available to LCC students at no charge. For more information about [Counseling Services \(lowercolumbia.edu/counseling\)](#), please call (360) 442-2343 or visit their webpage at [lowercolumbia.edu/counseling](#).

As members of the college community, we should all be aware of the potential for abuse problems and familiar with the following information, provided here in compliance with the Drug-Free Schools and Communities Act.

Standards of Conduct

The Code of Student Conduct in this handbook explains the specifics of Prohibited Student Conduct in regard to alcohol, drug and tobacco violations. Please note that while state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities. The Code of Student Conduct also includes details about the disciplinary process, including the process that should be used to appeal any disciplinary action.

Legal Sanctions

Don't be caught unaware! The consequences of violating laws pertaining to drug and alcohol use and possession can include losing your license, fines and even incarceration.

The [Washington State Liquor and Cannabis Board \(lcb.wa.gov/laws/laws-and-rules\)](#) website located at [lcb.wa.gov/laws/laws-and-rules](#) contains detailed information about drug and alcohol laws. Extensive resources for students and parents are also available through this site.

The [Washington State Department of Licensing \(www.dol.wa.gov/driverslicense/dui.html\)](http://www.dol.wa.gov/driverslicense/dui.html) website located at dol.wa.gov/driverslicense/dui contains detailed information about DUI (Driving Under the Influence) laws, including definitions and related sanctions.

In some cases, federal laws may apply in addition to state laws. For more information about federal drug trafficking penalties, please see the [Drug Enforcement Administration website \(www.dea.gov/drug-information\)](http://www.dea.gov/drug-information) located at dea.gov/drug-information.

Health Risks

The impaired judgment and coordination resulting from the use of drugs are associated with DUI/DWI arrests, falls, drowning and other injuries, acquaintance assault and rape, the contraction of sexually transmitted diseases including HIV/AIDS and unwanted or unplanned sexual experiences and pregnancy. Following is a brief description of several drugs and the health risks associated with them.

Alcohol

Alcohol affects most systems of the body and can have negative effects on the central nervous system, the digestive system and circulatory system. Alcohol abuse can also lead to significant liver damage and cirrhosis.

Marijuana

Marijuana users often suffer from high blood pressure, dry mouth, increased appetite, decreased body temperature, chronic bronchitis and increased risk of lung cancer. Other side effects associated with chronic use include chromosome damage, decreased levels of the male sex hormone and brain damage.

Cocaine

Cocaine abusers often suffer from stuffy, runny nose with eczema around the nostrils and the possibility of perforating the nasal septum. In addition, cocaine can cause high blood pressure, increased heart rate, hallucinations, convulsions, kidney damage, seizures, strokes, and cardiac arrest or respiratory failure resulting in death.

Amphetamines

Amphetamines can cause irregular heartbeat, tremors, loss of coordination, insomnia, loss of appetite, headaches, dizziness, anxiety, and possible death from heart failure or ruptured blood vessels in the brain.

Narcotics

Narcotics cause drowsiness, nausea, and diminished pain reactions. The risks include shallow breathing, clammy skin, tremors, cramps, panic, depression of male and female

sex hormones, chronic constipation and slowing of the heart rate to the point of coma or death.

Prescription Drugs

Prescription drugs are not illicit if they are used in accordance with the prescription. Sharing prescription medications with someone else and/or using them in other than the prescribed manner is both illegal and dangerous.

Drug/Alcohol Counseling, Treatment and Rehabilitation Services

Awakenings

404 West Main Street, Kelso, WA

Website: awakenings.cc (<http://awakenings.cc/>)

(360) 423-2806

Cowlitz Tribal Treatment Program

1044 11th Avenue, Longview, WA

Website: cowlitz.org (www.cowlitz.org/)

(360) 575-3316

A First Place

309 Oak Street, Kelso, WA

(360) 577-7442

Family Health Center

600 Broadway Street, Longview, WA 98632

Website: cowlitzfamilyhealth.org (<http://cowlitzfamilyhealth.org/>)

(360) 425-9210

SW Washington Safe Haven

1441 11th Avenue, Longview, WA 98632

(360) 577-4340

Wahkiakum Chemical Dependency Services

42 Elochman Valley Road, Cathlamet, WA

(360) 795-8630

College Sanctions

Information about disciplinary action and related sanctions is located in the Code of Student Conduct, in this handbook.

Student IT Resources Acceptable Use Agreement

Introduction

Lower Columbia College (LCC) provides information technology resources to support faculty, staff, students, and members of the College community. These resources are available to support LCC's academic and administrative goals. The use of these resources to advance those goals takes priority. Internet service is provided by the [K-20 Education Network \(k20wa.org/about/conditions-of-use-acceptance-policies /\)](http://k20wa.org/about/conditions-of-use-acceptance-policies/) for educational purposes consistent with the educational mission of LCC. This Acceptable Use Agreement (AUA) is intended to protect the integrity and usability of these resources and to ensure their availability for both education and college business.

Scope

Users of LCC's IT resources agree to comply with applicable state, federal and local laws, Washington Administrative Code (WAC), including the [Code of Student Conduct \(lowercolumbia.edu/publications/student-handbook/code-of-student-conduct\)](http://lowercolumbia.edu/publications/student-handbook/code-of-student-conduct) , and [LCC policies and procedures \(lowercolumbia.edu/publications/administrative-policies\)](http://lowercolumbia.edu/publications/administrative-policies) . The College's general policies apply to the use of IT resources just as they apply in all other College settings. This agreement supplements existing policies and procedures such as those that address ethical issues including academic dishonesty, copyright infringement, harassment, and plagiarism.

This agreement applies to students and guests who access or use LCC's IT resources. The access and use of LCC's IT resources provides acknowledgment and consent to follow all the rules and guidelines contained in this agreement.

Definitions

Hacked - A computer or device is considered hacked if it has been accessed or used without the owner's approval, or had its security features bypassed, or its operation otherwise compromised.

IT Resources - IT resources include but are not limited to computer hardware and software; electronic mobile devices; telecommunications, video and data networks; internet and cloud services; and electronically stored data. Use of these resources includes access from both on- and off-campus, as well as access from personal computers and electronic devices.

Pirating - The illegal copying or sharing of files or digital content that are protected by Copyright Law such as software programs, music, movies, games, etc.

Spamming - Inappropriately sending mass emails either to distribution lists or to individuals, or posting messages to multiple newsgroups.

Sexually Explicit Material - Sexually explicit material is defined in [RCW 9.68.130 \(a pps.leg.wa.gov/RCW/default.aspx?cite=9.68.130\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=9.68.130) , but exempts authorized study and research in the areas of art, health, and science.

Prohibited Use of IT Resources

The College's IT resources are shared resources. Any activity that inhibits or interferes with the use of these resources by others is not permitted. Any use of these resources deemed inconsistent with the mission and purpose of the College is considered a violation of this agreement. Such activities include, but are not limited to, activities listed below.

1. Any use of College IT resources that engages or results in any of the following is prohibited:
 - a. Discrimination or harassment based on sex, race, marital status, creed, age, national origin, sexual orientation, the presence of any sensory, mental, or physical disability, veteran status, or religious preference.
 - b. Copyright infringement.
 - c. Organized political or religious advocacy.
 - d. Any unlawful activity.
 - e. Disrupting or interfering with the experience of others who access or use the same resources.
2. College IT resources may not be used to send, receive, or display information including text, images, or voice that:
 - a. Is sexually explicit, or that a reasonable person under the circumstances would consider obscene, abusive, offensive, or objectionable. "Sexually explicit material" is defined in [RCW 9.68.130 \(apps.leg.wa.gov/RCW/default.aspx?cite=9.68.130\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=9.68.130) , but exempts authorized study and research in the areas of art, health, and science.
 - b. Harasses others with annoying, threatening, libelous or sexually, racially, or religiously offensive messages.
 - c. Creates a hostile place to work or study.
 - d. Consists of information which may injure someone else and/or lead to a lawsuit or criminal charges.
3. Users of College IT resources may not share network credentials with others, nor misrepresent their identity to gain access to College IT resources. Without

authorization, users may not access, modify, damage, destroy, copy, disclose, print, take possession of, or disrupt in any way the College's IT resources. This includes:

- a. Gaining access by willfully exceeding the limits of authorization.
- b. Gaining or attempting to gain unauthorized access through fraudulent means.
- c. Gaining or attempting to gain access by using another person's name, password, access codes, or personal identification.
- d. Gaining or attempting to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes.
- e. Attempting to disrupt any resource from being available to other users.
- f. Giving or publishing a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or email account, database, or any other College IT resource.
- g. Loading or attempting to load any software on College computer systems.

Electronic Mail

The College email system is not a secure communications system. Users cannot expect privacy. By using the College email system, each user acknowledges:

1. The use of electronic mail is a privilege not a right. Transmitting certain types of communications is expressly forbidden. This includes messages containing chain letters, pyramid messages, and hoaxes; vulgar, obscene, or sexually explicit language or images; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other IT resources, the use of email for commercial or political purposes is strictly prohibited.
2. All users of the College email system waive any right to privacy in email messages and consent to the access and disclosure of email messages by authorized College personnel. Accordingly, the College reserves the right to access and disclose the contents of email messages on a need-to-know basis. Users should recognize that under some circumstances, because of investigations, subpoenas, or lawsuits, the College might be required by law to disclose the contents of email communications.
3. Under the Electronic Communications Privacy Act, tampering with email, interfering with the delivery of email, and using email for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.
4. Inappropriate mass mailing, including multiple mailings to newsgroups, mailing lists, or individuals (also called "spamming") is prohibited. Users must honor others' requests to stop sending unwanted communications of any kind.
5. **Any user who suspects that his/her email account has been compromised is required to contact the IT Services department at (360) 442-2250 immediately.**

File Sharing and Copyright Infringement

Transferring copyrighted materials to or from any system, or via the College network, without the express consent of the owner of the copyrighted material is prohibited. Federal copyright law applies to all forms of information, including electronic communications. Users should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise.

Illegal file sharing (also called “pirating”) falls under Copyright Law. Acts of piracy are violations of state and federal laws, and as such, may result in criminal charges. Illegal file sharing includes software programs, music, movies, games, and other digital files. Even if you are not aware that files you share are copyrighted, you may still be held legally responsible. There are legal alternatives to access copyrighted material. Educause maintains a list of legal options at educause.edu/legalcontent (www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-online).

Lower Columbia College complies with all provisions of the Digital Millennium Copyright Act (DMCA). Any use of the College network, email system, or website to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited.

Privacy

Users should not assume or expect any right of privacy with respect to the use of the College’s IT resources. Although LCC does not routinely monitor the communication of its employees or students, the College does monitor both data access and network use and maintains access logs, traffic reports and other data to ensure the stability, reliability, and security of its IT resources.

Authorized college employees may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of the College’s IT resources. Files, email, access logs, and any other electronic records may be subject to search under court order.

Student Responsibilities

Students are responsible for all activities to and from their access accounts. Students must take reasonable precautions to protect access to their accounts, including using a secure password. Students must keep their passwords confidential and must not share passwords with anyone. Under no circumstances should a student allow someone else to share access to their account.

Students are responsible for taking reasonable precautions to secure and protect the integrity of their personal computers, mobile devices, and portable storage devices. In cases where a computer is “hacked,” the student shall either shut down the system or

remove it from the College network as soon as possible to minimize potential damage and to stop the attack from spreading.

Students are responsible for reporting misuse or suspected misuse of College IT resources, including unauthorized access to their personal equipment and accounts.

eLearning Student Expectations

1. **Keep Your Login Secure** - As an LCC student, you are responsible for maintaining the security of your usernames and passwords. Passwords may not be used by anyone other than the students to whom they are assigned. You are responsible for all uses of your accounts. Access to course materials is limited to only registered students. You are responsible for changing passwords periodically to maintain security.
2. **Originality of Coursework and Communication** - As an LCC student, you must complete your own online coursework and communication. Failure to do your own work may result in receiving a grade of “F” for the course. Any violation will be reported as an incident of academic dishonesty. For more information, see LCC’s [Academic Dishonesty policy \(lowercolumbia.edu/publications/student-handbook/academic-dishonesty\)](https://www.lowercolumbia.edu/publications/student-handbook/academic-dishonesty) located in the Student Handbook.
3. **Identity Verification** - As an LCC student, you are responsible for providing accurate and truthful information about yourself whenever identity verification is required.

Reporting Violations of the IT Resources Acceptable Use Agreement

Violations of this Acceptable Use Agreement should be reported immediately to the Vice President of Student Services at [\(360\) 442-2420](tel:3604422420) or to the IT Services department at [\(360\) 442-2250](tel:3604422250). The College will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

Disciplinary Action

Violations of this agreement will result in appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the College, and legal action in accordance with Lower Columbia College's [Code of Student Conduct \(lowercolumbia.edu/publications/student-handbook/code-of-student-conduct\)](https://www.lowercolumbia.edu/publications/student-handbook/code-of-student-conduct) .

Other Student Related Policies

LCC Administrative Policies

Many of LCC's Administrative Policies pertain to students.

Policy located online at: lowercolumbia.edu/publications/administrative-policies

Campus Smoke and Tobacco Free (Policy 635)

Regarding the prohibition of smoking and use of other tobacco products on campus.

Policy located online at: lowercolumbia.edu/publications/administrative-policies/635

Children on Campus (Policy 645)

Concerning the safety of children on campus.

Policy located online at: lowercolumbia.edu/publications/administrative-policies/645

Alcohol and Drug Free Workplace (Policy 240)

Regarding LCC's alcohol and drug-free environment.

Policy located online at: lowercolumbia.edu/publications/administrative-policies/240

Pets on Campus (Policy 650)

Regarding the prohibition of pets on campus excluding service animals and animals used for instructional purposes.

Policy located online at: lowercolumbia.edu/publications/administrative-policies/650

Photo and Video (Policy 805, Procedure 805.1A)

Concerning the use of photos and videos taken on campus for publicity and promotional purposes.

Policy located online at: lowercolumbia.edu/publications/administrative-policies/805

Student Absence for Reasons of Faith or Conscience (Policy 480)

Regarding accommodations for absences due to reasons of faith or conscience.

Policy located online at: lowercolumbia.edu/publications/administrative-policies/480

Student Email as Official Communication (Policy 490)

Regarding the requirement for students to receive official communications from LCC via email.

Policy located online at: lowercolumbia.edu/publications/administrative-policies/490 (lowercolumbia.edu/publications/administrative-policies/400/490)

Workplace Violence (Policy 246)

Concerning the prohibition on acts of violence or threatening behavior on the LCC campus.

Policy located online at: lowercolumbia.edu/publications/administrative-policies/246

Vaccinations

Lower Columbia College does not require vaccinations for general admission. Vaccinations and tuberculosis testing are required for students participating in the Nursing, Medical Assisting, and Early Childhood programs. Please see the resources below for more information, or contact your advisor.

Nursing Handbook

Web: lowercolumbia.edu/nursing/handbook

Medical Assisting Handbook

Web: lowercolumbia.edu/medical-assisting/handbook

Laws pertaining to early childcare education providers

Web: app.leg.wa.gov/wac/default.aspx?cite=110-300-0120 (app.leg.wa.gov/wac/default.aspx?cite=110-300-0120)

If you plan to enroll your child or children in the Early Learning Center (ELC), please see the ELC Parent Handbook.

Web: lowercolumbia.edu/childcare

Student Academic Grievance Resolution Procedures

The Academic Grievance policy protects student freedom of expression in the classroom and protects each student from improper, arbitrary, or capricious academic evaluation as evidenced by the student's final course grade.

Conditions

A student filing an academic grievance:

1. Cannot grieve any disciplinary action or proceeding.
 2. Cannot grieve federal and state laws, rules, and regulations, in addition to policies, regulations, and procedures adopted by the State Board for Community and Technical Colleges.
 3. Shall use Policy 235 Non-Discrimination and Anti-Harassment for grievances pertaining to any discrimination, including sexual discrimination or discrimination based upon disability.
-

Academic Grievance Defined

An academic grievance shall refer to a claim by a student that an instructor:

1. Assigned a specific grade that is the result of an arbitrary application of otherwise valid standards of academic evaluation, or
 2. Employed arbitrary standards in evaluating the academic progress of the student, or
 3. Took an improper action or made a decision which adversely affects the student's academic standing in an arbitrary or capricious manner, or
 4. Reached a clearly erroneous decision or took a clearly erroneous action that adversely affects the student's academic standing.
-

Summary

A student with an academic complaint shall follow the procedures and timelines listed below and document the informal academic resolution steps taken on the [Student Academic Grievance Petition form \(lowercolumbia.jotform.com/250776546729067\)](https://lowercolumbia.jotform.com/250776546729067) which is available in the office of the Vice President of Student Services or online. The full text of the Student Academic Grievance Procedure follows below.

If the informal academic grievance resolution process is unsuccessful, the formal resolution process must be initiated no later than fifteen (15) academic calendar days from the start of the subsequent academic quarter, excluding summer quarter.

Informal Student Academic Grievance Resolution Procedures

Step One: Meet with Faculty Member

1. Use this informal academic resolution procedure as a first step in all academic complaints.
2. Meet with the instructor of the class to attempt resolving the dispute promptly and fairly during the quarter in which a class is being taken and/or upon receipt of the grade for the course.
3. Meet with the instructor who assigned the grade, and use the meeting to clarify the perceived problem and request specific action designed to resolve it.
4. Take no further action if the result of the meeting is acceptable.

Step Two: Meet with the Dean

1. If there is no resolution at step one, the student meets with the appropriate division Dean.
2. At that meeting, the Dean will attempt to find a resolution to the academic complaint.
3. Take no further action if the result of the meeting is acceptable.

Step Three: Facilitator Assigned

1. If there is no resolution at step two, the Dean notifies the Vice President of Student Services of the pending academic grievance.
2. The Vice President of Student Services verifies all informal academic resolution steps have been taken and assigns a Facilitator to assist the student through the formal academic resolution process.

Formal Student Academic Grievance Resolution Procedures

Step One: Meeting with The Facilitator

1. The Facilitator helps the student through the entire academic grievance process.
2. The Facilitator meets with the student to assist the student in understanding the academic grievance procedure and timelines.

3. The Facilitator helps the student prepare a written academic grievance to begin the formal academic grievance procedure.
 - a. The student's written academic grievance must be submitted to the Facilitator within fifteen (15) academic calendar days of the initiation of the formal academic grievance.
 - b. The student's written academic grievance indicates the grade received and the reason for the academic grievance, specifying all necessary performance scores and attendance data as appropriate.
 - c. The student's written academic grievance provides a summary of actions taken by the student to resolve the academic grievance prior to meeting with the Facilitator.
 - d. The student's written academic grievance provides a possible solution as proposed by the student.
4. The Facilitator and student must submit the student's written academic grievance to the Vice President of Student Services to begin the formal resolution process within the first fifteen (15) academic calendar days of the subsequent academic quarter the grieved grade was assigned, excluding summer quarter.
5. Within three (3) days of receipt of the Student Academic Grievance Petition, the Vice President of Student Services informs the faculty member and the appropriate division Dean that a formal academic grievance has been filed and the name of the Facilitator.
6. The Facilitator provides the faculty member with a copy of the student's written academic grievance.
7. The faculty member submits to the Facilitator a written response to the academic grievance within ten (10) academic calendar days of receipt of the student's written academic grievance.
8. The Facilitator provides a copy of the faculty member's written response and any additional documentation provided by the faculty member to the appropriate division Dean and the Vice President of Student Services upon receipt from the faculty member.

Step Two: Grievance Meeting with Faculty Member and Division Dean

1. The Division Dean:
 - a. Attempts to resolve the problem within ten (10) academic calendar days of notification from the Facilitator by arranging a meeting with the student, the faculty member, the facilitator, and the dean to bring about a resolution satisfactory to all parties.
2. The Facilitator informs the Vice President of Student Services of the outcome of the meeting.
3. The Vice President of Student Services:
 - a. Determines if the content and/or procedure merit a formal student academic grievance meeting.
 - b. If the student's written academic grievance moves to a meeting, the Vice President of Student Services directs the chair of the Academic Standards Committee to convene an academic grievance meeting.

Withdrawal of Grievance

Having filed an academic grievance, a student:

1. May officially withdraw the grievance in writing to the Facilitator, who informs the Vice President of Student Services, who informs the Academic Standards Committee Chairperson, who cancels any steps remaining in the academic grievance process.
2. Failing to appear without prior notification for scheduled proceeding effects a withdrawal of the academic grievance.

Formal Student Academic Grievance Meeting Procedures

Step One: Preliminary Committee Meeting

1. The Preliminary Committee Meeting provides background information and ensures that committee members understand the student's written academic grievance and procedures to be followed at the Student Academic Grievance Meeting.
2. The Chair:
 - a. Establishes the time and place of the meeting.
 - b. Directs the committee secretary to ensure that the student and the faculty member receive copies of the student's written academic grievance, the faculty member's written response, and the report from the dean.
 - c. Schedules a Preliminary Committee Meeting of the Academic Standards Committee within ten (10) academic calendar days of being directed to convene the Formal Academic Grievance Meeting.
 - d. Ensures through the Facilitator that, if there are questions the committee wants clarified by the student and/or faculty, the student and/or faculty have a chance to respond in writing prior to the Formal Academic Grievance Meeting.
3. The Facilitator:
 - a. Provides the documentation that then becomes the complete academic grievance file.
 - b. Attends this meeting and provides a step-by-step briefing of the student's academic grievance procedure.
4. The Secretary:
 - a. Supplies each committee member with a copy of the complete academic grievance file, which is confidential.
 - b. Collects the file at the end of the meeting.
 - c. Reading copies will be made available to committee members in the Office of the Vice President of Student Services or through other secure methods.

5. All committee members:
 - a. Are expected to attend all meetings related to the academic grievance.
 - i. A quorum of the members must be present to proceed.
 - ii. If a member cannot attend all meetings or has a conflict of interest, that department sends a surrogate.
 1. The surrogate becomes the department representative for the academic grievance meetings and any subsequent student appeal meetings.
 2. The surrogate is defined as someone who has read and understands the student academic grievance file.
 - b. Are informed of the nature of the formal academic grievance. Questions may be prepared for the Academic Grievance Meeting.
 - c. Review the procedures used in the assignment of the grade but not the actual grade assigned.

Step Two: Student Academic Grievance Meeting

1. The Formal Student Academic Grievance Meeting is held within five (5) academic calendar days of the Preliminary Committee Meeting at a time that considers the needs of the student, faculty member, facilitator, and the committee members.
2. The meeting is a closed meeting and is not considered a formal hearing. The proceedings of the student initiated academic grievance remain closed unless all parties agree to an open proceeding. No recording of the proceeding is allowed.
3. Attending the meeting are: all members or surrogates of the Academic Standards Committee who were present at the Preliminary Committee meeting, Facilitator, student, faculty member concerned (if the faculty member chooses to attend), any supporting witnesses to the event being grieved as requested by the student, the faculty member, or the committee, and any additional people called to assist the committee in reaching a prompt, fair resolution of the academic grievance, will also attend during their testimony.
4. The committee secretary provides each committee member with a copy of the complete academic grievance file. The files are returned to the secretary at the conclusion of the meeting.
5. All committee members who attended the preliminary committee meeting are to attend this meeting.
6. The Facilitator updates the committee on the academic grievance and remains to assist the student through the process.
7. The student is invited in to explain the academic grievance. The committee may ask questions for clarification. Upon completion of the question and answer period, the student and facilitator are excused.
8. The faculty member [if present] is invited in to respond to the student's academic grievance. The committee may ask questions for clarification. Upon completion of the question and answer period, the faculty member is excused.

Step Three: Academic Grievance Decision

1. After the committee has heard the academic grievance, it arrives at a decision prior to adjournment.

2. Each member of the committee votes as the representative of their area. The chair votes as the representative of their department.
3. The vote is by secret ballot.
4. A decision passes by a simple majority vote of members present.
5. A tie vote means the same number of members has voted in the affirmative as in the negative. Since a majority vote is required to pass a motion, an equal or tie vote means that because it failed to receive a majority vote the motion is lost [Sturgis 128].
6. The Vice President of Student Services writes the letter informing the student and the faculty member of the committee's decision within five (5) academic calendar days of the decision.
7. Copies of the decision are provided to the student, named faculty member, Academic Standards Committee Secretary, Facilitator, Department Chair, Division Dean, Vice President of Student Services, and Vice President of Instruction.

Step Four: Academic Grievance Solution

When the committee finds in favor of the student:

1. In accordance with the LCC Faculty Contract: Faculty Rights Section; faculty members of the Academic Standards Committee consult with the instructor of record and determine a grade.
2. Subsequently, the Chair acting as the representative of the faculty members of the Academic Standards Committee directs the Registration Office to change the grade on the student's transcript.
3. The Registrar sends the student an updated transcript.

Step Five: Student Appeal of Committee Decision

1. Students may not appeal a decision of the committee by resubmitting a Student Academic Grievance Petition form without additional new information that may affect the previous decision.

Step Six: Student Appeal of Due Process

1. A student with an appeal of due process:
 - a. Appeals the due process of the committee to the Vice President of Instruction within five (5) academic calendar days of receiving the letter from the Vice President of Student Services.
 - b. Informs the Vice President of Student Services of the decision to appeal.
 - c. Prepares a written appeal to the Vice President of Instruction stating why the decision of the Academic Standards Committee did not provide due process during the academic grievance meeting.
2. The Facilitator assists the student through the appeal process.

3. The Vice President of Student Services:
 - a. Informs the previously assigned Facilitator who assists the student through the appeal process.
 - b. Informs the Vice President of Instruction of the appeal and provides the Vice President with a copy of the student's academic grievance file.
 - c. Acts as the liaison between the Vice President of Instruction and the Academic Standards Committee.
 - d. Reviews the Academic Grievance Meeting proceedings to ensure that the student received due process through the academic grievance proceedings.
4. The Vice President of Instruction determines whether due process has been met and so informs the Vice President of Student Services. If the Vice President of Instruction determines due process has not been met, the Vice President of Instruction informs the Vice President of Student Services, who informs the chair of the Academic Standards Committee.
5. The chair reconvenes the committee within ten (10) days of being informed that due process has not been met.
6. The committee reviews the academic grievance and takes the appropriate steps to correct the due process deficiencies.
7. The Vice President of Instruction reviews the actions of the committee.
8. The Vice President of Student Services informs the student and the faculty member of the decision within five (5) academic calendar days.
9. Copies of the decision are provided to the student, named faculty member, Academic Standards Committee, Facilitator, Department Chair, Division Dean, Vice President of Student Services, and Vice President of Instruction.
10. Upon resolution of student's right to due process, no further student appeal within the college is provided.

Student Academic Rights and Responsibilities

Academic rights

1. A student has the right to fair and equal treatment in all areas of academic concern.
2. A student has the right to fair and unbiased evaluation of their academic work.
3. A student has the right to clearly stated criteria for evaluation by the faculty.
4. A student has the right to appeal any of the following sanctions and can provide evidence that they have been falsely accused of violating the academic code or that they have been evaluated in an arbitrary and capricious manner by a member of the College faculty.

Student responsibilities

Students are expected to maintain high standards of academic honesty and integrity in accordance with the [Code of Student Conduct \(lowercolumbia.edu/publications/student-handbook/code-of-student-conduct\)](http://lowercolumbia.edu/publications/student-handbook/code-of-student-conduct) .

1. A student shall not give unauthorized information to another person or receive unauthorized information from another person during any type of examination.
2. A student shall not obtain or provide without authorization questions or answers from the examination prior to the time of the examination.
3. A student shall not use unauthorized sources for answers during any examination.
4. A student shall not engage in any form of plagiarism. Plagiarism is defined as submitting to a faculty member any work product which the student fraudulently represents to the faculty member as the student's own work product, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as a part of the student's program of instruction.

Students are expected to know and comply with accepted classroom procedures and academic standards as set forth by the College faculty.

Student sanctions

A student may be subject to disciplinary action as well as academic sanctions for acts of academic dishonesty in violation of the [Code of Student Conduct \(lowercolumbia.edu/publications/student-handbook/code-of-student-conduct\)](http://lowercolumbia.edu/publications/student-handbook/code-of-student-conduct) or for failure to meet the accepted academic standards of the College.

Disciplinary action can result in disciplinary sanctions up to and including dismissal from the college.

The following academic sanctions may be imposed:

1. A College instructor may assign to the student a failing grade for an individual project/test/paper, etc.
2. A College instructor may assign to the student a failing grade for a course.
3. A College department may recommend that a student be dismissed from a College program.

Voter Registration Information

To register to vote in Washington you must be 18 or over by the next election and a citizen of the United States.

You may register to vote online if you have a Washington driver's license or state identification card. Whether registering online or by mail your registration application must be postmarked 29 days before Election Day.

You can also register in person at your county elections office up to eight days before Election Day. If you are already registered in Washington and are moving within the state, you must update your registration by the 29th day before the election, otherwise your ballot will be sent to your previous registration address. See below for additional information about voter registration.

Washington Secretary of State Elections & Voting Guide: wei.sos.wa.gov/county/cowlitz/en/pages (wei.sos.wa.gov/county/cowlitz/en/pages/default.aspx)

Cowlitz County Elections website: wei.sos.wa.gov/county/cowlitz/en/pages (wei.sos.wa.gov/county/cowlitz/en/pages/default.aspx)

Clery Annual Security and Fire Safety Report Statement

Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety

Report: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Lower Columbia College reports the mandated information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Lower Columbia College's [Annual Security and Fire Safety Report \(lowercolumbia.edu/safety/crime-reports/_assets/documents/Annual-Security-Report.pdf\)](https://www.lowercolumbia.edu/safety/crime-reports/_assets/documents/Annual-Security-Report.pdf) is available online at [lowercolumbia.edu/safety/index](https://www.lowercolumbia.edu/safety/index).

To obtain a paper copy of the report, please visit the Lower Columbia College Safety & Security Department located on the first floor of the Student Center at 1600 Maple Street, Longview, WA 98632.

Non Discrimination

Non-Discrimination and Reasonable Accommodations

Non-Discrimination and Anti-Harassment Information

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, title9@lowercolumbia.edu, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. The notice of nondiscrimination is located at <https://lowercolumbia.edu/disclosure/non-discrimination/>.

Contacts

The following College officials have been designated to handle inquiries regarding this statement:

Kendra Sprague, Vice President of Foundation, HR & Legal Affairs, Title IX/EEO Coordinator

Office: Administration Building, Rm. 122

Lower Columbia College, 1600 Maple Street, Longview, WA 98632

(360) 442-2121,

title9@lowercolumbia.edu

TTY/Video Relay Service: 7-1-1 or (800) 833-6388

Sue Orchard, Vice President for Student Services, Title IX/EEO Deputy Coordinator

Office: Admission Center, Rm. 158

Lower Columbia College, 1600 Maple Street, Longview, WA 98632

[360.442.2300](tel:360.442.2300)

title9@lowercolumbia.edu

TTY/Video Relay Service: 7-1-1 or [\(800\) 833-6388](tel:(800)833-6388)

Reasonable Accommodations

To request accommodations for a disability in the application process, students should contact the Disability and Access Services Office in Admissions Center Room 143 at least 3 days in advance: voice [\(360\) 442-2341](tel:(360)442-2341), TTY [\(360\) 442-2344](tel:(360)442-2344), or email mmorgan@lowercolumbia.edu.

Non-Discrimination and Anti-Harassment Information in Spanish

[DECLARACIÓN DE NO DISCRIMINACIÓN \(lowercolumbia.edu/disclosure/non-discrimination/non-discrimination-spanish\)](https://www.lowercolumbia.edu/disclosure/non-discrimination/non-discrimination-spanish)

Non-Discrimination and Anti-Harassment Policy (235)

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington States Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Lower Columbia College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the college or from employment.

The following College officials have been designated to handle inquiries regarding this policy:

Name: Vice President of Foundation, HR, & Legal Affairs

Title: Title IX / EEO Coordinator

Office: Administration Building 115

1600 Maple Street, Longview, WA 98632

Phone: [\(360\) 442-2121](tel:(360)442-2121)

e-mail: title9@lowercolumbia.edu
 TTY/Relay Service: 7-1-1 or (800) 833-6388

Name: Vice President of Student Services
 Title: Title IX / EEO Coordinator
 Office: Admissions Center 159
 1600 Maple Street, Longview, WA 98632
 Phone: (360) 442-2300
 e-mail: title9@lowercolumbia.edu
 TTY/Relay Service: 7-1-1 or (800) 833-6388

College employees, except those statutorily barred from doing so, have a duty to immediately report information related to sexual harassment to the Title IX Coordinator.

Publications in Alternative Formats

College publications available in alternate formats upon request by contacting:

[Disability and Access Services](http://lowercolumbia.edu/disability). (lowercolumbia.edu/disability) (360) 442-2340, TTY/
 Video Relay Service: 7-1-1 or (800) 833-6388

Non-Discrimination and Anti-Harassment Information in Spanish

DECLARACIÓN DE NO DISCRIMINACIÓN is located at lowercolumbia.edu/disclosure/non-discrimination/non-discrimination-spanish.

Discrimination and Harassment Grievance Procedure (235.1A)

A. Policy

Lower Columbia College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Lower Columbia College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to

be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

B. Definitions

1. **Complainant:** employee(s), applicant(s), student(s), or visitors(s) of Lower Columbia College who alleges that she or he has been subjected to discrimination or harassment due to their membership in a protected class.
2. **Complaint:** a description of facts that allege violation of the College's policy against discrimination or harassment.
3. **Consent:** knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

1. **Discrimination:** unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.
2. **Harassment:** a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe, persistent, or pervasive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs and/or student housing. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:
 - Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.
 - Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.
 - Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

3. **Protected Class:** persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.
4. **Resolution:** the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.
5. **Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.
6. **Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.
 - a. **Hostile Environment Sexual Harassment:** occurs when the conduct is sufficiently severe, persistent, or pervasive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs [and/or student housing].
 - b. **Quid Pro Quo Sexual Harassment:** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature.
 - A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
 - An instructor who promises a student a better grade in exchange for sexual favors.
 - Sexually explicit statements, questions, jokes, or anecdotes.
 - Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
 - Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
 - Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
 - Direct or indirect propositions for sexual activity.
 - Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.
7. **Sexual Violence:** is a type of sexual discrimination and harassment that includes:
 - a. **Nonconsensual sexual intercourse.** Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis,

- tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- b. **Nonconsensual sexual contact.** Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - c. **Incest.** Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).
 - d. **Statutory Rape.** Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).
 - e. **Domestic violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed 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 State of Washington, 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 the State of Washington, RCW 26.50.010.
 - f. **Dating violence,** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship;
 - ii. The type of relationship; and
 - iii. The frequency of interaction between the persons involved in the relationship.
 - g. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.

C. Title IX/EEO Coordinator

Name: Kendra Sprague, Vice President of Foundation, HR, & Legal Affairs

Title: Title IX / EEO Coordinator

Office: Administration Building 115

1600 Maple Street, Longview, WA 98632

Phone: [360-442-2121](tel:360-442-2121)

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

Title IX/EEO Deputy Coordinator

Name: Sue Orchard, Vice President of Student Services

Title: Title IX / EEO Coordinator

Office: Admissions Center 159

1600 Maple Street, Longview, WA 98632

Phone: [360-442-2300](tel:360-442-2300)

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or [\(800\) 833-6388](tel:800-833-6388)

The Title IX / EEO Coordinator or designee:

- Will accept all complaints and referrals from College employees, applicants, students, and visitors.
- Will make determinations regarding how to handle requests by complainants for confidentiality.
- Will keep accurate records of all complaints and referrals for the required time period
- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- Will issue written findings and recommendations upon completion of an investigation.
- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

D. How to File a Complaint

Any employee, applicant, student or visitor of the College may file a complaint with the Title IX Coordinator. If the complaint is against that Coordinator, the complainant should report the matter to the president's office for referral to an alternate designee. Complaints may be submitted in writing, verbally, or electronically at lowercolumbia.edu/students/make-a-report.

The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at lowercolumbia.edu/students/make-a-report.

Hardcopies of the complaint form are available at the following locations on campus: Administration Building 115 and Admission Center 159. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

E. Confidentiality and Right to Privacy

Lower Columbia College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Lower Columbia College policies and procedures. Although Lower Columbia

College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

Confidentiality Requests and Sexual Violence Complaints. The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that their name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that their name not be disclosed or that the College not investigate, the Title IX /EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence;
- the age of the complainant;
- whether the sexual violence was perpetrated with a weapon;
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

F. INVESTIGATION PROCEDURE

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or their designee. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX / EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

Interim Measures. The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation.

Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of a summary suspension in compliance with with the College's student conduct code or an administrative leave of absence in compliance with the College's employment policies and collective bargaining agreements.

Informal Dispute Resolution. Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

Investigation. Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally ninety days unless there is good cause shown. Good cause includes, but is not limited to, campus closures, extraordinary disruptions to normal operations, and academic calendar breaks. If it appears completion of the investigation will take longer than ninety days, the Title IX/ EEO Coordinator will notify the parties, describe the reasons for the delay, and provide an estimated time for completing the investigation.

At the conclusion of the investigation, the investigator shall set forth their findings in writing. If the investigator is someone other than the Title IX / EEO Coordinator, the investigator shall send a copy of the findings to the Title IX / EEO Coordinator.

The Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings, subject to the following limitations. The complainant shall be informed in writing of the findings only to the extent that such findings directly related to the complainant's allegations.. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review the investigative findings subject to any FERPA confidentiality requirements.

Final Decision/Reconsideration. Either the complainant or the respondent may seek reconsideration of the investigation findings. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator within seven business days of receiving the investigation report. Requests must specify which portion of the findings should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven business days, the findings become final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within ten business days. The Title IX / EEO Coordinator shall either deny the request or, if the Title IX / EEO Coordinator determines that the request for reconsideration

has merit, issue amended findings. Any amended findings are final and no further reconsideration is available.

G. Publication Of Anti-Discrimination Policies And Procedures

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

H. Limits To Authority

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Lower Columbia College policies and procedures, and federal, state, and municipal rules and regulations.

I. Non-Retaliation, Intimidation And Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX / EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX / EEO Coordinator immediately.

J. Criminal Complaints

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

- City of Longview Police Department
Address: 1351 Hudson Street Longview, WA 98632
Phone: (360) 442-5800
Webpage: mylongview.com/285/Police (www.mylongview.com/285/Police)
- Cowlitz County Sheriff's Department
Address: 312 SW 1st Ave. Kelso, WA 98626
Phone: (360) 577-3092
Webpage: co.cowlitz.wa.us/267/Sheriff (<http://www.co.cowlitz.wa.us/267/Sheriff>)

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

K. Other Discrimination Complaint Options

Discrimination complaints may also be filed with the following federal and state agencies:

- Washington State Human Rights Commission, [hum.wa.gov/index](http://www.hum.wa.gov/index.html) (<http://www.hum.wa.gov/index.html>)
- US Dept of Education Office for Civil Rights, [ed.gov/about/offices/list/ocr](http://www2.ed.gov/about/offices/list/ocr/index.html) (<http://www2.ed.gov/about/offices/list/ocr/index.html>)
- Equal Employment Opportunity Commission, [eeoc.gov](http://www.eeoc.gov/) (<http://www.eeoc.gov/>)

Non-Discrimination and Anti-Harassment Information in Spanish

DECLARACIÓN DE NO DISCRIMINACIÓN is located at lowercolumbia.edu/disclosure/non-discrimination/non-discrimination-spanish.

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