

STUDENT RIGHTS AND RESPONSIBILITIES CODE OF CONDUCT

It is the policy of Jackson Community College to foster a spirit of free inquiry and encourage the timely discussion of a wide variety of issues. Restraints of free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful democratic means for a change are available. No form of inquiry, communication or organization shall urge any action which is prohibited by the rules of Jackson Community College or which is illegal under federal, Michigan or local laws. Advocating or urging the modification of the government of the United States or of the state of Michigan by violence or sabotage is prohibited. The purposes of this document is to define a student's basic rights within the College community, state what actions students may expect from the College to protect those rights, and explain the College's expectations of its students, including the standards by which student behavior is measured. Freedom to teach and learn are basic concepts of education. The rights of students are defined in order to foster an atmosphere of learning, to provide an opportunity for all students to achieve their educational goals, and to protect the College and its property.

RIGHT TO AN EDUCATION

JCC is an equal opportunity, equal-access College with an open-door admission policy.

- Admission is open to anyone who has graduated from high school or who has a high school equivalency certificate such as a GED.
- Admission is open to others who demonstrate the capacity and maturity to benefit from programs and courses offered by JCC.
- International students are welcome at JCC.
- Students still in high school may attend with the written permission of a parent or legal guardian and school principal or counselor (dual enrolled) by using the High School Dual Enrollment form, available from area schools, online, or at any JCC location.
- Admission to JCC does not guarantee admission to specific program of study. Students interested in nursing, allied health or apprenticeship programs in particular should consult with an academic advisor.

RIGHTS TO FAIR DISCIPLINARY PROCEDURE

All constitutional elements of due process are guaranteed to the student. Refer to the Student Discipline process.

RIGHT OF PRIVACY

The College has the responsibility to students to maintain confidential records and only release information to those agencies who would use it for lawful and legitimate purposes. No records of the student's political activity will be kept by the college. Student property will not be searched without consent, a search warrant, or in times other than in an emergency when life and/or property of the College are in jeopardy. The College reserves the right to contact immediate family members and appropriate professionals when the student's health and safety appear to be at risk.

RIGHT OF ASSOCIATION

Campus student organizations are open to all students.

COLLEGE COMMUNITY RESPONSIBILITIES

With freedom comes responsibility. Jackson Community College is deeply concerned about the freedom to learn which, in turn, depends upon appropriate conditions existing in the classroom, on the campus and in the larger community. All members of the College community share a responsibility to secure and respect those conditions conducive to the freedom to learn. The College shall make every attempt to provide a safe working and learning environment that promotes the learning process.

CITIZENSHIP

JCC students are also citizens of a larger society. As citizens, students retain those rights, protections, and the guarantees of fair treatment which are held by all citizens. Neither the academic community nor the College may deny these rights. The enforcement of students' duties to the larger society, however, is the responsibility of the authorities duly established for that purpose and not that of the academic community or the College. The College makes the assumption that students, while attending JCC, will conduct themselves as responsible citizens of the community in which they live. If the student's conduct is detrimental to the College or its community members, the College reserves the right to take appropriate action.

EDUCATIONAL RIGHTS AND PRIVACY ACT

JCC complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), which governs the release of personally identifiable information of JCC students. This act allows students to view most records on file with JCC and also specifies under what conditions information may be released. Further information about this law and students' rights and privileges may be obtained from the Registrar's Office or from the current JCC Catalog.

While JCC does not publish a directory of students, the following items are considered "directory information" and may be released without the student's prior consent: name, address, e-mail address, terms of attendance, enrollment status, degrees and awards received and most recent previous educational institution attended. JCC will not release any other information concerning a student without written authorization from the student. Other than required by law, JCC does not sell or otherwise provide the names and address of students to companies or agencies outside of JCC. In case of health and safety risks, JCC retains the right to contact immediate family members or emergency contacts for students.

EXPECTATIONS FOR STUDENTS AND VISITORS

A student enrolling in Jackson Community College or the visitors on the campus assume an obligation to conduct themselves in a manner compatible with the College's functions as an educational institution. The following is a list of policy violations and is not meant to be an exhaustive enumeration of inappropriate behavior.

Misconduct for which students or visitors are subject to discipline, civil or criminal penalties, is as follows:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the College.
2. Forgery, alteration or misuse of College documents, records or identification.
3. Obstruction or disruption of teaching, lecturing, research, administration, disciplinary procedures, or other authorized activities on College premises.
4. Obstruction of the free flow of traffic, either pedestrian or vehicular, on College-owned or controlled property.
5. Theft of or damage to property of the College, or injury to a member of the College community, or a campus visitor.
6. Unauthorized entry or use of College facilities including all buildings and grounds.
7. Violation of College-established policies or regulations, including regulations in this document and other publications pertaining to students, faculty, administrative staff, non-academic employees, student organizations, the use of College facilities, or procedures concerning the time, place and manner of public expression.
8. Use, possession or distribution of narcotics or other dangerous drugs, such as marijuana and other controlled substances except as expressly permitted by law.
9. Unauthorized possession or use of alcoholic beverages on the College campus or at a College-sponsored events.
10. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals or other weapons on College-owned or controlled property or at College-sponsored or supervised functions.
11. Disorderly conduct or lewd, indecent or obscene conduct or expression on College-owned or controlled property or at College-sponsored or supervised functions.
12. Physical abuse, assault or battery, or unauthorized detention of any person on College-owned or controlled property or at a College-sponsored function, and/or conduct expression "written or verbal" which threatens or endangers the health or safety of any such person.
13. Discrimination, harassment and offensive conduct against any person, student or staff member on the basis of race, creed, color, gender, age, marital status, sexual orientation, disability, and/or national origin.

14. Failure to comply with directions of College officials, College security personnel or any other officials acting in performance of their duties on behalf of the College or not to identify oneself to these officials when asked to do so.
15. Behavior that adversely affects the student's suitability as a member of the academic community, or has a detrimental effect on the College.

Persons who violate these regulations may be removed from College property, suspended or dismissed from the College, or be subject to legal prosecution. Penalties assessed as a result of these violations shall be imposed according to due process, but action by a court shall not necessarily relieve offenders from College action. Any student of the College charged with committing a crime upon the College premises, except minor traffic offenses, may be subject to immediate suspension, pending an official conduct hearing. The determination of "immediate suspension" is made by the Dean of Student Services or the Critical Incidents Team and would only be instituted in cases where a student's presence on campus might endanger the health and welfare of other College community members.

WORKPLACE THREATS AND VIOLENCE

Nothing is more important to Jackson Community College than the safety and security of its students, employees and guests. Threats, threatening behavior, or acts of violence against students, employees, visitors, guests or other individuals by anyone on Jackson Community College property will not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal, arrest or prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Jackson Community College property shall be removed from the premises as quickly as safety permits, and shall remain off Jackson Community College premises pending the outcome of an investigation. Jackson Community College will initiate an appropriate response. This response may include, but is not limited to, suspension and/or criminal prosecution of the person or persons involved.

All College personnel and students are responsible for notifying the College administrator designated below of any threats or behavior which they have witnessed, received or are aware that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on College property.

Jackson Community College understands the sensitivity of the information requested and has developed confidentiality procedures which recognize and respect the privacy of the reporting student(s)/employee(s). However, it should be understood that the College cannot guarantee confidentiality in the event proceedings are initiated against the person making the threat by the College and/or any governmental authority.

The designated administrator is:

Diane Fenby

Executive Director of Legal Affairs

517.796.8462 or 787.0800, ext. 8462

RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES

Use of any institutional information technology resources implies acceptance of Responsible Use policies and operational guidelines.

POLICY

This policy is designed to indicate what is considered responsible use of information technology resources. It includes eight key sections that protect the college, inform users, and maintain system integrity/performance for all users. Use of any institutional information technology resource acknowledges acceptance of the Responsible Use Policy.

1. Definitions

1.1. The term “College” means Jackson Community College including all its extension centers and all other Jackson Community College supported operations and events.

1.2. The term “user” means any employee, student, guest, or agent who accesses Jackson Community College resources on or off campus.

1.3. The phrase “information technology resources” means data in any medium such as digital, video, audio, or paper; any hardware and software applications that access information; any network systems that transport information that are owned by the College or are in the College’s possession, custody, or control.

2. Policy

2.1. Jackson Community College provides information technology resources for the use of students, staff, faculty, and authorized guests in performing educational, scholarly, cultural, or other tasks that further the college mission.

2.2. Users of information technology resources must comply with all federal, state, and other applicable laws. Examples of federal, state, and local law include, but are not limited to: libel, privacy, copyright and fair use, trademark, obscenity, the Electronics Communications Privacy Act, the Computer Abuse and Fraud Act, and the Freedom of Information Act. Additional examples include requirements for the provision of employment and educational environments free from race-based or gender-based hostility; laws prohibiting harassment; and laws prohibiting the exhibition of obscene materials to minors.

2.3. Users of information technology resources must comply with College regulation and policy; all applicable contracts and licenses; and maintain the highest standards of ethics and professional conduct. Examples of such rules, policies, and licenses include,

but are not limited to: the College student code of conduct; College sexual harassment policy; and all applicable software licenses and any rule/policy/law not expressly referenced in this policy.

2.4. Users are responsible for understanding and complying with the laws, rules, policies, contracts, and licenses applicable to their uses. In cases of doubt the burden of responsibility is on the user to inquire about the permissibility of an action or use prior to execution.

2.5. Nothing in this policy prohibits the use of appropriate material for educational purposes in an educational program in which a minor is participating. Nothing in this policy prohibits the presence of minors at an exhibition or display or the use of any material in any public library.

2.6. Jackson Community College extends the privilege of membership in the electronic community to students, employees, and community partners with the stipulation that they be responsible citizens. The College computing community is based on a spirit of mutual respect to create a community of responsible users.

3. Expectations of Privacy

3.1. Users are advised that the College is entitled to access and to monitor its information technology resources without prior notice, knowledge or permission for any purpose permitted by law including, but not limited to, complying with a court order, warrant, subpoena, or other legal discovery request for information; assessing compliance with College policies or any applicable law; preserving property or information; maintenance, security or safety concerns; resolving urgent incidents; obtaining valuable College information. The College advises users that access and monitoring is a reasonable means of protecting and advancing College resources and users should have no expectation of privacy in information stored on or transmitted over the College's information technology resources.

3.2. Users are advised of computer monitoring via login notification coordinated by the Director of Information Technology. Data will not be used for evaluation or punitive purposes without the knowledge of the user; evaluation/punitive proceedings will follow employment contracts or stated student rights and responsibilities.

3.3. The College can disclose information or communication to law enforcement or investigative authorities or to comply with Freedom of Information Act requests, without the authorization of the user and without authorization by the sender or any other party to the information or communication.

3.4. The College advises users that Internet sites they visit and information/graphics they download are able to be documented by the College's network management. Users are also advised that deleting an electronic communication item is not effective as numerous copies are stored in a system.

4. Responsibilities

4.1. User Responsibilities

- 4.1.1. Use resources only for authorized purposes as defined in Section 1.
- 4.1.2. Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- 4.1.3. Protect your user id and password from unauthorized use. You are responsible for all activities on your user id.
- 4.1.4. Use only legal versions of copyrighted software in compliance with vendor license requirements.
- 4.1.5. Use scanners, photocopiers, or other recording devices and media in a manner consistent with copyright law, including Fair Use.
- 4.1.6. Refrain from monopolizing systems; overloading networks with excessive data; use of excessive disk space, printer or copier paper.
- 4.1.7. Report alleged violations of the Responsible Use Policy as specified in Section 6.
- 4.1.8. Comply with all rules and laws as specified in Section 1.
- 4.1.9. Inform non-College e-mail correspondents that e-mail received by the College information technology systems becomes property of the College.

4.2. Service Provider (Information Technology) Responsibilities

- 4.2.1. Offer timely and efficient service while considering the needs of the total user community.
- 4.2.2. Report all incidents as specified in Section 6.
- 4.2.3. Monitor network activity, suspend access, and/or preserve files when requested or in order to forestall an immediate threat to the system or its users.
- 4.2.4. Follow the same policies and conditions of use that other users must follow.

4.3. College Responsibilities

- 4.3.1. Protect against damage to College information technology resources.
- 4.3.2. Safeguard the integrity of computers, networks, software, and data.
- 4.3.3. Preserve information and data.
- 4.3.4. Maintain or upgrade information technology resources.

4.3.5. Investigate the posting of proprietary software or electronic copies of texts, data, media, or images in disregard of copyright, license, or other contractual obligation or in violation of law.

4.3.6. Comply with court orders, subpoenas or other legally enforceable discovery requests.

4.3.7. Protect the College or its employees or representatives against liability and other potentially adverse consequences.

5. Prohibited Conduct

5.1. Jackson Community College designates the following activities as unethical, unacceptable, and cause for disciplinary or legal action:

5.1.1. Using another person's/institution's user id or password unless authorized by administration.

5.1.2. Using computer applications or any device to decode passwords or access control information.

5.1.3. Attempting to circumvent or subvert system security measures.

5.1.4. Engaging in any activity that might be harmful to information technology resources including, but not limited to, chain mail, propagating viruses, setting up servers to download and/or share files, using excess bandwidth, damaging files.

5.1.5. Using information technology resources to encourage circumvention of Responsible Use.

5.1.6. Using information technology resources for personal profit or promoting or advertising business.

5.1.7. Using information technology resources for political or religious purposes without authorization from the College president or his/her designee.

5.1.8. Using, making, storing, or transmitting copies of data, audio, or media files or applications that violate copyright law.

5.1.9. Using information technology resources to harass or intimidate another person.

5.1.10. Monopolizing information technology resources.

5.1.1.1. Violating any local, state, or federal law (e.g. viewing child pornography, hacking systems internal or external to the college, conducting illegal transactions of stolen or illicit goods, etc.).

5.2. Employees are prohibited from accessing, storing, or transmitting obscene material (as defined by applicable law and/or community standards) while on College premises or utilizing College information technology resources (e.g. MichNet/Merit accounts) except in cases where the material is being used in a College educational program. See Section 1: 1.2 and 1.5.

5.3. In order to ensure College operations, the College administration may access employee files and data with authorization from the College president or his/her designee.

6. Reporting Incidents

6.1. Alleged incidents involving students should be reported to the Dean of Student Services.

6.2. Alleged incidents involving employees or community partners should be reported to the Executive Director of Human Resources.

6.3. Violations of this policy are prohibited and may also be violations of other College policy and in some cases may constitute criminal offenses. You are asked to report information you may have concerning instances in which this policy has been or is being violated.

7. Sanctions

7.1. Students who engage in any activity that violates the Responsible Use Policy are subject to disciplinary action pursuant to the process outlined in the Student Rights and Responsibilities Handbook, which provides for a range of sanctions including expulsion.

7.2. Represented employees who engage in any activity that violates the Responsible Use Policy are subject to disciplinary action pursuant to the applicable collective bargaining agreements. Violation of the Responsible Use Policy is a violation of College policy.

7.3. Non-represented employees who engage in any activity that violates the Responsible Use Policy are subject to disciplinary action pursuant to College policy.

7.4. In accordance with established College policies and practices, confirmation of inappropriate use of information technology resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action. Information Technology staff will work with other College offices or appropriate external agencies in the resolution of problems.

8. External Networks

8.1. External networks to which the College maintains connections (e.g., MichNet/Merit) have established acceptable use standards. It is the responsibility of the user to adhere to the standards of such networks. In cases of doubt, the burden of responsibility is on the user to inquire about external network uses. The College cannot and will not

extend any protection to any user who violates the policies of an external network. MichNet/Merit use standards are currently available at <http://www.merit.edu/>

Jackson Community College reserves the right to modify or amend this policy at any time without prior notice.

II. USER RESPONSIBILITIES

In making responsible use of information technology resources, you must:

- Use resources only for authorized purposes as defined above.
- Protect your user id and password from unauthorized use. You are responsible for all activities on your user id.
- Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Use scanners, photocopiers or other recording devices and media in a manner consistent with relevant copyright law.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, connect time, disk space, printer or copier paper, manuals, or other resources.

In making responsible use of information technology resources, you must NOT:

- Use another person's/institution's user id, password, files, system or data without permission.
- Use computer programs or any other device to decode passwords or access control information.
- Attempt to circumvent or subvert system security measures.
- Engage in any activity that might be harmful to network operations, systems or to any information stored on them, such as creating or propagating viruses, disrupting services, damaging files or creating unnecessary network activity (e.g., chain mail).
- Use information technology resources for promoting or advertising business, religious, or political causes without prior written authorization from the JCC administration.
- Make or use illegal copies of copyrighted software, store such copies on JCC systems, or transmit them over JCC networks.
- Use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages via phone or e-mail or sending unwanted paper or electronic mail.

- Monopolize computing resources, for example, by intentionally placing a program in an endless loop, generating network broadcast storms or by printing excessive amounts of paper.
- Use JCC systems or resources for personal gain, for example by selling access to your user id or by performing work for profit in a manner not authorized by JCC.
- Engage in any other activity that does not comply with the guidelines presented above.

In cases of doubt, the burden of responsibility is on the user to inquire concerning the permissibility of an action or use, prior to execution. Questions can be directed to the RUP Advocate via e-mail.

III. OPERATIONAL GUIDELINES

A. Potentially Offensive Materials

Employees, students, and community partners who share the electronic resources provided by Jackson Community College are able to access information from sources that increase daily. The college community values the extensive resources and expertise provided through electronic sources, most of which would not be considered sensitive material.

As with other information sources, a portion of information accessed electronically may be found offensive by some members of the college community. Individuals can be particularly offended if exposed to the material without their choice. Most information of this nature is clearly labeled so that individuals are able to make a decision in advance to viewing. Individuals must consider the rights of others to choose the information they want to access.

Policy

Jackson Community College supports an open environment for sharing information where freedom of expression is encouraged and protected. The community college is a community of individuals with diverse values and beliefs. Individuals must be allowed to choose what information they wish to access. Censorship is incompatible with our mission. As well, censorship is incompatible with the goals of institutions of higher learning. Information accessible on the network may not be restricted through censorship. Related information may be found in the American Library Association guidelines.

Guidelines

Open labs, units, and departments should make every reasonable effort to ensure the individual's choice to access information without censorship. Judgment as to appropriateness of the content of another person's work should be guarded against, especially by those in charge of open labs, units, and departments.

Open labs, units, and departments should make every reasonable effort to ensure the individual's choice to not be exposed to material that they consider offensive. Concern for the needs and wishes of others is of the utmost importance in an environment where resources are shared and valued.

Illegal material, such as child pornography, will not be tolerated within the college community. Reports or complaints concerning illegal materials must be immediately given to the Director of Information Technology who will notify the appropriate college administrator(s).

B. Privacy

The issue of privacy is unsettled, laws are being tested, and interactions between ECPA, FOIA, and privacy rights are being defined in individual cases.

Policy

Jackson Community College considers electronic mail and electronic files to be private to the extent permitted by law. Federal and state laws will, in any individual case, determine the legal right to privacy of e-mail, conferences, and files. Jackson Community College's policy is that the Electronic Communication Privacy Act of 1986 (federal law), state laws, and the expectations of the college community require that e-mail, electronic conferences, and electronic files be kept private unless authorized by the owner, sender, or recipient of the information or as otherwise authorized by law.

Guidelines

Permission of the sender/recipients of a message, the owner of a file (person who is assigned the account ID), court order, or other actions defined by law is required for access to electronic mail. In the event of alleged policy violation, e-mail or files may be locked or copied by a Network Administrator to preserve information/evidence. In this instance, preserved files will be given to the Director of Information Technology who will hold files for possible legal review but will not view the files.

Users should realize: Certain technical problems can occur that require a Network Administrator to access files in order to send files to the proper recipient. In instances where undeliverable mail passes to a Network Administrator, the Network Administrator will observe procedures and privacy standards like those used by a postmaster in a post office.

As stated in the preface, the issue of privacy is unsettled. Therefore, it is possible that a court ruling would require that mail or files be disclosed to a third party without the consent of the creator of those files.

C. Electronic Conferences Provided by Jackson Community College

Open communication in an institution serving a diverse population is critical to building a sense of community. All employees need to act in a manner reflecting our mutual mission.

Policy

Faculty, staff, administrators, and community partners are offered the privilege of access to electronic conferences on the college's e-mail system. Conferences are limited by resources available on the server and resources available to support software/hardware.

Guidelines

The e-mail administrator is charged with enforcing these guidelines.

Requesting a conference: Full or part-time faculty and staff, administrators, or a community partner may request an electronic conference through the Solution Center.

Conference liaisons: At the time an electronic conference is created, a conference liaison (normally the person who requests the conference) will be designated by the person requesting the conference. The e-mail administrator will be the conference liaison for public conferences as well as acting as coordinator for private conference liaisons. The responsibility of conference liaison is support and coordination.

Conference liaisons are responsible for:

- Maintaining a current list of members and updating the e-mail administrator yearly on membership and conference status;
- Contacting the e-mail administrator about technical problems;
- Contacting the e-mail administrator when a conference is no longer relevant/in use;
- Notifying the e-mail administrator when they no longer want to be the liaison. (The responsibility of liaison cannot be passed to another person without notifying the e-mail administrator so that appropriate documents are completed);
- Notifying conference members prior to conference changes (e.g.: addition of conference members, deletion of a conference);
- Maintaining a folder in the conference where Jackson Community College's Responsible Use policy is posted in complete form;
- Informing conference users concerning responsible use policies and guidelines

Conference membership: Conference membership is determined by the conference liaison or the conference members. Because conferences serve varied purposes, this decision remains the domain of each individual conference. Privacy guidelines for conferences are the same as for e-mail (see Section II.B).

Members of the college community, as responsible citizens, strive toward responsible use of college resources. Therefore, limiting personal messages and files is appropriate. However, social communication is not disallowed. Users are encouraged to use communication resources primarily for academic and work related purposes.

D. Software Use

Intellectual labor and creativity are vital to the academic community. Respect for this labor is crucial and applies to the works of all authors and publishers in all media. It includes the respect to acknowledgement, the right to privacy, and the right to determine form, manner, and terms of publication and distribution. This principle is critical in computing environments. If unauthorized copying or installation of software occurs, the institution may be legally liable. In addition, it may become difficult to negotiate license and pricing agreements that benefit the campus as a whole.

Policy

As we do not tolerate plagiarism, we do not tolerate the unauthorized copying of software, including programs, databases, and code. Violations of authorial integrity may be grounds for sanctions. Jackson Community College is committed to ethical and legal practice in using software and expects members of its campus community to abide by these standards.

Guidelines

No software available through the Information Technology department or any of its campus sites (e.g., computer labs and classrooms) may be distributed to clients, customers, contractors, students, employees, and others. Users may use software on local area networks or on multiple machines only in accordance with license agreements. Unauthorized distribution of software may be grounds for termination of access, disciplinary review, expulsion, termination of employment, and/or civil/criminal penalties under the United States Copyright Act.

Public domain software (not subject to any copyright restriction) may be copied and shared. Public domain software must be checked for viruses prior to copying or using.

Shareware is copyrighted software that the developer encourages you to use and then purchase. Shareware may not be used beyond the testing stage without being purchased. Site licenses can be negotiated for shareware.

E. Web Publishing Resources

Information Technology makes the assumption that all employees will use web space to reflect and enhance the college mission.

Policy

Jackson Community College employees and community partners are offered the privilege of web space. Web publishing space is available through the following channels:

- Administrator request for official JCC web page presence
- Employee request for personal web space
- Instructor request for web space for course requiring web publishing by students

NOTE: All courses are provided with web space controlled by the instructor

Resources for the above are limited only by available server capacity. Resource limitations restrict JCC from offering web space to students unless they are enrolled in a web-publishing course.

The following is a non-exclusive list. It is intended to guide web users in responsible use of JCC web resources. Users may not:

- Use copyrighted, trademarked, patented or service marked material without the express permission of the author or owner
- Create a web page that contains hyperlinks to content not permitted under the Responsible Use Policy
- Use web resources that contain material invasive of privacy or publicity rights, including posting another person's private information.
- Use JCC web resources as storage for remote loading
- Use JCC web resources for personal gain
- Use JCC web resources for promoting or advertising business, religious, or political causes

Guidelines

The web administrator is charged with enforcing the following:

- Visual standards set by JCC
- Internet/intranet traffic control
- Limited storage space for each site
- Placing restrictions on technology that is not within the current capability of JCC resources (e.g. streaming audio/video, intranet user restrictions)
- Specifying location on web server (determines URL)

Each web area will be assigned a JCC administrator and a primary and secondary content developer. Jackson Community College reserves the right to modify or amend these policies and guidelines at any time with or without prior notice.

IV. JCC RESPONSIBILITIES

Information Technology is responsible for offering timely and efficient service while considering the needs of our total user community. Such service will be offered in a timely and efficient basis to the best of JCC's ability subject to the resources available and with the understanding that events beyond reasonable control of the College may at times interfere with the provision of timely and efficient service.

At certain times, carrying out these responsibilities may require intervention or monitoring of user activity by Information Technology staff. At all other times, staff has

no special rights above and beyond those of other users; they are required to follow the same policies and conditions of use that other users must follow. Every effort shall be made to ensure that persons in positions of trust do not take advantage of their positions to access information not required in the performance of their duties.

Information Technology staff are not responsible for policing user activity. However, when they become aware of violations, either through the normal course of duty or by a complaint, it is their responsibility to initiate an investigation.

At the same time, in order to forestall an immediate threat to the security of a system or its users, service providers may suspend access to the persons involved in an alleged violation while the incident is being investigated. They may also take other actions to preserve the state of files and other information relevant to an investigation. Jackson Community College considers electronic mail and electronic files to be private to the extent permitted by law. Information Technology staff will act in accordance with existing policy governing privacy of user information by seeking permission to examine the content of e-mail or other private files. In instances where user permission cannot be obtained and the content of files or e-mail may jeopardize the security of systems, safety of users, or ability of JCC or its constituent parts to conduct necessary business, Information Technology staff must obtain authorization from a higher administrative authority to examine content.

VIOLATIONS OF GUIDELINES

Violations of any of the above guidelines are prohibited under this policy and may also be violations of other JCC policy and in some cases may constitute criminal offenses. You are expected to report information you may have concerning instances in which the above guidelines have been or are being violated.

REPORTING INCIDENTS

Information about violations of these guidelines may be directed to Network Administrators, Lab Coordinators, the Director of Information Technology or the Dean of Students. If a threat to the security of a system or its users is perceived, service providers may suspend access to the persons involved in the violation while the incident is being investigated. They may also take actions to preserve the state of files and other information relevant to an investigation.

ADJUDICATION

Alleged violations will be reviewed by the Responsible Use Committee. The committee will review the incident(s), gather relevant information, and recommend action to be reviewed and implemented by the appropriate college administrator. If the violation is attributed to a student, the information will be reviewed by the Dean of Students. If the violation is attributed to an employee, the information will be reviewed by the Director of Human Resources. In accordance with established JCC policies and practices, confirmation of inappropriate use of information

Technology resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action. Information Technology staff will, when necessary, work with other JCC offices or appropriate external agencies in the resolution of problems.

Also, other external networks to which JCC maintains connections (e.g., MichNet) have established acceptable use standards. It is your responsibility to adhere to the standards of such networks. In cases of doubt, the burden of responsibility is on the user to inquire concerning external network uses. JCC cannot and will not extend any protection to you should you violate the policies of an external network.

Jackson Community College reserves the right to modify or amend these policies at any time with or without prior notice.

ASSISTANCE AND SAFETY

COURTESY PHONES

Courtesy phones are located in main campus buildings as follows:

Bert Walker Hall

First Floor, Northeast hallway; near vending machines
(for building map, see pages 158-159)

George Potter Center

First Floor, Northeast hallway; near elevator and cafeteria entrance
First Floor, Northeast alcove into Dove Commons/Follett bookstore complex
Second Floor, theatre lobby; near bathrooms
(for building map, see pages 160-161)

James McDivitt Hall

First Floor, South (central) hallway; near vending machines
(for building map, see pages 162-163)

Justin Whiting Hall

First Floor, Northeast hallway, near vending machines and elevator
(for building map, see page 164-165)

Victor Cuiss Field House

First Floor, lobby

William Atkinson Hall

First Floor, lobby of south entrance
(for building map, see pages 166-167)

EMERGENCY COMMUNICATIONS

For emergency assistance, exterior call boxes are located around campus. These are marked by a large purple call box and a light.

- Northeast side of McDivitt Hall parking lot
- Information Kiosk in center of campus
- Walkway on south side of the Potter Center
- Southeast side of Walker Hall parking lot
- West side of Whiting Hall along parking lot

SOCIAL WORK SERVICES

A confidential and FREE service is available to any JCC student to help you be successful.

Get help in an emergency, link to community resources and services, or just “run something by us.” Social workers have weekly office hours in Walker Hall and are on-call. Contact the Center for Student Success, 796.8415.

SAFETY AND SECURITY

The College employs a security staff to help protect and assist in incidents on our campuses. The responsibility for the investigation and prevention of crimes in our community remains within the jurisdiction of the local police.

In an emergency situation that requires the immediate intervention of law enforcement personnel, call 9-1-1.

EMERGENCY EVACUATIONS

In case of severe weather, remain calm and go to an area of safety. Areas of safety are rooms and corridors in the innermost part of a building away from glass and large open rooms.

There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.

- DO NOT use elevators during a tornado warning.
- Close all doors, including main corridors, making sure they latch.
- Crouch near the floor or under heavy, well-supported objects, and cover your head.
- Be alert for fire. In the event of a fire, evacuate the building.

Note: A tornado watch means conditions are right for a tornado. During a tornado watch, JCC staff will monitor weather conditions. A tornado warning means that a tornado has been sighted. Summit Township will initiate a siren, or steady tone, for a period of 3 to 5 minutes. When you hear this siren, take cover immediately. JCC staff will assist students in finding safety during a tornado warning.

If a tornado actually affects any of the College buildings, the decision to return to those buildings or vacate will be made by JCC security.

When building fire alarms sound, immediately leave the building. Remain at least 500 feet away from the building until Security staff issue further directions. Do not re-enter the building without approval by security staff.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Copies of the "Student Right to Know & Campus Security Act" brochure are available at all campus sites and are distributed to all new students during orientation. Students and employees receive e-mail notification each October when the annual publication is issued. The brochure includes safety measures, tips on handling a potential threat and important phone numbers for reporting a crime. Campus security questions should be directed to the Security office, 796.8620.

The Security office maintains a Public Crime Log listing incidents, time and date, locations and dispositions. The Crime Log is available for public viewing.

REPORTING A CRIME OR INCIDENT

Contact the Security Office for assistance in reporting a crime or incident that has occurred on main campus. Security staff will assist you in contacting the proper authorities and in taking whatever steps may be necessitated by an on campus incident. Call 796.8620 or contact a JCC employee for assistance.

CAMPUS ALERT SYSTEM

JCC offers you instant notification in the event of an urgent situation on campus. The JCC Campus Alert System allows campus administration to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus such as campus closings, severe weather, or security incidents.

How to sign up:

- From the phone you want to receive the alert on, text the word JCCALERTS to 55022

How to cancel JCC Alerts:

- text the word STOPJCCALERTS to 55022.

JCC ALERTS FAQ'S

How often to expect alerts?

Alerts will only be sent when campus is closed or there is an urgent safety situation on campus.

What if I change my phone?

Cancel your old number by sending a text to 55022 with the message STOPJCCALERTS and then sign up with your new number.

What is the cost?

No cost unless your cell phone carrier/plan charges for text messages.

Will the alert tell me what to do, etc.?

The message will be a brief alert if detailed information is needed check the JCC Website.

Questions? Contact Diane Fenby at 517.796.8462

COLLEGE CLOSING

When weather conditions are considered hazardous, or in other emergency situations, the College may close or postpone the opening of the Jackson campus or any of the centers. Call 517.787.0800 for cancellation information or go to www.jccmi.edu for up-to-date campus status. Every effort will be made to broadcast this information over local radio and television stations.

Jackson

- WXIK 94.1 FM Jackson
- WFMK 99.9 FM Lansing
- WILX-TV Channel 10 Jackson & Lansing
- WITL 100 FM Jackson & Lansing
- WJIM 1240 AM, 97.5 FM Lansing
- WJXQ Q106 106.1 FM Lansing
- WKHM 970 AM Jackson
- WLNS-TV Channel 6 Jackson & Lansing
- WNWN 1560 AM, 98.5 FM Battle Creek
- WRIF 101 FM Ann Arbor & Detroit
- WSAE 106.9 FM Spring Arbor
- WUFN 96.7 FM Jackson & Albion

Lenawee

- WABK 1490 AM Adrian
- WLEN 103.9 FM Adrian
- WQTE 95.3 FM Adrian

Hillsdale

- WCSR 1340 AM, 92.1 FM Hillsdale

PARKING

Free parking is available at all JCC locations. Security is authorized to issue tickets for illegal parking. JCC is not responsible for damages to any personal property.

STUDENT ACCOUNTS

Jackson Community College provides every student with an e-Services account, a network account, and e-mail account. Your first login is a combination of your initials, birth date and JCC Student ID. See the Login instructions on e-Services for details and an example.

Your e-mail and e-Services account is first activated when your application is accepted and is ready the next business day. Your account remains active for two years after your last semester of enrollment. With e-services you can login using any internet connection to access your grades, schedule, transcripts, and financial aid status. You can also register for courses, check your educational plan, and evaluate your program to see what you need to take to complete your degree or certificate.

Your JCC Network account privileges begin the next business day after you register for courses. These include:

- Ability to log on to any JCC computer lab workstation
- Printing (2 copies per piece of coursework)
- Access to JCC supported software
- Account and file restoration
- Space on a central server for storage of electronic coursework
- Network Services: World Wide Web, Telnet, File Transfer Protocol, Internet Relay Chat
- Frequently Asked Questions site – <http://www.jccmi.edu/InfoTech/FAQS>

Your e-mail account offers you:

- Ability to mail world-wide

Your network accounts are created after you register for classes. If you register by 3 p.m., your accounts will be available by noon the following business day (business days are Monday – Friday).

POLICIES

ACADEMIC HONESTY

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating or by helping others to do so.

Plagiarism is the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting other's work as your own
- Exhibiting other behaviors generally considered unethical

cheating means obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Collaboration: While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution. For consequences see Procedures and Hearings: Academic Honesty.

BULLETIN BOARD USE AND POSTINGS

Advertisements, posters, flyers, etc. posted on bulletin boards shall be in good taste and not depict portrayals that are demeaning or discriminatory to any individual or group(s) of persons.

Students, recognized student organizations and College departments may place posters on stands and/or easels with the approval of the individual building secretaries. (Posters in this instance shall be defined as signs, advertisements, handbills, flyers, brochures, announcements, banners, cards, and other information devices.)

No Posters are to be taped to walls, windows or doors. Posters must be placed on campus bulletin boards and kiosks, and meet the following conditions:

1. They be authorized and stamped with a College seal for posting by the building office (secretary) of the building(s) involved. Locations and phone numbers are as follows:

Atkinson Hall/Library	517.796.8621
Potter Center/GP 210	517.796.8411 or 517.787.0800 ext. 8172
Cuiss Fieldhouse Office	517.787.0800 ext. 8248
McDivitt Hall/McDivitt Lobby area	517.787.0800 ext. 8152
Walker Hall/BW 233	517.787.0800 ext. 8285
Whiting Hall/JW 228	517.787.0800 ext. 8207

2. They do not exceed 14 inches by 22 inches in size.

3. All notices must be dated with a maximum of 14 days of posting allowed unless otherwise approved by the building office secretary for a longer duration of time.

Note: Students, student organizations, outside vendors, College departments and community members may only post College-approved information on designated campus bulletin boards and posting areas. These bulletin boards will be clearly marked and a map of their location will be provided by the Office of Student Life or building secretaries.

Bulletin boards designated for specific departments and offices will be clearly marked with their designation and are not for use by any outside student, group or department that has not received specific permission from the designated department. Please see individual building secretaries to receive information on which boards/areas are for public use and those which are reserved for designated office/departmental use only.

It shall be the responsibility of the organization, department, candidate, student, or sponsor to remove all posters not later than 5:00 p.m. on the day following the announced event, election, or deadline. Otherwise, the specific information piece will be removed and future ability to post informational items will be denied.

Each poster copy must include the full name of the sponsoring organization or it will be removed.

There shall be no signs or posters placed on trees, utility poles, fences, doors, walls or windows of buildings, or windows of autos, or on any painted surface. Posters found in these areas will be taken down immediately by security. Failure to comply with this or any portion of the bulletin board policy may lead to removal of posting rights and/or College judicial action.

JCC is an academic institution that celebrates and is respectful of one's right to freedom of expression. It is also an institution committed to preserving a safe working and learning environment for its community members. Balancing an open learning environment where all students are encouraged to challenge established theories, practices and concepts but to do so in a way that is respectful to all individuals and their right to a safe community, is a foundational element of our College mission.

No events, programs and/or organizations that promote illegal activities will be approved for advertising on campus. Any materials that threaten the welfare or safety of our community members will not be approved for campus advertisement. Please consult the Assistant Dean of Student Life, Cuiss Fieldhouse, 517.796.8628, should you have questions or concerns about the content of any advertisement.

COPYRIGHT MATERIALS

Jackson Community College attempts to ensure that copyright materials are used in accordance with provisions of copyright laws and that such materials are properly purchased and licensed. This obligation includes, but is not limited to, computer software, printed and video materials.

Accordingly, the College is committed to ensuring that all administrators, faculty, staff and students using copyright materials on campus use only appropriately licensed and paid-for materials.

Failure to use copyright materials in a manner consistent with the legal requirements or appropriate license agreement exposes the College as well as the user to legal action. More importantly, it compromises the moral and ethical basis for a high quality educational process. We support adherence to the copyright laws and other statutes covering copyright material as being of value to the development of knowledge. Jackson Community College will not defend students, faculty or staff who engage in violation of copyright laws or license agreements.

DRUG-FREE CAMPUS

Jackson Community College is drug and alcohol-free at all instructional sites.

Possession, use of, or distribution of illegal drugs is prohibited. Drugs prescribed by a competent physician must be contained in a clearly labeled container and in possession of the person to whom they are prescribed.

GROUND

Snowmobiling, skateboarding, roller-skating and in-line skating are prohibited on all College property. A verbal warning will be issued to any to anyone engaging in any of these activities. Continuing to engage in the activity will be considered for trespassing action. No pets are allowed on the campus.

GUEST SPEAKERS

Artists, speakers and cultural programs will be arranged by the Jackson Community College Office of Institutional Advancement, or by the various departments of the College as approved by the administration. Violations of this rule will require the removal of the speaker.

Student organizations sponsoring speakers who represent controversial groups or extremist views must have departmental co-sponsorship. For informational purposes, the President of the College must be informed before any formal commitment is made.

The speaker must not urge the audience to take action which is prohibited by the rules of Jackson Community College or which is illegal under federal, Michigan or local law. Advocating or urging the modification of the Government of the United States or the State of Michigan, by violence or sabotage, is specifically prohibited.

The College requires orderly conduct, non-interference with College functions or activities, and identification of the sponsoring groups or individuals.

NON-DISCRIMINATION

It is the policy of Jackson Community College that no person shall be discriminated against on the basis of race, color, religion, national origin, ancestry, age, gender, marital status, handicap, sexual orientation, excluded from participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

PLAGIARISM

(See Policies: Academic Honesty)

PRINTED MATERIAL DISTRIBUTION

It is required that the distribution of printed materials be with the approval and sponsorship of a recognized student organization of Jackson Community College. A faculty advisor will need to approve any material that is being distributed on campus by the organization of which he/she is a consultant.

Printed materials distributed on the JCC campus must be distributed by a member of the Jackson Community College community, i.e. a faculty member or student. Individuals not attached to a college organization who wish to pass out materials must receive permission from the Assistant Dean of Student Life before distributing materials.

Materials distributed should have a clear indication of authorship and distributorship. No material is to be placed on cars in the parking lot.

The printed material must not urge the reader to take action that is prohibited by the rules of Jackson Community College or that is illegal under federal, Michigan or local law. Advocating or urging the modification of the Government of the United States or of the State of Michigan, by violence or sabotage is specifically prohibited.

Any student or organization violating the provisions of this policy is subject to the procedures and penalties applicable to students and student organizations that violate other College rules.

PROTESTS AND DEMONSTRATIONS

Protest is a vehicle by which a person demonstrates objection to or disagreement with the actions, lack of action, or statements by another person or group of persons.

Any student or group of students wishing to organize a protest shall file a written agenda (where, why, how) of the events with the Dean of Student Services and the President of Student Parliament.

All protests must be kept within the previously stated guidelines ensuring the rights of all citizens. The College has a responsibility to ensure the rights of all its citizens within the confines of the College.

SMOKING

All buildings operated by Jackson Community College are smoke-free:

- Smoking is prohibited in any building operated by Jackson Community College.
- Smoking is prohibited within twenty-five feet of any entrance into a building operated by Jackson Community College.

WEAPONS

This policy statement presents the College's official institutional position regarding weapons on campus. Possession of any firearm or weapon (whether operable or inoperable) or any other potentially lethal items on campus or College property is prohibited. Violation of this policy by a student or employee may result in disciplinary action and/or referral to law enforcement authorities for prosecution. Other persons violating this policy may be removed from campus, prohibited from returning and/or referred to law enforcement agencies for prosecution.

Weapons (as defined below, but also including by way of example and not limitation, firearms, pistols, knives and other sharp instruments having a blade in excess of two inches, bludgeons, blackjacks, explosives, accelerants, incendiary materials, bacteriological and biological materials, destructive devices and other items which can be used to injure, maim or kill), ammunition, together with any hoax device or replica of a weapon or explosive device shall not be carried or possessed on school property as defined above. This policy shall not apply to individuals licensed under MCLA 28.421 et seq, as amended, for the specific purpose and weapon set forth. This policy is specifically subject to the limitations set forth in MCLA 28.425(o) and all other applicable limitations of any applicable statute, law, ordinance or regulation. Any person violating this policy shall be subject to removal from the premises, criminal prosecution and any other appropriate remedy. Notwithstanding any foregoing provision of this policy to the contrary, no employee of Jackson Community College shall possess a weapon for any reason under any circumstances except as may be previously authorized in writing signed by the President of Jackson Community College. Jackson Community College reserves the right to amend this policy at any time without prior notice.

A weapon is defined as: an instrument of offensive or defensive combat or something to fight with, and generally includes any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material. This definition also includes but is not limited to firearms, bows, arrows, swords, rockets, slingshots, air guns, martial arts

devices, knives and other sharp instruments and any striking instrument. It also includes explosives, incendiaries and accelerants, and biological and bacteriological materials used for the purpose of inflicting harm or damage. JCC does not tolerate threats of violence in any form.

PROCEDURES AND HEARINGS

ACADEMIC COMPLAINT PROCESS

A student complaint is any non-civil rights related complaint generated by the student concerning the work-related activities of any member of the bargaining unit (such as grade disputes). Instructors shall not be subject to any disciplinary action as a result of a student grievance over strictly academic issues. The following steps are required of students wishing to file a complaint:

1. Student meets with instructor

Students must initiate a conference with the instructor with whom they have a complaint no later than the end of the fourth week of the Fall or Winter/Spring semester following the relevant incident/dispute. One representative, who must be from JCC (a current student, instructor or administrator) may be requested by each party to participate in this informal meeting.

2. Student puts complaint in writing

If the conflict isn't resolved in the meeting between the student and instructor, the student, if he/she chooses to pursue the matter further must put the complaint in writing using the form provided and submit it to the appropriate Department Chair.

3. Department chair holds an informal hearing

The Department Chair will convene a meeting with the student and the instructor following the guidelines in the faculty manual. The department chair will conduct any necessary investigation prior to the meeting.

4. Complaint submitted to Dean

If the student or instructor is unsatisfied with the results of the meeting with the department chair, the formal written complaint and the instructor's written statement of facts as he/she understands them will be submitted to the supervising Dean. The Dean shall promptly provide the instructor and the JCC Faculty Association President with a true and complete copy of the student's written statement(s).

5. Dean holds a hearing

Within five (5) work days of the time the instructor and the Association should have received the copies of the student's written statement(s), the Dean shall contact the instructor and the Association President to arrange a formal hearing. Parties of interest shall include the student, the ombudsman (if the student so desires), the instructor, his/her Association representative and the Department Chair. Other individuals may be present at the hearing but they may not participate in the proceedings.

6. Dean issues a resolution

Within five (5) work days after the hearing, the Dean will distribute a written resolution of the complaint to the student, instructor and the Association President. The written resolution will state the facts as assessed by the Dean and indicate that appropriate action will be taken. No statement of disciplinary action will be disclosed to the student until final resolution of the complaint. If the College plans to discipline the instructor, as a result of this complaint, the instructor and the Association President will be notified, in writing, accompanying the written resolution of the complaint.

7. Appealed to the Executive Vice President

In the event that either the student or the instructor is not satisfied with the Dean's disposition of the complaint, the disposition may be appealed to the Executive Vice-President within five (5) work days.

8. Executive Vice President holds a meeting

Within five (5) days of the Executive Vice-President's receipt of an appeal, he will arrange a meeting with the parties of interest and their respective representatives in an attempt to resolve the matter.

9. Executive Vice President rules on the appeal

Within five (5) work days after the meeting with the Executive Vice-President, the Executive Vice-President shall give a written disposition of the matter.

10. Appeal through grievance

The disposition of the Executive Vice-President may be the subject of a grievance, initiated at Step 2 under the grievance procedure contained in the Master Agreement, 2005-2008 Agreement between JCC and JCCFA.

Procedures for online or other students unable to travel to JCC offices.

1. Meetings between students, faculty, department chairs, academic deans and other parties of interest will be held by conference call originating from JCC.
2. Written documents submitted by all parties must be sent by registered mail to verify receipt. Documents may be sent electronically for convenience but receipt of these will not be verified.
3. Students can find the Academic Complaint Form online at <http://www.jccmi.edu/administration/deans/Forms/AcadComplaintForm.html>. Student signature on complaint form must be notarized.
4. Timelines begin on date documents are received as verified by registered mail.

ACADEMIC COMPLAINT FORM

This form is for work-related complaints against a faculty member, such as grade disputes and other disputes of an academic nature. This form should be filled out by the student in the event that the student and the faculty member cannot resolve the issue in question and after a conference with the instructor has occurred.

Civil rights complaints, such as discrimination or harassment complaints, should be filed with the JCC Legal Affairs office. The compliance officer, Diane Fenby, can be reached at 796.8462.

Date _____ Course _____

Name of Student (Last name first) _____

Name of Instructor (Last name first) _____

Address _____ City, State ZIP _____

Phone number (where we may contact you) _____

Please describe the issue giving rise to your complaint in as much detail as possible. Include any places, dates and/or times you can recall. Attach additional sheets if required, as well as copies of any relevant documents (e.g. a course syllabus).

Please describe as clearly as you can what would resolve this issue in a satisfactory manner, in your opinion. Attach additional sheets if required.

This form must be returned to the Department Chair. The chair will then arrange a meeting with you and the instructor within ten (10) school days of receipt of this completed form.

Date form received by Department Chair: _____

ACADEMIC HONESTY

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty beyond those of a very minor nature, in writing to the academic dean.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions appropriate to level of infraction. The sanction will be selected in consultation with the involved faculty. The dean can administer consequences up to and including suspension.

Student Appeal Process: In the event of a dispute, all parties should follow the Academic Complaint policy. This policy is presented in Student Rights and Responsibilities Handbook and the Master Agreement.

RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES

For procedure and hearing information related to violations of the Responsible Use Policy, see Code of Conduct: Responsible Use of Information Technology Resources.

SEXUAL HARASSMENT

SEXUAL HARASSMENT IS A VIOLATION OF FEDERAL LAW AND JACKSON COMMUNITY COLLEGE POLICY. IT WILL NOT BE TOLERATED.

A sexual harassment experience can affect all aspects of a student's life; it can threaten a student's emotional and physical well-being, impair academic progress and even inhibit the attainment of career goals.

Sexual harassment of students is a violation of Title IX of the 1972 Educational Amendments in that it constitutes differential treatment of the basis of sex. Title IX applies to any educational program or activity which receives federal funds and protects both employees and students.

Title IX says: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

In plain language, sexual harassment is unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature when,

1. submission to or rejection of such conduct is used as the basis for academic decisions affecting that student, or

2. Such conduct has the purpose or effect of unreasonably interfering with the student's academic performance by creating an intimidating, hostile or offensive academic environment.

A student has many courses of action to take in response to a sexual harassment experience. A student can do one or more of the following:

- Tell the harasser (in person or by letter and when it is reasonably certain that such action will not jeopardize a student's personal safety, academic status, or professional future) that the behavior is neither humorous nor welcome and should stop immediately.
- Seek support from a friend, colleague or counselor.
- Seek advice on how to deal with the situation from a supportive person.
- Informally explore the situation and discuss options with College Compliance Officer 517.796.8462.
- Complaints should be brought to the immediate attention of the Compliance Officer, Legal Affairs Department, 517.796.8462.
- File a complaint with the Regional civil rights director, U.S. Department of Education, Office for Civil Rights, Region V, 401 South State St. – 7th Floor, Chicago, IL 60605-1202, 312.353.2520; TDD 312.353.2540.

Note: A student is not required by law to use the College grievance procedure before filing a complaint with the Office for Civil Rights.

It is important to remember that harassing behavior, if ignored or not reported, is likely to continue and may become worse rather than “go away.” In addition, unless a sexual harassment experience is reported, the College cannot take action.

STUDENT DISCIPLINE

A student violating the rules and regulations of Jackson Community College other than those involving academic performance and achievement shall be subject to the following disciplinary action determined by the nature of the offense and taking into account the student's previous conduct record:

- Verbal Warning
- Restrictions on activities and privileges
- Disciplinary Probation
- Expulsion
- Written Warning
- Requirements of restitution
- Suspension

These steps are not necessarily progressive. The College reserves the right to issue disciplinary action at the level of discipline appropriate to the violation. Note: Campus View residents also abide by the Residency Life Expectations rules and guidelines.

DUE PROCESS

A review of the student's case will be handled according to the rights, privileges and procedures outlined below. At a minimum, this process includes:

1. Written notice to the student of the nature of the proceedings against him/her.
2. The opportunity to provide a response to the alleged violation.
3. The right to appeal any disciplinary action that results in suspension or expulsion.

Other rights may be granted depending on the severity of the offense.

STUDENT APPEAL PROCESS

Students may appeal disciplinary actions by requesting a meeting with the Dean of Student Services or designee to address alleged policy violation(s). At this meeting the student may provide information that he/she believes refutes the alleged violation. The Dean or designee will conduct a review and render a written decision regarding the disciplinary action within five days. For disciplinary actions that do not result in suspension or expulsion, the decision of the Dean or designee shall be final.

Students may request an Administrative Hearing for disciplinary actions that result in suspension or expulsion (see procedure below). The request for a hearing must be made in writing within five (5) business days of the student being notified of his/her suspension or expulsion.

ADMINISTRATIVE HEARING

Administrative hearings are conducted only when the student has been suspended or expelled. The Dean of Student Services/designees and two other college administrators who were not involved in the disciplinary action will serve as hearing officers. The hearing will be held within ten (10) business days of receiving the student's request for hearing.

During the hearing the student will have the opportunity to explain his/her involvement in the alleged policy violation and will respond to questions from the hearing officers. The hearing officers have the right to limit the scope and duration of the hearing. The burden of proof is on the College and based upon a preponderance of the evidence. The student may bring witnesses in his/her defense and he/she may have an advocate present to support him/her throughout the hearing process. The advocate may assist the student in asking questions or preparing arguments prior to and during the hearing but the advocate may not directly question witnesses or make presentations on behalf of the student. The hearing officers will render a written decision within five (5) business days following the hearing.

Appeal to the College President

The student may appeal the decision of the hearing officers by submitting a written appeal to the President of the College. The President may designate another member

of the executive leadership team to handle the student's appeal. The appeal must specifically outline the reason(s) that the student feels the decision should be overturned. The President/designee, at his or her option, may meet with the hearing officers and/or the student prior to making a determination. The President/designee shall render a decision to uphold or overturn the decision of the hearing officers within ten (10) business days of receiving the student's appeal request.

TUITION REFUND AND W-EXCEPTION

Tuition refunds depend upon when students drop classes. If you wait until after the add/drop date, then your action is called "withdrawing." If you have to withdraw due to circumstances beyond your control, you may be eligible for a W-Exception on your transcript and a partial refund.

Meeting the criteria for a W-Exception and refund will result in a "Wx" grade on your transcript to indicate you experienced extenuating circumstances. A percent of your tuition and fees may be refunded based upon the date of the withdrawal from classes. Financial aid students meeting the criteria may have a percent of tuition and fees owed forgiven and may be extended an added semester of financial aid. Loan students may not be eligible for a refund.

One of the following criteria must be met for refunds with a W-Exception grade:

- Death of an immediate family member (spouse, child, parent, or legal guardian of the student).
- Return to work/change in working hours that occurred after the semester began and that substantially interferes with your ability to attend class. We will make every effort to find options for you to complete the semester before considering a refund.
- Medical: Provide a doctor's letter that your condition or injury prevents you from completing classes. The statement must include the start and end dates of the medical condition. The doctor must verify in the statement that the student cannot attend any class as the medical condition is very serious and prevents the student from participation in employment, education, and other major life activities for the duration of the semester.
- Call to active military duty.

PROCEDURE

Discuss your situation with your instructors and a Student Services advisor. You may have options that are more favorable than withdrawing from courses. If you must withdraw and meet the criteria, complete the Application for W-exception and Refunds form, available at any JCC Student Services location and online. Attach supporting third party documentation on official letterhead, signed by a physician, an employer or military official.

Students who are financial aid recipients may not be eligible for a cash refund. Students receiving Federal Aid who withdraw completely should contact the Financial Aid office for details of the Return of Funds policy that is in place for all recipients of Federal financial aid. Call 517.796.8410 for assistance.

A request for a “W-Exception” grade change and/or balance forgiven that meets the above criteria must be submitted before the last day of the course. Any forgiveness of a balance due is restricted to the amount of tuition and fees. Cost of living and book allowances are not eligible for refunds.

All requests must be submitted in writing, from the student using the W-exception request form which is available online. Forward the form, with the required supporting third party documentation, to:

Jackson Community College Tuition Review Committee
2111 Emmons Road
Jackson, Michigan 49201

REFUND SCALE

If you meet the criteria for W-exception refund, your tuition and fees will be refunded based on the following scale. You may choose the Refund Scholarship Option.

Time of Withdrawal for Course(s)	Amount of Payment Refund*
Before the end of the first 10% of your course	100% Tuition and Course Fees and 80% of student fees
11% to 25% of your course	75% of Tuition and all fees
26% to 40% of your course	50% of Tuition and all fees
41% to 60% of your course	25% of Tuition and all fees
After 60% of your course	No Refunds

*Note: Students called to active military duty will be eligible for a full tuition and fees refund.

REFUND SCHOLARSHIP OPTION

At any time, if you meet the W-exception and refund criteria, you may choose to have 100% of your tuition and fees used toward courses taken at JCC within the next calendar year. If you choose this option, the Refund Scholarship can only be used on JCC courses and cannot be refunded in the form of cash at any point.

ACADEMIC ISSUES

Academic issues such as grade disputes or issues with instructors should be directed to the appropriate department chair and follow the Academic Complaint Procedure. The Academic Complaint Procedure form is available at the Jackson campus Student Center, Hillsdale and Lenawee Centers, from each building secretary, and online from the Academic Deans' webpage. Also see, “Procedures and Hearings” in this publication.