

Guide to Student Rights
and Responsibilities
2024-2025

Student Life
Lair Student Center (Building 6), Room 125
(509) 533.7431

ABOUT SCC

Mission

Spokane Community College offers educational opportunities in college readiness, workforce training, and university transfer that meet the needs of the diverse communities we serve. We are committed to student success through active learning, dynamic relationships, and supportive environments.

Vision

Spokane Community College is where students transform their lives and attain their goals, enriching our communities.

Core Values

Student Success, Excellence, Accessibility, Inclusiveness, Collaboration, Mutual Respect, Responsiveness, Life-long Learning

Core Themes

The college has identified four core themes to further define the mission which are used to evaluate mission fulfillment.

Workforce Development

SCC's professional technical certificate and degree programs are industry standard, preparing students for entry level positions in their discipline.

Academic Transfer

Students enrolled in Academic Transfer courses are well prepared and successful as they transfer their coursework and/or Associate degrees in pursuit of the next step in their education plan.

College Readiness

College Readiness programs meet the needs of students and prepare them for college-level courses while empowering them to succeed academically, personally, and professionally.

Student Success

Students are provided with the opportunity to succeed in a supported environment that enhances individual and professional growth through academic, personal and professional development.

Other Noteworthy Information

Founding of SCC: 1963 (SFCC was founded in 1967)
Mascot: Skitch (nickname for Sasquatch)

"CCS" Community Colleges of Spokane
"SCC" Spokane Community College
"SFCC" Spokane Falls Community College

CAMPUS/COLLEGE OFFICES

President Jenni Martin

Main (Building 1), Room 270
Phone: 533-7042

Vice President of Instruction Jaclyn Jacot

Main (Building 1), Room 270
Phone: 533-7075

Vice President of Student Services Connan Campbell

Main (Building 1), Room 270
Phone: 533-7015

Adult Education

Dean: Sherri Fujita
Lair Student Center (Building 6), Room 202
Phone: 533-8241

Arts and Sciences

Dean: Gwen Cash-James
Main (Building 1), Room 203
Phone: 533-8883

Business, Hospitality and Information Technologies

Dean: Jeff Brown
Main (Building 1), Room 239
Phone: 533-8882

Corrections Education

Associate Dean: Jeff Williams
Airway Heights Corrections Center
Phone: 244-6851

Extended Learning

Dean: Jeff Williams
Lair Student Center (Building 6), Room 202
Phone: 533-8235

Health & Environmental Sciences

Dean: JL Henrickson
Health Sciences (Building 9), Room 126C
Phone: 533-8829

Health and Physical Education

Dean/Athletic Director: James Fitzgerald
Johnson Sports Center, Room 194
Phone: 533-8829

Technical Education

Dean: Ashley Purdin
Stannard Technical Education Building (Bldg 28) Room 205
Phone: 533-7065

WHAT STUDENTS NEED TO KNOW

Students' Rights and Responsibilities

Students have a right to ...

Know about the college.

Regulations mandate that students have a right to know information about the college, including tuition and fee rates, campus safety statistics, the code of conduct, academic policies and standards, drug and alcohol resources, policies regarding copyrighted materials, the student population, graduation rates, and more.

<https://scc.spokane.edu/About-Us/Public-Disclosures/Right-to-Know>

Information on this website covers: college wide completion and/or graduation rates; athletic program participation rates and financial support data; completion and/or graduation rates for student-athletes. Drug Free Workplace and Drug Free Schools and Communities policies and procedures; use of copyrighted materials; acceptable use of information technology; confidentiality and access of student records under the Family Educational Rights and Privacy Act (FERPA); student tuition, fees, expenses, and financial assistance; student conduct; student rights and responsibilities; student complaint processes; and district security policies and crime statistics.

The Annual Security Report contains CCS policies and procedures regarding: the reporting of criminal activity and other emergencies; facility safety and access; campus, state and local law enforcement agencies; sex offender notifications; the sale, possession and use of alcohol and illegal drugs; and the handling of sex offenses. Web page content includes information regarding programs for safety and crime prevention, drug and alcohol abuse prevention resources and sexual assault and relationship violence prevention and resources; procedures to follow if a sexual assault occurs; and violence against women and crime statistics for the most recent three calendar years,

<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/Campus-Safety-and-Security>

Paper copies of the crime statistics and printed copies of the right to know web page content will be made available in the registration/admissions offices. Athletics reports also are available in the athletics department at SCC, Bldg. 5 and SFCC, Bldg. 7. The report on safety and crime statistics also is available by contacting: Community Colleges of Spokane, District Human Resources, MS 1004, 501 N. Riverpoint Blvd., PO Box 6000, Spokane, WA 99217-6000, phone 509-434-5040, fax 509-434-5055, or by email hro@ccs.spokane.edu

Keep records private.

The Family Educational Rights and Privacy Act ("FERPA") mandates that students have a right to keep their educational records private, even from their immediate family members.

<http://icatalog.ccs.spokane.edu/StudentRights.aspx?page=PV2>

Report concerns about faculty and staff.

CCS has established procedures for students to address concerns related to actions by faculty and staff members.

<https://scc.spokane.edu/ccsglobal/media/Global/FormsA-7/ccs-30-06.pdf>

Report concerns about other students.

If you believe that another student has violated the Student Code of Conduct or interfered with others' learning, you have a right to report concerns.

<http://www.scc.spokane.edu/Resources/BJT.aspx?page=PV1>

The complete text of Washington Administrative Code (WAC) Title 132Q—the regulations that apply to all entities of Community College of Spokane (CCS) - can be found at:

<http://apps.leg.wa.gov/wac/default.aspx?cite=132q>.

All policies and procedures adopted by the CCS Board of Trustees are at <http://www.ccs.spokane.edu/> in About CCS under Governance. For current WACs and CCS Board policies.

Students have a responsibility to ...

Know and follow the rules. Admission to CCS carries with it the presumption that students will conduct themselves as responsible members of the academic community.

This includes obeying the law, complying with policies, procedures and rules of the district, the colleges and departments, maintaining a high standard of integrity and honesty, and respecting the rights of other members of CCS. <http://apps.leg.wa.gov/wac/default.aspx?cite=132q-30>

Students – not their parents or family members, instructors, nor their classmates – are responsible for coursework, for filing annual financial aid forms, registering for and withdrawing from classes, and petitioning to graduate.

Spokane Community College has established four learning abilities we hope each student will do successfully while at SCC. Those abilities are responsibility, communication, critical thinking, and global awareness. Responsibility is described as having "the ability to recognize, understand and accept ownership for learning by self-assessing, demonstrating, and evaluating behaviors that support the learning situation." The learning environment includes not only the classroom, but the complete campus community; the fitness center, admissions office, library, café, and on-line course blogs.

Students have a responsibility to behave in ways that support their learning – and to ask for assistance when they believe others are not.

STUDENT CODE OF CONDUCT

STANDARDS OF CONDUCT - STUDENT CODE OF CONDUCT

The full text of the regulations, policies and procedures that govern student conduct and the disciplinary procedures is available online at:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-10>

Student Development
Spokane Community College
Lair Student Center (Building 6), Room 125
(509) 533.7431

Students are expected to conduct themselves as responsible members of the academic community. This includes obeying the law, complying with policies, procedures and rules of the district, the colleges and their departments, and maintaining a high standard of integrity and honesty and respecting the rights, privileges and property of others.

The Standards of Conduct were established to ensure that students can learn, and faculty/staff can work, in a safe and respectful environment that promotes educational excellence. These standards promote CCS' educational purposes and provide an understanding of your rights and responsibilities. Failure to comply with these policies may result in disciplinary sanctions.

CCS policies that apply to students can be accessed at:

<https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees/Policies-Procedures/Chapter3>

<https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees/Policies-Procedures/Chapter4>

CCS Administrative Procedures that apply to students can be accessed at:

<https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees/Policies-Procedures>

Students have a right to:

- be informed of the allegations of misconduct against them
- have an advisor or support person at any investigatory meeting or hearing regarding an allegation of misconduct
- appeal any decision resulting from an investigatory meeting or hearing
- appeal a suspension from class by an instructor

Students have a responsibility to:

- read and understand the CCS policies regarding standards of student behavior
- cooperate with any investigatory process
- not retaliate nor allow others to retaliate on their behalf against others involved in the conduct process

OTHER IMPORTANT POLICIES AND REGULATIONS

ALCOHOL AND DRUG FREE WORKPLACE/CAMPUS CCS BOARD POLICY 2.30.03

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in all facilities, grounds, events or activities directly or indirectly under the control of Community College of Spokane (CCS) shall not be tolerated and, pursuant to this policy, shall be prohibited. CCS will comply with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, U.S. Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991, and WAC 132Q-10-228 & 230. Students who engage in such activities are subject to disciplinary action up to and including suspension and/or expulsion.

<https://ccs.spokane.edu/ccsglobal/media/Global/FormsA-Z/Drug-Free-Workplace-and-School.pdf>

COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES, ACCEPTABLE USE OF CCS BOARD POLICY 7.30.05

CCS provides information technology resources (IT resources) to support the instructional and administrative activities of the district. These resources are intended for the sole use of college faculty, staff, students and other authorized users. IT resources include but are not limited to host computer systems, web sites, desktop computers and workstations, communications networks, electronic software, electronic hardware, library automation systems, multi—media equipment, electronic data, computer files, video networks, telephones, voice mail, e-mail, and internet resources. IT resources will be used according to state laws and the policies and procedures of the district and institutions. Use of CCS IT resources, as state resources, does not confer a right to privacy in those resources. CCS reserves the right to monitor its IT resources and to take appropriate action to protect the integrity of its IT resources in accordance with existing laws, policies and procedures. Students who fail to comply with these provisions will be subject to discipline.

https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH7/7.30.10_ITSecurity/7-30-10A_ITSecurity.pdf

COPYRIGHTED MATERIALS CCS BOARD POLICY 7.50.20

Community Colleges of Spokane recognizes that United States copyright laws exist for the public good and balance the intellectual property rights of authors, publishers, license holders and copyright owners with the educational community's need for the free exchange of ideas. CCS will adhere to the provisions of U.S. copyright laws, including all relevant copyright and patent laws, the Digital Millennium Copyright Act, the Technology, Education and Copyright Harmonization (TEACH) Act, Guidelines for Off-Air Recording and all other relevant laws and regulations. Students who fail to comply with these provisions will be subject to discipline.

<https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees/Policies-Procedures/Chapter7>

FIREARMS

Prohibition of Firearms and Other Dangerous Instrumentalities (WAC 132Q-94-150)

No employee, student or guest shall carry, transport within a vehicle or otherwise possess any weapon explosive device, hazardous chemicals or any other hazardous weapon such as knives or substance on any college campus or other district property except for use in an authorized college activity with express authorization from the chief executive of the campus or an authorized designee.

FIRES AND OPEN FLAMES

Prohibition of Open Flames in College Buildings (WAC 132Q-94-160)

Candles and other open flames, including lighting and burning of incense, are prohibited in any building owned or operated by CCS. Open flames create a fire hazard, and scented candles and incense can be an irritant to other individuals. Exceptions may be made if the candle or flame is associated with instructional equipment under appropriate faculty supervision or for decorative/food preparation purposes as part of an approved college function and with appropriate equipment.

HARASSMENT AND NON-DISCRIMINATION POLICIES

CCS BOARD POLICY 3.30.01

CCS recognizes its responsibilities pursuant to state and federal law, rules and regulations including the responsibility for investigation, resolution, implementation of corrective measures, and monitoring of its academic, athletic, and extracurricular programs (educational programs) to stop, remediate, and prevent discrimination, harassment, sexual misconduct and retaliation consistent with these provisions. The purpose of this policy is to establish CCS's commitment to provide equal access to its educational programs and to provide an environment for its students that is free from conduct or behaviors that constitute discrimination, harassment, sexual misconduct, domestic violence, dating violence, stalking and/or retaliation by or against its students. This policy is subject to constitutional protections related to freedom of speech, association, and the press.

Fostering and developing the understanding of diverse social and cultural traditions of all CCS students is a fundamental role of the district. Prejudice and bigotry, including racism, sexism, and any other bias that creates barriers, perpetuates stereotypes or promotes ignorance, is contrary to the mission of the district, shall not be tolerated, and pursuant to this policy, shall be prohibited. Confirmed violations of this policy may lead to disciplinary action, up to and including suspension and/or expulsion.

<https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees/Policies-Procedures/Chapter3>

HAZING

Community Colleges of Spokane's Commitment to Hazing Prevention Hazing is prohibited within the Community Colleges of Spokane (CCS). This prohibition applies to conduct that may occur both on and off campus. In compliance with 2SHB 1751 (2022), CCS will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementing mandatory reporting of hazing, creating a hazing prevention committee and publishing a hazing report. Hazing Definition As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of

higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions.

HEALTH AND SAFETY (Chapter 132Q-94 WAC)

Students shall, to the best of their ability, make it their individual responsibility to keep themselves and their peer students free from accidents. In the interest of accident prevention, students shall obey the approved district safety rules and procedures including those outlined below, as well as other, more specific safety rules, as outlined by their instructors.

- Consider the benefits of accident prevention to themselves, to others, and to their work, and act accordingly, conducting their work to avoid accidents through observation of safe work practices.
- Study and observe all safe practices governing their specific area of work or class assignment, and make a concerted effort to understand their job and area of assignment.
- Ascertain emergency procedures from their instructor or supervisor.
- Remain alert for any unsafe condition(s) or practice(s) and immediately report any observed to their instructor or supervisor.
- Promptly report any accident in which they are injured, regardless of the degree of severity, to their instructor or supervisor.
- Not engage in practical jokes or horseplay while attending class or while on the job.

Violations of rules and regulations based on health and safety standards shall be cause for disciplinary action under the provisions of **WAC 132Q-10**. Disciplinary proceedings shall be conducted in accordance with chapter WAC132Q-10.

MARIJUANA

Marijuana, although now deemed "legal" (1-502) in Washington State is still prohibited on College campuses and facilities pursuant to certain federal laws, including the Drug Free Schools and Communities Act and the Drug-Free Workplace Act. If Spokane Community College (SCC) fails to comply with these federal requirements, it risks the loss of federal funding which supports its students and operations. The restriction on marijuana use on SCC's campus, in any form, is similar to the restrictions regarding the use of alcohol. Alcohol

consumption and use is legal in the state of Washington, but SCC restricts its use and possession on our premises and in our facilities. Violations are a basis for discipline under the standards of conduct for students, WAC 132Q-30-228.

<http://app.leg.wa.gov/wac/default.aspx?cite=132Q-10-228>

PETS

Pets Prohibited in College Buildings (WAC 132Q-94-125)

For reasons of health, sanitation, and safety, no person shall be permitted to bring or leave any dog, cat, or any other pet in any school building, nor leave such pet unattended on any district property. All dogs, cats, or other pets of any kind shall be and remain on a leash while on any district property. This section does not apply to individuals with disabilities who require the services and assistance of a guide dog and/or service dog as defined by law.

SEXUAL MISCONDUCT DOMESTIC/DATING VIOLENCE, STALKING CCS BOARD POLICY & ADMINISTRATIVE PROCEDURE 3.30.01

Sexual misconduct is a prohibited form of misconduct that includes sexually violent conduct including domestic violence, dating violence, stalking, nonconsensual sexual intercourse, and nonconsensual sexual contact. This conduct also includes, but is not limited to, indecent liberties, sexual exploitation, indecent exposure, sexual exhibitionism, sex-based cyber-harassment, prostitution or the solicitation of a prostitute, peeping or other voyeurism, or exceeding the boundaries of consent including allowing others to view consensual sex, the nonconsensual posting or recording of sexual activity, domestic violence, dating violence, and stalking.

CCS Administrative Procedure 3.30.01 regarding Harassment and Discrimination is intended to provide the reasonable procedures CCS will use to respond to matters involving sexual misconduct, domestic violence, dating violence and stalking. The procedure is designed to support CCS's goal to monitor the academic environment, to afford a prompt response to charges of sexual misconduct, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, to impose appropriate sanctions on violators of this policy, and to prevent and remediate these types of actions. As time passes, evidence may dissipate or become lost or unavailable. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with law enforcement to preserve evidence in the event that the survivor changes their mind at a later date.

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. However, when a complainant does not consent to the disclosure of their name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited.

Contacts. If a student has been the victim of domestic violence, dating violence, sexual assault, or stalking, please report the incident promptly to:

SCC Title IX Coordinator, VP Student Services
Lair Student Center (Bldg 6), Room 202
Phone: (509) 533-7015

If the student believes the Title IX Coordinator has a conflict of interest in the circumstances, they should report the incident to:

President SCC
Lair, Building 6, Room 218
Phone: (509) 533-7042

<https://scc.spokane.edu/About-Us/Public-Disclosures/Right-to-Know>

Rights of Complainants of Sexual Misconduct, Domestic/Dating Violence, Sexual Harassment, and Stalking:

The complainant of domestic violence, dating violence, sexual assault, sexual harassment, or stalking has the right to:

1. Be provided with information on campus resources
2. Be informed of the final disposition of the case
3. To appeal the decision of the student conduct hearing
4. Be provided with accurate hearing dates
5. Be provided with protection from harm/threats
6. Be given a secure waiting area during student conduct hearing
7. To work with instructors on missed assignments
8. Have access to campus counselors
9. Have any support person of the complainant's choosing present at any student conduct proceedings to provide emotional support
10. Be physically present during a student conduct hearing

STUDENT CONCERNS – PROCEDURE FOR ADDRESSING STUDENT CONCERNS

- A. General Student Concerns.** The Student Concern Guide outlines appropriate steps for an informal, then if necessary, formal written process for addressing concerns between students and faculty or staff. It is the belief and practice that the best way for students to resolve problems is to first meet with the instructor or staff member involved and attempt to resolve the problem.

Student Concern Guide. The procedures for addressing general student concerns can be accessed at:

https://scc.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH3/3.40.01_StudentRights/3-40-01D_StudentConcerns.pdf

- B. Student Concerns Regarding Harassment, Discrimination or Sexual Misconduct.** CCS has policies that prohibit discrimination and harassment based on race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, parental status, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender Identity or expression, disability, use of trained guide dog or service animal by a person with disability, genetic information, or any other legally protected classification.

CCS Board policy and administrative procedure 3.30.01 outlines the steps for addressing an allegation of harassment, discrimination or sexual misconduct. Any student with concerns about this type of behavior should immediately contact the Vice President of Student Services, who is also the Title IX Coordinator.

VP Student Services
Lair, Building 1, Room 264
Phone: (509) 533-7015

If the student believes the Title IX Coordinator has a conflict of interest in the circumstances, they should report the incident to:

President SCC
Lair, Building 1, Room 264
Phone: (509) 533-7042

Procedures. CCS Administrative Procedure 3.30.01-A Non-discrimination/Anti-harassment is available at:

https://scc.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.01_EqualEmploymentNonDiscriminationAntiHarass/2-30-01A_DiscriminationComplaint.pdf

STUDENT RECORDS and RIGHT TO PRIVACY

FERPA: The Family Educational Rights and Privacy Act of 1974, requires that CCS adopt institutional procedures and guidelines in compliance with Public Law 93-380. Students' rights to privacy are protected, with certain restrictions, regarding the disclosure of your student educational records.

<http://catalog.spokane.edu/StudentRights.aspx?page=PV2>

Students have the right to:

- 1. Inspect and review student education records** within 45 days after you submit a written request to the College's Registrar. The request must identify the record(s) you wish to inspect.

If the requested records are not maintained by the Registrar's Office, the Registrar will forward the request to the appropriate college official. If the requested records contain more than one student, the student may inspect and review only the portions which relates to them.

The college may charge reasonable fees for preparing copies for the students. The college may have a college representative present during the review and disclosure of student records.
- 2. Request an amendment of your educational records.** You may request, in writing, an amendment to records you believe are inaccurate.

Clearly identify the part which is inaccurate and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify you of the decision and of your right to a hearing regarding the request for amendment. Grades may not be changed through this process.
- 3. Consent to disclosure of personally identifiable information** contained in your records, except to the extent that FERPA authorizes disclosure without consent. The college will disclose directory information.

Spokane Community College and SFCC are part of District 17, CCS. Educational records may be shared among these entities for the purpose of admission, registration, library access, financial aid and billing.

There are exceptions which permit disclosures without consent such as disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or staff position (including campus security personnel and health staff); contractors, consultants, volunteers, and other outside service providers used to perform institutional services and functions; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.

FERPA also permits disclosure of information to the parents of a student regarding the student's violation of any federal, state or local law, or if any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under 21 years of age.
- 4. File a complaint with the US Department of Education** concerning alleged failures by CCS to comply with the requirements of FERPA. Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.