Our Vision:
Strengthening our community through responsive education and services.

Our Values:

Access
Provide equitable supports and services necessary for students from diverse backgrounds to access higher education and the career opportunities it provides.

Collaboration
Promote cooperative learning and working in order to benefit from collective knowledge and produce the best work possible.

Equity
Recognize that the unique needs, goals and circumstances of the individual have a direct impact on a person’s ability to access and benefit from college activities and opportunities.

Excellence
Seek opportunities to consistently exceed our best individual and institutional performance.

Inclusion
Commit to fostering a curriculum and a campus community that provides deliberate engagement with, appreciation of, and understanding of diversity and its impact on the human experience.

Innovation
Pursue the development and application of new ideas that lead to creative solutions.

Respect
Consider respect to be the inherent dignity we give all people.

This Handbook Belongs To:

Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation/gender identity, veterans status, religion, or age in it’s program and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 4500 Steilacoom Boulevard S.W., Lakewood, WA 98499. Telephone (253) 589-5800.
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<td>Adult Basic Education</td>
<td>(253) 589-5702</td>
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<tr>
<td>Advising &amp; Counseling Center</td>
<td>(253) 589-5548</td>
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<td>Agency Funding Coordinator</td>
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<td>Assessment Center</td>
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<td>Associated Student Government (ASG)</td>
<td>(253) 589-5685</td>
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<td>BFET (Basic Food Employment and Training)</td>
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<td>Bookstore</td>
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<td>Cashier</td>
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<td>International Education Programs</td>
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<td>Library/Learning Resource Center (LRC)</td>
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<td>Marketing and Communication</td>
<td>(253) 589-4520</td>
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<td>Northwest Career and Technical High School</td>
<td>(253) 589-5770</td>
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<td>Notary Public</td>
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<td>Opportunity Grant</td>
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<td>President’s Office</td>
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<td>Registration/Enrollment Services</td>
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<td>Security (Emergencies Only)</td>
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<td>South Hill Campus</td>
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<td>Student Life</td>
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<td>Tutoring Center</td>
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<td>Veterans Business Office</td>
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<td>Worker Retraining</td>
<td>(253) 589-5825</td>
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<td>WorkFirst</td>
<td>(253) 589-4311</td>
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<tr>
<td>WorkSource Representative</td>
<td>(253) 589-5781</td>
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Welcome to Clover Park Technical College!

Whether you’re entering college for the first time or returning to college to prepare yourself for a career change, CPTC is the place for you.

As a college committed to “Educating Tomorrow’s Workforce,” we offer degree and certificate options to prepare you for a challenging and rewarding future. You will receive hands-on training by faculty members who are experts in their respective fields, who maintain strong ties with business and industry and who pay attention to current trends. CPTC graduates are highly regarded by employers for their relevant knowledge and technical skills.

CPTC enjoys an excellent reputation for quality programs, personalized service, and a commitment to the community we serve. Our dedicated faculty and staff pride themselves on their personal commitment to student success, so please never hesitate to ask one of us for assistance!

Our College has much to offer students beyond the classroom: the Associated Student Government; campus organizations; professional associations; community work-based learning, and more. I encourage you to take advantage of these opportunities to enrich your education and development.

We are delighted to have you as part of the CPTC family, and we look forward to serving you.

Dr. Joyce Loveday
President
Welcome to Clover Park Technical College!

On behalf of all of the dedicated staff in Student Success, we are glad you chose to be a part of a vibrant, diverse community of learners. Our mission is to foster student success by creating experiences that engage students through programs and services that support their learning and personal development. Thus, the Student Success Team works hard to provide high-touch, proactive learning opportunities both inside and outside of the classroom. This Student Handbook has been designed by students for students to give you some tools to help you successfully navigate your CPTC experience.

Your success is our success! We will be here to support you through the entry process, in your classes, and all the way to completion of your certificate or degree. All we ask is that you show up, do the work, get involved, and ask for help. Our hope is that each and every student embrace new experiences and learning opportunities and celebrate their successes along the way. Many thanks to the Associated Student Government who funded this handbook and planner. Throughout the year they also sponsor many campus activities, clubs, and programs designed to enhance your campus life experience. We hope you take the time to get to know the Department of Student Life and to get involved. Again, welcome to Clover Park. We look forward to playing our part in Educating Tomorrow’s Workforce.

Headshot of the VP for Student Success, Scott Latiolais

Scott J. Latiolais
Vice President for Student Success
On behalf of the Department of Student Life, we are so glad you are here!

During this period of physical distancing, the department recognizes the importance of developing connections and community. While the student experience may look a little different due to COVID-19, the department has worked hard to move all vital support services, activities and student governance to a remote method. To find out more about our plans, please visit www.cptc.edu/studentlife.

Supported by the Services and Activities (S&A) Fee collected from every student’s tuition, the department develops programs and services that engage students from their first days on campus (new student orientation) to degree completion (graduation).

If we were to describe our department purpose as a math equation it would simply be student involvement = student success. Which, based on years of research about college students, means that the more involved students are both in and out of the classroom, the more likely they will be successful in their academic pursuits.

So, what are you waiting for? Be sure to check out one of the many campus organizations, (virtual) events, support services, and programs available to all CPTC students. Additionally, this digital handbook is full of tons of great resources and information about the CPTC student experience.

We look forward to being a part of your journey here at Clover Park Technical College. Be sure to connect with us on social media and student email to stay informed about upcoming events. If the department can ever be of assistance, please email us at involvement@cptc.edu or call (253) 589-5780.

We will be rooting for you every step of the way!

Cal Erwin-Svoboda
Director of Student Life
Student Life

Student Involvement = Student Success
involvement@cptc.edu – (253) 589-5780

Department of Student Life
(253) 589-5780 • Building 23 • www.cptc.edu/studentlife • involvement@cptc.edu

We develop programs and services that engage students from their first days on campus (new student orientation) to degree completion (graduation). Supported by Services and Activities (S&A) Fees, collected from every student’s tuition, students and department staff are committed to serving students by building a healthy, inclusive, and vibrant campus culture that engages students throughout their academic journey.

Associated Student Government (ASG)
(253) 589-5685 • www.cptc.edu/asg

The Associated Student Government (ASG) is an advocate of the student voice and a partner with other governing units. The Student Government oversees administration of the ASG. Student governance meetings, which are open to the public are help on a regular basis during the fall, winter and spring quarters. To find out more about ASG, please visit www.cptc.edu/asg.

Clubs & Organizations
(253) 589-5734 • www.cptc.edu/clubs

Clubs and organizations are more important than ever as we embrace physical distancing and operate via remote methods. These communities provide opportunities for students to get involved, and experience both personal and professional growth. To find a list of our current clubs or to learn the six easy steps to start your own club, please visit www.cptc.edu/clubs.

Engagement Opportunities
(253) 589-5780 • www.cptc.edu/studentlife

During this period of physical distancing, the department recognizes the importance of developing connections and community. As such, Student Life has created a variety of virtual, web-based ways for students to foster and build communities at CPTC this fall. Find out more by visiting www.cptc.edu/studentlife. Be sure to connect with us on social media and student email to stay informed about upcoming events.
Fitness Center
(253) 589-5780 • Bldg 23, 120 • www.cptc.edu/fitnesscenter
The Fitness Center provides currently enrolled students access, free of charge, to a variety of cardio and weight lifting equipment during the academic quarter. Due to COVID-19 the Fitness Center is currently closed until further notice. To find out more about the Fitness Center please visit www.cptc.edu/fitnesscenter.

Food Security Initiatives
(253) 589-5780 • www.cptc.edu/studentlife
Since 2014 the Associated Student Government has been developing initiatives aimed at supporting student food security. Currently enrolled CPTC students can visit the CPTC Food Pantry (monthly) and the Mobile Food Bank (weekly) for their grocery needs.

Diversity, Inclusion & Civic Engagement (DICE) Center
(253) 589-5780 • www.cptc.edu/studentlife
Opening in 2021, this center is designed to engage the entire campus community. The center will serve as a place that provides a space where people can share and celebrate their authentic selves through dialogue and activities. Students will have the opportunity to learn about social justice and civic engagement as well as participate in local, regional, and global advocacy initiatives.

Student Leadership & Service Center (SLSC)
(253) 589-5672 • Bldg 23, SLSC • www.cptc.edu/slsc
The Student Leadership & Service Center (SLSC) is your portal to the campus, whether you are a student or community member. The student staff know what’s happening on campus, provide maps to locate particular campus locations or services, and administer the many service features and activities of the SLSC.

Even though the SLSC is not open as you may be accustomed to due to COVID-19, the center is still available by appointment only during the academic quarter for core services and functions; bus pass, food pantry pick-up, CPTC Student ID Card, Wi-Fi password reset, and scheduling a meeting with department staff. To begin the process to access these core services, please visit www.cptc.edu/slsc.
Advising & Counseling Center
(253) 589-5548 • Bldg 17, 150 • www.cptc.edu/advising

Counselors/advisors are available to assist students with interpreting assessment scores, academic advising, and developing an education plan based on the student’s career goals. Counselors/advisors are also available to assist students with issues such as:

- adjusting to college
- stress management
- goal setting
- study skills
- career counseling
- campus & community support
- brief personal counseling.

Brief personal/crisis counseling is available free to enrolled students. Counseling is confidential and is available to address a variety of issues that may interfere with student success. Students requiring long-term assistance/on-going counseling will be referred to outside agencies.

Basic Food Employment and Training (BFET)
(253) 589-4311 • Bldg 16, 105 • www.cptc.edu/workforce-development/bfet

The BFET program may provide funding for required educational expenses and support services to CPTC students who receive federal Basic Food benefits (also called SNAP or food stamps) and referrals to DSHS for students who are eligible to receive them. BFET participants are eligible for continuation of food benefits while attending school and are eligible to apply for subsidized childcare through DSHS.

Bookstore
(253) 589-5614 • Bldg 23, 102 • www.cptc.bncollege.com

The bookstore carries textbooks, school supplies, uniforms & tools, calculators, reference materials, clothing, and assorted imprinted items. Rent or buy textbooks for a savings of up to 80%. The bookstore also carries snack, beverage, and lunch items. Many books and supplies, not currently available in the store, can also be ordered. The bookstore gladly offers refunds and exchanges on textbooks (with receipt and in the condition sold) bought and returned within the first week of the current quarter.

Bus Pass
(253) 589-5780 • Bldg 23, SLSC • www.cptc.edu/buspass

In partnership with Pierce Transit, the Associated Student Government (ASG) is pleased to offer CPTC students an opportunity to ride anywhere in Pierce county on the Pierce Transit bus system for free. Students can schedule an appointment to pick up their Bus Pass or can submit a request to have it mailed. To get started, please visit www.cptc.edu/buspass.
Change of Address
(253) 589-5666 • Bldg 17 • www.cptc.edu/mycc

Student information, admission letters, and graduation awards are frequently mailed to students, therefore, it is important to maintain your current address. Change of address forms are available in the Enrollment Services Office. You may change your own address by going to the above website, Change Contact Info under Information.

Community Education
(253) 589-5575 • Bldg 16, 105 • www.cptc.edu/workforce-development/continuing-ed

Clover Park Technical College offers a wide variety of credit and non-credit classes through Community Education. Skill development classes are offered in various technical areas and are frequently changed based upon local industry and employment needs. The majority of the classes are offered on a part-time basis, scheduled in the evening or on weekends.

Deaf and Hard of Hearing
See Disability Resources for Students on p. 10.

Disability Resources for Students (DRS)
(253) 589-5767 • Bldg 17 • www.cptc.edu/disability • disabilityresources@cptc.edu

CPTC is committed to providing accommodations to students with documented disabilities. Accommodations are determined on a student-by-student basis and should be requested, when possible, six weeks in advance of the beginning of the quarter. Lack of advance notice may delay the availability of an accommodation. Complete CPTC policies and procedures related to disability resources for students are available online.

Student Success Services 10
Education Opportunity Center (EOC)
(253) 583-8823 • Bldg 17, 107 • www.cptc.edu/financial-aid/eoc

The EOC seeks to increase educational attainment and access to opportunity for low income adults by removing barriers. EOC may assist with school fees/testing, and also assists students with the Financial Aid application, loan applications, and strategies for loan default prevention and rehabilitation.

Email
www.cptc.edu/email-help

Your student email is a free and required account provided to students as a tool for sharing important college information. Student email is the primary mode of communication the college uses to send students up-to-date college information about campus closures, deadlines, scholarship opportunities and upcoming events. It is created automatically within two business days of your application acceptance. All college correspondence will be sent to your college issued email address and you are responsible for checking your account regularly or forwarding to your preferred email account. For more information and directions to activate your account, please visit www.cptc.edu/email-help.

Emergency Assistance Funding
(253) 589-6082 • Bldg 19, 101 • www.friendsofcloverpark.org/seap

The CPTC Foundation awards emergency assistance to help meet urgent needs; particularly rent, medical bills, and utility assistance that would otherwise prevent students from continuing their education. Students may apply for emergency assistance online through the Foundation website at friendsofcloverpark.org/seap/.

Enrollment Services/Registration
(253) 589-5666

Enrollment Services provides assistance with registration, add/drop documents, web registration worksheets, application for completion awards, and other Enrollment Services. By signing the registration form or clicking “submit” on the online registration webpage, the student agrees to be bound by CPTC policies and procedures as set forth in the student handbook and online.

Enrollment Services is Open:

Monday - Thursday ................................................................. 7:30 AM – 5 PM
2nd and 4th Wednesday of each Month ................................ 7:30 AM – 6 PM
Friday .................................................................................. 9:30 AM – 5 PM

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Visit www.cptc.edu/apply to learn more.
e-Tutoring Services
(253) 589-5744 • www.cptc.edu/tutoring or www.etutoring.org

Online tutoring is available free of charge to all currently enrolled students through the Western e-Tutoring Consortium.

Students use their MyCC account ID and password to sign in. Staff in the tutoring center and the library are available to show students how to log on to the e-Tutoring site.

Financial Aid
See Student Aid & Scholarships on p. 15.

Foundation
See Scholarships on p. 15.

Graduation
(253) 589-5780 • Bldg 23, SLSC • www.cptc.edu/graduation

Students should complete a Degree/Certificate Application the 4th week of the quarter in which they will complete their program or certificate. This step is crucial as it communicates to our credentials evaluator that they need to verify transcripts in order for CPTC to award degree or certificate.

Each spring, CPTC hosts a commencement ceremony to honor any eligible student completing a degree, certificate, high school diploma, or High School Equivalency Diploma granted by CPTC during the fall, winter, spring and summer quarter of the current academic year. For more information regarding and to RSVP for the ceremony, please visit the graduation website.

Housing
The College does not provide or arrange housing or transportation for students. Several apartment complexes are located near the College campus. Arrangements for housing and transportation are the responsibility of the student.

Student Success Services

Food Services
www.cptc.edu/food

There are a variety of tasty treats and grab-and-go meal options. Due to COVID-19 and its impact on college operations, please visit www.cptc.edu/food to learn more about campus food options, locations and hours of operations.
International Education Programs  
(253) 589-6089 • Bldg 17, 110 • www.cptc.edu/international

Clover Park Technical College is actively working to expand our global understanding. The mission of International Education Programs at CPTC is to provide the highest quality services to international students and educational partners from around the world. We strive to provide personalized services and attention to all our students and partners and respond to your inquiries.

Lactation Facilities  
(253) 589-5780 • Bldg 20 & 23

For those mamas that seek a quiet place to pump or breastfeed, CPTC has a few options for you.

The Hayes Child Development Center (Bldg 20) has a space where mamas can pump or breastfeed, distraction free. In the Student Center (Bldg 23) there is a MAMAVA suite, which is a self-contained pod with comfortable benches, a fold-down table, an electrical outlet, and a door that can be locked for privacy. Stop by Student Life (SLSC) or Event Services (105) for an access code to the suite.

Library / Learning Resource Center  
(253) 589-5544 - LRC or (253) 589-5820 - Computer Lab • Bldg 15 • www.cptc.edu/library

The Library/Learning Resource Center (LRC) offers a variety of services from Monday through Friday each quarter. A quarterly schedule is posted in Building 15 as well as on Canvas.

Lost & Found  
(253) 589-5682 • Bldg 12

Lost & Found is located the Security Office.

Mental Health Counseling  
See Advising & Counseling on p. 9.

Notary Public  
(253) 589-5666 • Bldg 17, 112 & 133

This service is available free to staff and students.
Opportunity Grant
(253) 589-4311 • Bldg 16, 105 • www.cptc.edu/workforce-development/opportunity-grant
Clover Park Technical College’s Opportunity Grant may assist eligible students with educational expenses such as tuition, fees and books for a maximum of 45 credits over a three-year period. Awards are based on student need and grant availability and may vary from quarter to quarter. WAFSA students may also be eligible.

Parking
(253) 589-5557 • www.cptc.edu/parking
Clover Park Technical College students do not need a parking sticker for their car. The white striped areas are designated for student parking. Yellow striped areas are restricted to the disabled, authorized staff, and visitors. Vehicles improperly parked on campus are subject to a fine for each offense (parking in unauthorized areas, blocking or obstructing traffic, and parking in fire lanes and tow-away zones) and can be towed at the owner’s expense. Parking in a designated handicapped space without a state-issued handicapped parking permit carries a campus fine and possible citation by the Lakewood Police Department.

Students who violate driving or parking rules may be required to leave their vehicles off campus. Clover Park Technical College is not responsible for damage or loss to vehicles parked on the campus.

Program Services Open to Students
Students, staff and faculty have access to the following services (rendered by Clover Park Technical College students) at reasonable prices including fine dining in the Rainier Room, pastries from Pastry Arts, automotive repair, HVAC repair, massage, haircuts, manicures and pedicures, facials, and more! See p. 19 for a full list of services available to students.

Printing, Copying, and Faxing
(253) 589-5544 • Bldg 15 • www.cptc.edu/library/library-services
Print and fax machines are available inside the Learning Resource Center for the convenience of students. A nominal fee is charged for each print, copy or fax. A student must add money to their Papercut account prior to being able to print. A deposit kiosk is available in the library lab area. No refunds are provided for print services.

Refund Exceptions
Exceptions to the tuition/fee refund policy must be requested in writing to the Associate Dean for Student Success before the last day of the quarter in which payment was made. A Petition for Refund Exception Form is available in the Enrollment Services Office in Bldg 17. Detailed information and supporting documents must be attached. Find the refund policy at: www.cptc.edu/policies, Policy 3.22.
Scholarships
Bldg 17 • www.cptc.edu/scholarships

Many business, service, professional organizations, and individuals in the community contribute funds to be used as emergency assistance grants (awards based on need) or as scholarships (awards based on merit, need or other criteria). Emergency Assistance applications are accepted throughout the year and coordinated through the CPTC Foundation. Scholarship eligibility criteria and application procedures are posted on the Scholarship Board outside of the Student Aid & Scholarships Office. The CPTC Foundation also awards scholarships quarterly—check out their website for details.

CPTC Foundation/Scholarships
(253) 589-6082

CPTC Foundation scholarships provide financial assistance to help meet educational expenses (tuition/books/supplies). Recipients are selected based on community/campus service, future educational and career goals, and academic excellence. Applications are accepted in the quarter prior to the award. More information including eligibility criteria, available scholarships, application instructions, scoring matrix, and the online application link can be found at www.cptc.edu/scholarships.

Security Services
(253) 589-5682 • Bldg 12 • www.cptc.edu/risk/security

The Security Department is committed to promoting a safe and secure environment through the following services: campus patrol, parking/traffic enforcement, emergency response, incident investigation, lost and found management, basic first aid, escort services to or from your vehicle, battery boosts and building access.

Security & Emergencies
(253) 589-5682

In an emergency call 911, then college security.

Student Aid & Scholarships
(253) 589-5660 • Bldg 17 • www.cptc.edu/financial-aid • finaid@ cptc.edu

The Student Aid & Scholarship Office provides financial assistance to students who would otherwise not be able to attend school. Financial assistance may be available to you from various sources in the form of grants, scholarships, loans, and employment. For eligibility requirements, application deadlines, and more info visit us in person or online. Students are responsible for all collection fees, attorney fees, and court fees in accordance with RCW 28B.10.293 and RCW 19.16.500 should they default on any financial obligations to CPTC.
Student ID Cards
(253) 589-5672 • Bldg 23, SLSC • www.cptc.edu/slsc
Student ID’s are distributed by the Department of Student Life at the Student Leadership & Service Center during regularly scheduled business hours of the center. The first ID is complimentary. Replacement ID’s cost $5 and should be paid at the cashiers’ office in Bldg 17. Picture ID and a class schedule are required to be issued a CPTC Student ID.

Transcripts
(253) 589-5666 • Bldg 17 • www.cptc.edu/enrollment-services
A transcript is a copy of a student’s academic record and is released only with written permission from the student. There is a $10 processing fee for each transcript. Transcript requests are made through the National Student Clearinghouse. Forms are available at www.cptc.edu/mycc in the Transcripts & Graduation section. Students may obtain an unofficial copy of their transcript at www.cptc.edu/mycc under Transcripts & Graduation.

Tutoring Center
(253) 589-5591 • Bldg 15 • www.cptc.edu/tutoring
Staff and peer tutors are available to provide one-on-one and small group assistance in math, writing skills, and some specialized areas such as calculus, statistics, accounting, anatomy and physiology. This is a free, drop-in service to currently enrolled students. No appointments are needed. The tutoring center is closed on non-instructional days. For the most up-to-date information on open hours and online services, please visit the website.

Veterans Business Office
(253) 589-5581 or (253) 589-5677 • Bldg 17, 103 • www.cptc.edu/veterans • vaoffice@cptc.edu
If you have served in the US Armed Forces or are a dependent of a US veteran using VA education benefits to complete your program of study, please contact the Veterans Business Office.

Veterans Resource Center (VRC)
(253) 589-5966 • Bldg 2, 109 • www.cptc.edu/vrc • veteran.navigator@cptc.edu
The CPTC Veterans Resource Center is a place for veterans to connect with other veterans. In addition, the center provides services specifically designed for veterans. It is not just an office, but rather a place where veterans can find and build their community within the college. Specific services include: Referral to campus and community resources for veterans, activities for veteran and military students and their families, public presentations and speakers, workshops for veteran and military students, faculty and staff training.
Voter Registration
(253) 589-5780 • involvement@cptc.edu • www.sos.wa.gov/elections
With the college operations impacted due to COVID-19, voter registration is best done online, by mail or in-person. To find out more about the three ways to register please visit, www.sos.wa.gov/elections/. Please note important deadlines, to register online or by mail (October 26) or register in person (November 3).

Weather & Campus Alerts
www.cptc.edu/risk/emergency-management
CPTC will post inclement weather closures or delays to the following site: www.flashalert.net. This closure information is shared with news media for broadcast. Additionally, interested parties can subscribe to this site and receive notifications through email, text, Facebook or Twitter. The College website at www.cptc.edu will announce closures or delays using banners on the main page and the notification system CPTCWarn (see emergency management section of the website to sign up) will push messages to subscribers as well.

If a campus event poses a threat to the CPTC community, an emergency notification message will be deployed. Students and staff can elect to receive text notifications to their personal devices or emails to their email address.

To subscribe to CPTC Warn, modify or remove existing data, or unsubscribe (delete), please visit: getrave.com/login/cptc.

WiFi Account
Steps to connect to your CPTC Student WiFi account:
1. Connect to: CPTC_Students
2. Your username will be your last name + last 4 of Student ID Number: doe1234
3. A default password has been created for you to access the wireless network. For example: student John Doe born February 5, 1978 will have a default password: cptc05Feb1978. Note: Please be sure to capitalize the first letter of the month only in the default password.
4. If you have any trouble logging in, or need to change your password, please make an appointment for assistance at Bldg 15, Learning Resource Center, Bldg 23, Student Leadership & Service Center, or the South Hill Campus Lobby, or visit cptc.edu/mycc/wifi.
Worker Retraining
(253) 589-5825 • Bldg 19, 109 • www.cptc.edu/workforce-development/worker-retraining
The Worker Retraining Program provides training and funding for unemployed workers who want to upgrade their skills or train for a new career. WRT funds can be applied to tuition, books, transportation, book/kits and childcare expenses. WRT support may be available if you meet any of the following:
- Facing a layoff and/or eligible to collect unemployment benefits
- Currently collecting unemployment benefits
- Exhausted unemployment benefits within the past 48 months
- Displaced homemaker within the past 24 months
- Self-employed and now unemployed within the past 24 months
- Discharged veteran within the past 48 months
- Active-duty military with an official order of separation
- Stop gap employment

WorkFirst
(253) 589-4311 • Bldg 16, 105 • www.cptc.edu/workforce-development/workfirst
The WorkFirst program serves families receiving Temporary Assistance for Needy Families (TANF) through the Department of Social and Health Services (DSHS), helping to start, continue or finish education and training leading to employment and self-sufficiency. TANF students can participate in job skills training at Clover Park Technical College and receive tuition and book assistance and academic support for GED preparation classes, High School Completion, professional/technical programs, and Continuing Education classes, seminars, and workshops.

Worksource Representative
(253) 589-5781 • Bldg 16, 118
If you are currently on unemployment or have drawn unemployment and you are a student here, contact our WorkSource Representative for options you may have regarding additional funds.

Services include verifying eligibility for unemployment, assistance completing unemployment documents, accessing potential funding, directing students to jobs found in the statewide WorkSource system, and providing tips for job searching, resume writing and interviewing.

Work Study/Student Employment
(253) 589-5660 • Bldg 17 • www.cptc.edu/financial-aid/work-study
Work study jobs are available on and off campus for students enrolled in an eligible program. Positions are handled by the Student Aid & Scholarship Office. Work study positions are related to a student's career training. A student may work up to a maximum of 19 hours per week. Amount available is dependent on student's calculated need.
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Auto Repair</td>
<td>Automotive repair, painting</td>
<td>(253) 589-6044</td>
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<td>Bldg 3</td>
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<tr>
<td>Community Help Desk</td>
<td>Repair and update customer laptops and desktop computers</td>
<td>(253) 589-5600</td>
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<td>Bldg 16</td>
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<tr>
<td>Cosmetology</td>
<td>Hair care treatments and cuts</td>
<td>(253) 589-5623</td>
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<td>Bldg 8</td>
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<tr>
<td>Culinary Arts Rainier Room</td>
<td>Full-service dining facility featuring upscale menus at reasonable prices</td>
<td>(253) 589-5889</td>
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<td>offered for lunch</td>
<td>Bldg 31</td>
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<tr>
<td>Esthetics</td>
<td>Facials, body wraps, salt scrubs, body polish, hair removal, and more</td>
<td>(253) 589-5741</td>
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<td>Bldg 8</td>
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<tr>
<td>HVAC/R</td>
<td>Maintenance and repairs to refrigerators, freezers-domestic, ice machines,</td>
<td>(253)-589-6044</td>
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<td>water coolers, small unit heaters, and HVAC equipment</td>
<td>Bldg 25</td>
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<tr>
<td>Manufacturing Technologies</td>
<td>Small equipment repairs and small manufacturing projects</td>
<td>(253) 589-5657</td>
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<td>Bldg 25</td>
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<td>Massage Therapy</td>
<td>Hot stone massage, seated chair massage, foot treatments and full body</td>
<td>(253) 589-5746</td>
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<td>massages</td>
<td>Bldg 8</td>
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<tr>
<td>Medical Esthetics</td>
<td>Makeup techniques, chemical peels, facial muscle toning and microdermabrasion (Fall and Spring quarters only)</td>
<td>(253) 589-5749</td>
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<td>Bldg 8</td>
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<tr>
<td>Pastry Arts</td>
<td>Elegantly catered buffet lines, hors d’oeuvre tray service, box lunches,</td>
<td>(253) 589-5868</td>
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<td>cakes and pastries</td>
<td>Bldg 23</td>
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<tr>
<td>Welding</td>
<td>Fabrication from blueprints and sketches, and repair of various pieces of</td>
<td>(253) 589-5641</td>
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<td></td>
<td>equipment</td>
<td>Bldg 25</td>
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Academic Standards

The primary purpose of academic standards is to provide guidance in academic processes and procedures, which govern student progress through programs of study. Please visit our website catalog.cptc.edu for current details concerning grading and schedule changes.

Attendance Policy

The student is expected to attend all classes for which the student is registered in order to gain the maximum benefit. The instructor may establish an attendance policy for the program. It is the responsibility of the student to know and comply with the policy. Programs having established attendance policies will include relevant information in course syllabi.

A student who does not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal.

Classroom Conduct

Faculty members and instructional administrators are authorized to take appropriate action to maintain order and proper conduct in the classroom and the cooperation of students in fulfilling course objectives. See Code of Student Conduct WAC 495c-121-070.

Any student who substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class share be subject to disciplinary action as defined in the Code of Student Conduct WAC 495c-050-070.

Dishonesty

Honest assessment of student performance is of crucial importance to all members of the College community. It is the responsibility of the College administration and instructional staff to provide reasonable and prudent security measures designed to minimize opportunities for acts of dishonesty which occur at the College. Dishonesty is prohibited, including:

Academic dishonesty

Any act of academic dishonesty, including cheating, plagiarism, and fabrication is a serious breach of honor and is prohibited.

- Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment or requirement.
- 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 or requirement.
• Fabrication includes falsifying data, information, or citations in completing an academic assignment or requirement, or providing false or deceptive information to an instructor concerning the completion of an assignment or requirement, including submitting for credit without authorization academic work also submitted for credit in another course.

If the faculty member determines that there is evidence of academic dishonesty on the part of a student, the faculty member or instructional administration can impose a failing grade for the assignment, exam or other class requirement, a failing grade in the course. As outlined in the Code of Student Conduct (Chapter 494C-121-060 WAC) additional disciplinary sanctions and conditions may be enforced as a result of the academic dishonesty.

• The possibility of additional student conduct actions such as suspension or expulsion from the college as outlined in the Code of Student Conduct (Chapter 495C-121-060 WAC)

If the student disagrees with the determination of the instructor or administration, they may go through the due process as outlined in the CPTC Student Concerns process.

**Loss of Eligibility/Student Participation**

Any student found to have violated chapter 69.41 RCW, illegal drugs, by virtue of a criminal conviction or by final decision of the college president or designee shall, in lieu of or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored events or activities.

**Right to Demand Identification**

For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may demand that any person on college facilities produce identification.
Handbook Policy

The student handbook provides an overview of the college’s policies and services for enrolled students. We make every effort to convey accurate information, however, the college’s programs and activities may change without notice. This document is not intended to create a contractual obligation.

Discrimination and Sexual Harassment (Title IX)

HR Director/Title IX Coordinator (253) 589-5533

Clover Park Technical College provides equal opportunity and access in education and employment and does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, ethnicity, creed, color, sex, gender, gender identity, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations, or genetic information under any of its programs, activities or services. CPTC complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

The following individual has been designated to handle inquiries regarding non-discrimination, equal opportunity, affirmative action or the ADA policies for Title IX/504 compliance issues:

HR Director/Title IX Coordinator •
4500 Steilacoom Blvd. SW Lakewood, WA 98499
Bldg 17, 114 • (253) 589-5533.

To view the College’s complete policy and complaint procedures related to non-discrimination, please visit the CPTC Policies and Procedures webpage: www.cptc.edu/policies

Other resources:
- For emergencies, call 911
- Domestic violence helpline (253) 498-4116
- Non-emergency line (253) 598-4721
- Clover Park Technical College Campus Safety, Contact at (253) 589-5682
- Clover Park Technical College Student Counseling Center, Contact at (253) 589-5548
- Crystal Judson Family Justice Center
- Domestic Violence Helpline (253) 798-4166 or 1-800-764-2420
- Rebuilding Hope: The Sexual Assault Center for Pierce County
- 24 hour crisis, information, and referral line: (253) 474-7273 or 1-800-756-7273
- YWCA Pierce County, 24 hour crisis line: (253) 383-2593, crisis@ywcapiercecounty.org
Distribution of Information
Handbills, leaflets, newspapers, and similar materials may be sold or distributed free of charge by any student(s), or by members of recognized student organizations, by college employees on/in college facilities at locations specifically designated by the president or designee (provided such distribution or sale does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic). Such handbills, newspapers, leaflets, and related matter must bear identification as to the publishing agency and distributing organization or individual. All non-students shall register with the president or designee prior to the distribution of any handbill, leaflet, newspaper or related matter. Any person or persons who violate the provisions of paragraphs above will be subject to disciplinary action.

Drug-Free Environment
Clover Park Technical College aims for a drug-free environment. Use, possession, delivery, sale, or being observably under the influence of alcohol, marijuana, or any legend drug is a violation of the Code of Student Conduct and subject to disciplinary action.

Free Movement on Campus
The president or designee is authorized in the instance of any event that he/she deems impedes the movement of persons or vehicles or which he/she deems to disrupt the ingress or egress of persons from the college facilities to prohibit the entry of, withdraw the license of, or privileges of a person(s) or any group of persons to enter onto or remain upon any portion of the college facilities.

Smoking Policy
Smoking or the use of any tobacco product is permitted only in closed private vehicles and designated smoking shelters. Smoking or the use of any tobacco product will not be permitted in any state-owned building. This policy includes e-cigarettes and similar devices.

Student Right-to-Know
(253) 589-4520
In compliance with the federal Student Right-to-Know (SR2K) and Campus Security Act of 1990 (Public Law 101-542), Clover Park Technical College makes available information about program completions on the college website at www.cptc.edu/right-to-know.
Code of Conduct

Code of Student Conduct

For the complete code: www.cptc.edu/coduct-code
CHAPTER 485C-121
WAC STUDENT CONDUCT CODE
EFFECTIVE March 24, 2016

WAC 495C-121-050
Prohibited student conduct

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 any act of misconduct, which includes, but is not limited to, the following:

1. Academic dishonesty. Any act of academic dishonesty, including cheating, plagiarism, and fabrication.
   (a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment or requirement.
   (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 or requirement.
   (c) Fabrication includes falsifying data, information, or citations in completing an academic assignment or requirement, or providing false or deceptive information to an instructor concerning the completion of an assignment or requirement, including submitting for credit without authorization academic work also submitted for credit in another course.
2. **Other dishonesty.** Any other act of dishonesty, including:
   (a) Forgery, alteration, 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; or
   (c) Furnishing false information, or failing to furnish correct or complete information, in response to the request or requirement of a college official or employee.

3. **Obstruction or disruption.** Conduct which significantly obstructs or disrupts any operation of the college, any college meeting, any college class or other activity, any activity authorized to occur at a college facility, or any college-sponsored activity, including obstructing the free flow of pedestrian or vehicular movement or blocking access to or from any college facility or college-sponsored event.

4. **Assault, abuse, intimidation, etc.** Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking, reckless conduct, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person’s property or which unreasonably disrupts the educational environment. For purposes of this subsection:
   (a) Bullying is severe or pervasive physical or verbal abuse involving an apparent power imbalance between the aggressor and victim.
   (b) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such an intent.
   (c) Reckless conduct means acts performed with a heightened degree of carelessness or indifference so as to create a significant risk of physical, mental, or emotional harm to another person.

5. **Cyber misconduct. Cyberstalking, cyberbullying or online harassment.** Use of electronic communications including, but not limited to, electronic mail, instant messaging, texting, electronic bulletin boards, and social media sites, to harass, abuse, bully, or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health, safety, or well-being of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another’s electronic communications directly or through spyware, sending threatening messages, disrupting electronic communications, sending a computer virus or malware, sending false messages to third parties using another’s identity, nonconsensual recording of sexual activity, or nonconsensual distribution of a recording of sexual activity.

6. **Property violation.** Damage to, or theft or misuse of, real or personal property or money of:
   (a) The college or state, including college facilities;
   (b) Any college student, official, employee, or organization; or
   (c) Any other member of the college community or a college organization.
   (d) Property violation also includes possession of such property or money after it has been stolen.
7. **Failure to comply with directive.** Failure to comply with the direction of a college official or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

8. **Weapons.** Holding, wearing, transporting, storing, or otherwise possessing any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon or device which is apparently capable of producing bodily harm, on or in any college facility, subject to the following exceptions:
   (a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;
   (b) College-owned knives, tools, etc., that are being used for a legitimate educational purpose as part of a college instructional program;
   (c) A student with a valid concealed pistol license may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the pistol is concealed from view;
   (d) The president may grant permission to bring such a weapon or device on or into a college facility when he/she determines that it is reasonably related to a legitimate pedagogical purpose, provided that such permission shall be in writing and shall be subject to all terms and conditions incorporated in that writing; and
   (e) This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

9. **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization, that causes, or is likely to cause, bodily danger, physical harm, or serious mental or emotional harm to any student, regardless of whether the victim has consented.

10. **Alcohol, drug, and tobacco violations.**
   (a) **Alcohol.** Use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
   (b) **Marijuana.** Use, possession, delivery, sale, or being observably under the influence of marijuana, the psychoactive compounds found in marijuana, or any product containing marijuana or such compounds that is intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college facilities or in connection with college activities.
   (c) **Drugs.** The use, possession, 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 health care practitioner.
   (d) **Tobacco, electronic cigarettes, and related products.** Use of tobacco, electronic cigarettes or smoking devices, and/or related products on or in...
any college facility is prohibited, except that such use in a designated smoking area or
in a closed private vehicle is permitted when consistent with applicable law and rules.
“Related products” include cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs,
chewing tobacco, and snuff.

11. **Lewd conduct.** Conduct which is lewd or obscene.

12. **Discriminatory conduct.** Discriminatory conduct which harms or adversely affects
any member of the college community because of her/his race; color; national origin;
sensory, mental or physical disability; use of a service animal; gender, including pregnancy;
marital status; age; religion; creed; genetic information; sexual orientation; gender identity;
veteran’s status; or any other legally protected classification.

13. **Sexual misconduct.** Any act of sexual misconduct, including sexual harassment,
sexual intimidation, and sexual violence.
   (a) Sexual harassment means unwelcome conduct of a sexual nature, including unwelcome
sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical
conduct of a sexual nature, that is sufficiently serious as to deny or limit, and that does
deny or limit, based on sex, the ability of a student to participate in or benefit from the
college’s educational program or that creates an intimidating, hostile, or offensive
environment for campus community members.
   (b) Sexual intimidation. The term “sexual intimidation” incorporates the definition of “sexual
harassment” and means threatening or emotionally distressing conduct based on sex
including, but not limited to, nonconsensual recording of sexual activity or distribution
of such a recording.
   (c) Sexual violence is a type of sexual discrimination and harassment. Nonconsensual
sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence,
and stalking are all types of sexual violence.
      (i) 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.
      (ii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with
any 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.
      (iii) Domestic violence includes asserted violent misdemeanor and felony offenses
committed by the victim’s current or former spouse, current or former cohabitant,
person similarly situated under domestic or family violence law, or anyone else
protected under domestic or family violence law.
      (iv) Dating violence means violence by a person who has been in a romantic or intimate
relationship with the victim. Whether there was such relationship will be gauged by
its length, type, and frequency of interaction.
      (v) Stalking means intentional and repeated harassment or following of another
person, which places that person in reasonable fear that the perpetrator intends
to injure, intimidate, or harass that person. Stalking also includes instances where
the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

(vi) Consent means 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.

14. Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person’s protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person’s race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran’s status; or any other legally protected classification. See “Sexual misconduct” for the definition of “sexual harassment.” Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media, and electronic.
15. **Retaliation.** Taking adverse action against any individual for, providing information, or otherwise participating in a process for addressing alleged violations of federal, state, or local law, or college policies, including allegations of discrimination or harassment.

16. **Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college, which includes:
   (a) Unauthorized use of such resources or opening of a file, message, or other item;
   (b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
   (c) Unauthorized use or distribution of someone else’s password or other identification;
   (d) Use of such time or resources to interfere with someone else’s work;
   (e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
   (f) Use of such time or resources to interfere with normal operation of the college’s computing system or other electronic information resources;
   (g) Use of such time or resources in violation of applicable copyright or other law;
   (h) Adding to or otherwise altering the infrastructure of the college’s electronic information resources without authorization; or
   (i) Failure to comply with the college’s policies or procedures governing the use of such time or resources.

17. **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.

18. **Safety violations.** Any nonaccidental conduct that violates, interferes with, or otherwise compromises any law, rule, policy, procedure, or equipment relating to the safety and of college facilities or the college community, including tampering with fire safety equipment or triggering false alarms or other emergency response systems.

19. **Motor vehicle operation.** Operation of any motor vehicle in an unsafe manner or contrary to posted signs or college procedures.

20. **Violation of laws or policies.** Violation of any federal, state, or local law or regulation, or college rule, policy, or procedure, which regulates the behavior of the college’s students, including a parking rule.

21. **Student procedures violations.** Misuse of or failure to follow any of the procedures relating to student complaints or misconduct, including:
   (a) Falsification or misrepresentation of information;
   (b) Failure to obey a subpoena;
   (c) Disruption or interference with the orderly conduct of a proceeding;
   (d) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;
   (e) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member or other disciplinary official; or
(f) Failure to comply with any disciplinary action, term, or condition imposed under this chapter.

22. **Ethical violation.** Ethical violations include, but are not limited to, breach of a generally recognized and published code of ethics or standard of professional practice that governs the conduct of a particular profession, which the student has been specifically informed about and is required to adhere to as a condition of enrolling in a course or participating in an educational program.

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 shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

[Statutory Authority: RCW 28B.50.140. WSR 16-06-026, § 495C-121-050, filed 2/22/16, effective 3/24/16; WSR 14-11-070, § 495C-121-050, filed 5/19/14, effective 6/19/14.]

**WAC 495C-121-060**

**Disciplinary sanctions and conditions.**

1. **Disciplinary sanctions.** The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code:
   (a) Disciplinary warning. An oral statement to a student that there is a violation and that any further violation may be cause for further disciplinary action. Although verbal, the student conduct officer should make a record of the warning. The respondent cannot appeal a disciplinary warning.
   (b) Written disciplinary reprimand. A written notice informing a student that he/she has violated one or more terms of the code of conduct and that future misconduct involving the same or similar behavior may result in the imposition of a more severe disciplinary sanction.
   (c) Disciplinary probation. A written notice placing specific term(s) and condition(s) upon the student’s continued attendance at the college. Disciplinary probation may be for a limited period of time or for the duration of the student’s attendance at the college.
   (d) Disciplinary suspension. Temporary revocation of enrollment and termination of student status, for a stated period of time. The student may be prohibited from coming onto any college facility and may be subject to law enforcement action for criminal trespass for violating that prohibition. There will be no refund of tuition or fees for the quarter in which the action is taken.
   (e) Dismissal. Revocation of enrollment and of all rights and privileges of membership in the college community, and exclusion from college facilities, without any time limitation. There will be no refund of tuition or fees for the quarter in which the action is taken. The student may be subject to law enforcement action for criminal trespass for violating that exclusion. A dismissal may be rescinded only by a written decision of the president, for documented good cause.

2. **Disciplinary conditions.** Disciplinary conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction under subsection (1) of this section include:

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(a) Restitution. Reimbursement for (i) damage to, or theft or misuse of, real or personal property or money, or (ii) injury to persons. This reimbursement may take the form of money, appropriate service, or other compensation.

(b) Professional evaluation. Referral for drug, alcohol, psychological, or medical evaluation, at the student’s expense, by an appropriately certified or licensed professional. The student may choose the professional within the scope of practice and with the professional credentials as specified by the college. The student must 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 the evaluation. If the student has been suspended, the student may remain suspended until the most recent evaluation finds that the student is capable of reentering the college and complying with the college’s expectations for conduct.

(c) Restrictions on activities. A student may be subjected to the following restrictions:
   (i) Ineligible to hold any college office or position or any office in any student organization;
   (ii) Ineligible to participate in any college activity(ies); and/or
   (iii) Ineligible to represent the college outside the college community, including at any event or in any form of competition.

(d) Required activities. Assignment of appropriate tasks or responsibilities, or required attendance at an appropriate program, instructional course, or other educational activity, which may be at the student’s expense.

(e) Protective or no contact order. An order directing a student to have limited or no contact with any specified student(s), college employee(s), member(s) of the college community, or college facility.

(f) Loss of state funding. A student found to have committed hazing shall forfeit any entitlement to state-funded grants, scholarships, or awards, pursuant to RCW 28B.10.902.

[Statutory Authority: RCW 28B.50.140. WSR 16-06-026, § 495C-121-060, filed 2/22/16, effective 3/24/16; WSR 14-11-070, § 495C-121-060, filed 5/19/14, effective 6/19/14.]

495C-121-080
Disciplinary records.

1. Records of a disciplinary proceeding under this chapter are disciplinary records which must be maintained by the office of the vice-president of student services separately from student academic records and in accordance with applicable state records retention requirements.

2. Disciplinary records are confidential to the extent required by applicable laws, including the Family Educational Rights and Privacy Act. To the extent permitted by such laws, the respondent, or if a minor, the student’s parent, may review his/her disciplinary records, obtain a copy of such records upon payment of any lawful charges for duplication, and/or authorize disclosure of such records.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-080, filed 5/19/14, effective 6/19/14.]
495C-121-100
Initiation of disciplinary action.

1. 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.

2. The student conduct officer shall initiate possible disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the specific apparent misconduct under WAC 495C-121-050, and the range of possible disciplinary sanctions, and specify the time and location of the meeting. 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 impose disciplinary sanction(s) and conditions based upon the available information.

3. Within ten days of the scheduled initial disciplinary meeting, and after considering the information obtained by investigation and any information presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, the consequences if a student fails to satisfy any disciplinary condition(s) which are being imposed, and a notice of the respondent’s appeal rights, if any, with an explanation of the consequences of failing to file a timely appeal.

4. The student conduct officer may take any of the following actions:
   (a) Terminate the proceeding, with any appropriate exoneration of the respondent or counseling or advice to the respondent. The respondent cannot appeal a termination of the proceedings;
   (b) Specify misconduct under WAC 495C-121-050 which he/she finds to have occurred and impose disciplinary sanction and/or condition(s), as described in WAC 495C-121-060; or
   (c) Refer the matter directly to the student conduct committee for a hearing and imposition of such disciplinary sanction and/or condition(s) as the committee deems appropriate. Such referral shall be to the attention of the chair of the committee with a copy served on the respondent.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-100, filed 5/19/14, effective 6/19/14.]

495C-121-110
Appeals and referrals—Routing.

1. The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one days of service of the student conduct officer’s decision. Failure to file a timely notice of appeal 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. Except as provided in WAC 495C-121-230 or elsewhere in these rules, the parties to an appeal shall be the respondent and the student conduct officer.

4. On appeal, the student conduct officer bears the burden of establishing the factual elements of the
alleged misconduct by a preponderance of the evidence, i.e., that it is more likely than not that the respondent engaged in the alleged misconduct.

5. Imposition of a disciplinary sanction and conditions shall be stayed during an appeal, except for a summary suspension that has been imposed under WAC 495C-121-190.

5. The student conduct committee shall hear:
6. Appeals from disciplinary suspensions in excess of ten instructional days, and any related disciplinary condition(s);
7. Appeals from dismissals, and any related disciplinary condition(s); and
8. Cases referred by the student conduct officer, the conduct review officer, or the president.
9. Appeals from the following disciplinary sanctions and related disciplinary conditions shall be reviewed through a brief adjudicative proceeding:
10. Written disciplinary reprimands, and any related disciplinary condition(s);
11. Disciplinary probation, and any related disciplinary condition(s); and
12. Disciplinary suspensions of ten instructional days or less, and any related disciplinary condition(s).
13. Except as provided elsewhere in these rules, disciplinary warnings and terminations of proceedings are final actions and are not subject to appeal.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-110, filed 5/19/14, effective 6/19/14.]

495C-121-190
Summary suspension.

1. Summary suspension is a temporary exclusion from specified college facilities and denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation, disciplinary procedures, and/or an appeal are pending.

2. The student conduct officer may impose a summary suspension if there is probable cause to believe, i.e., there are reasonable grounds for believing, that the respondent has committed misconduct under WAC 495C-121-050 and that either:
   (a) The situation involves an immediate danger to the public health, safety, or welfare which requires immediate college action; or
   (b) The student’s behavior poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.

3. A summary suspension shall be effective when the respondent receives written or oral notice of that suspension. If oral notice is given, a written notification must be served on the respondent within two business days of the oral notice. 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 misconduct and specification of the provisions of WAC 495C-121-050 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 college facilities or communicate with members of the college community. If the respondent is prohibited

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from entering college facilities, he/she may be given a notice against trespass which warns that his/her privilege to enter college facilities has been withdrawn, subject to any specified exceptions such as an invitation to meet with the student conduct officer or conduct review officer or to attend a scheduled disciplinary hearing, and that he/she shall be considered to be trespassing and subject to arrest for criminal trespass for any violation.

4. The hearing before the conduct review officer shall be scheduled as soon as practicable after service of the notice of summary suspension. If the respondent fails to appear at the scheduled time, the conduct review officer may order that the summary suspension remain in place. During the summary suspension hearing, the issues shall be:
   (a) Whether the requirements under subsection (2) of this section are satisfied; and
   (b) Whether the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or should be less restrictive in scope.

5. As soon as practicable following the hearing, the conduct review officer shall issue, and serve on the respondent and student conduct officer, a written decision which addresses the issues at the hearing. The conduct review officer shall also provide information about the decision, to the extent legally permissible under FERPA, to all persons and offices who may be bound or protected by it.

6. The respondent may request a de novo review of the summary suspension hearing decision by the student conduct committee. The review will be scheduled promptly. Either party may request the review to be consolidated with any other disciplinary proceeding arising from the same matter.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-190, filed 5/19/14, effective 6/19/14.]

495C-121-200
Supplemental definitions.
The following supplemental definitions apply in student disciplinary matters involving allegations of sexual misconduct by a student:

1. A “complainant” is an alleged victim of sexual misconduct.
2. “Sexual misconduct” has the meaning ascribed to this term in WAC 495C-121-050.
3. “Title IX compliance officer” is the college position designated by the president as having the primary direct responsibilities related to Title IX, 20 U.S.C. §§ 1681-88.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-200, filed 5/19/14, effective 6/19/14.]

495C-121-210
Supplemental sexual misconduct procedures.
In student discipline matters involving allegations of sexual misconduct by a student:

1. Both the respondent and the complainant shall be provided the same, or substantially equivalent, procedural rights to participate. For the complainant, this includes the rights to meet with the student conduct officer during the initial disciplinary process under WAC

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495C-121-100 and to appeal as provided in WAC 495C-121-230.

2. These rules shall supplement the foregoing student disciplinary rules in WAC 495C-121-010 through 495C-121-190. In the event of conflict between these supplemental sexual misconduct rules and the foregoing rules, these supplemental rules shall prevail.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-210, filed 5/19/14, effective 6/19/14.]

495C-121-220
Supplemental complaint process.
With respect to complaints or other reports of alleged sexual misconduct by a student:

1. The college’s Title IX compliance officer shall investigate, or assure investigation of, complaints or other reports of alleged sexual misconduct by a student. The investigation will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for possible disciplinary action.

2. Informal dispute resolution shall not be used to resolve sexual misconduct 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 the mediation at any time. Mediation shall not be used to resolve complaints involving allegations of sexual violence.

3. College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community or compromising the college’s duty to investigate and process such complaints.

4. The student conduct officer, prior to serving a disciplinary decision under WAC 495C-121-100, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or disciplinary conditions that may be imposed.

5. The student conduct officer, on the same date that a disciplinary decision is served on the respondent under WAC 495C-121-100, will serve a written notice, in compliance with FERPA, informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions which are being imposed upon the respondent for the complainant’s protection. The notice will also inform the complainant of her/his rights to appeal as stated in WAC 495C-121-230. If protective disciplinary sanctions and/or conditions are imposed, the student conduct officer shall also make a reasonable effort to have the notice served upon the complainant prior to service upon the respondent.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-220, filed 5/19/14, effective 6/19/14.]

495C-121-230
Supplemental appeal rights.
In student discipline matters involving allegations of sexual misconduct by a student:

1. The following actions by the student conduct officer may be appealed by the complainant:
   (a) The dismissal of a sexual misconduct complaint; or
   (b) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual
misconduct violation, including a disciplinary warning.

2. A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one days of service of the notice of the discipline decision provided for in WAC 495C-121-220(5). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.

3. If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.

4. Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to the respondent’s appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

5. An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative proceeding:
   (a) Termination of the proceedings;
   (b) A disciplinary warning;
   (c) A written disciplinary reprimand;
   (d) Disciplinary probation;
   (e) Suspensions of ten instructional days or less; and/or
   (f) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

6. An appeal by a complainant from disciplinary action imposing a suspension in excess of ten instructional days or an expulsion shall be reviewed by the student conduct committee.

7. In proceedings before the student conduct committee, respondent and complainant shall have the right to be accompanied by a nonattorney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four business days before the hearing, he or she files a written notice of the attorney’s identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.

8. The complainant and respondent shall not directly question or cross-examine one another in either brief adjudicative proceedings or proceedings before the committee. In proceedings before the committee, all questions shall be directed to the chair, who will act as an intermediary and pose questions on the party’s behalf.

9. Student conduct hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective nonattorney assistants and/or attorneys may attend portions of the hearing where argument, testimony, and/or evidence are presented to the student conduct committee.

10. On the same date as the initial decision is served on the respondent under WAC 495C-121-120 or 495C-121-170, the conduct review officer or committee chair, as appropriate, will serve complainant with a written notice consistent with FERPA which states whether the allegations of sexual misconduct were found in the initial decision to have merit and
describing any disciplinary sanction(s) and/or disciplinary condition(s) imposed upon the respondent for the complainant’s protection. The notice will also inform the complainant of his/her appeal rights.

11. Complainant, as a party, may appeal the initial decision to the president, under either WAC 495C-121-130, after a brief adjudicative proceeding, or WAC 495C-121-180, after a committee proceeding.

12. On the same date that the president serves his/her decision on review on the other parties, under WAC 495C-121-130 or 495C-121-180, he/she shall serve complainant either with that decision, if allowed under FERPA, or with a written notice consistent with FERPA which both states whether the allegations of sexual misconduct were found to have merit and describes any disciplinary sanction(s) and/or disciplinary condition(s) imposed upon the respondent for the complainant’s protection. This notice shall communicate the final college action in the matter and shall include notice of the right to seek judicial review under chapter 34.05 RCW.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-230, filed 5/19/14, effective 6/19/14.]

General Information on Student Concerns

It is the policy of Clover Park Technical College to provide students with an opportunity to resolve any alleged violation of college academic policy, procedure or regulation, or to resolve any alleged case of inequitable treatment. The college encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the concern/appeal process and the college must ensure that a student will not suffer repercussions because they choose to file a concern/appeal in good faith.

All concerns can be reported by visiting https://www.cptc.edu/better-cptc and filling out the applicable concern form. The form will be automatically sent to the appropriate person/office to respond and investigate the concern in a timely manner.

The following are guidelines for determining who can assist a student with a concern regarding:

- Academic/Instructional ....................................................Instruction
- Accommodations .................................................Student Success
- Disciplinary/Student Code of Conduct ......................Student Success
- Discrimination/Harassment ...........................................Human Resources
- Facilities/Bookstore ........................................................Finance and Administration Office
- Financial Aid .................................................................Financial Aid Office
- Financial (College) ..........................................................Finance and Administration Office

Federal and state laws, rules and regulations, in addition to policies, regulations, and procedures adopted by the State Board for Community and Technical Colleges, shall not be grievable matters. Students shall use chapter 495C-300 and 495C-310 WAC for grievances pertaining to sexual discrimination or equal opportunity discrimination based upon disability.
Academic Appeal Process

The process outlined below is for Academic concerns or Grade Appeals. It is not to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial appeal, or discrimination/harassment complaint as described in other areas of the College Catalog or Student Handbook. Academic Appeal must be made within fifteen (15) instructional days following the issuance of the grade or decision.

Step 1  Before a student can file a written concern or appeal, they should try to resolve the problem informally. The college expects the student to address their concern by first meeting and/or discussing the concern with the college employee(s) whose actions resulted in the concern and documenting the discussion with notes. If not resolved, the student may proceed to the next step.

Step 2  If, within 5 instructional days following the informal resolution attempt, the student feels a satisfactory resolution has not been achieved, the student may file a formal written concern with the employee’s immediate supervisor or department chair—the concern or appeal must be in writing, utilizing the appropriate form, and include the documentation from Step 1 as well as any other supporting documentation as an attachment. A “Student Academic Concern Form” or “Grade Appeal Form” is available from any instructor, division dean’s office or Advising Center.

Step 3  Within 5 instructional days after receiving the concern or appeal in writing, the supervisor (or designee) will be responsible to investigate the concern. The supervisor or designee will provide the employee with a copy of the written concern or appeal; the employee will have 5 instructional days in which to provide a written response to their supervisor.

Step 4  The supervisor, or designee, will convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the supervisor or designee will investigate and render a decision based on the written statements and testimony of the parties. The supervisor or designee will impart this decision in writing to both parties within 5 instructional days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.

Step 5  Within 5 instructional days after Step 4, the student will notify the appropriate Vice-President for Instruction, in writing, to request a hearing before the Appeal Review Committee. The Committee will be chaired by the Vice President for Student Learning (or designee) and will also include the Vice President for Student Success (or designee), two student representatives appointed by the Student Council, and two faculty members appointed by the Faculty Union.

Step 6  Within 10 instructional days, the Appeal Review Committee will meet with the student, instructor, and director, department chair or supervisor to hear the points at issue in the appeal. The Committee will provide its written decision to all parties within 5 instructional days following the hearing. The decision is final and may not be reviewed.

The process above is used for filing a concern in which a resolution has been requested that is specific to the student filing. If a student wishes to file an official complaint that has no personal resolution, or wishes to remain anonymous, that complaint will not follow the above steps.