



**GRAYS HARBOR COLLEGE**

Welcome to Grays Harbor College!

*Bienvenidos a Grays Harbor College!*

# 2011-2012

We would like to help you feel more comfortable and prepared by providing this checklist! Once you have checked everything off you will be well on your way to being an informed and successful GHC Student! Make it a great year!

*¡Nos gustaría ayudarte a sentirte mas cómodo y preparado dandote esta lista de chequeo! Una vez que hayas marcado todo en tu lista, estarás en camino a ser un estudiante informado y exitoso de GHC.*

*¡Haz que éste sea un gran año!*

<b>Do You Have/ Tienes:</b>	<b>Find at / Lo encuentras en:</b>
<input type="checkbox"/> Student ID Card - Books <i>Identificación de Estudiante - Libros</i>	Bookstore—HUB <i>Librería —HUB</i>
<input type="checkbox"/> Schedule - Global Pin - Advisor <i>Horario - Clave Global - Consejero</i>	Admissions & Records-HUB <i>Admisiones y Expedientes- HUB</i>
<input type="checkbox"/> Learning Center Tutoring Schedule <i>Centro de Aprendizaje - Horario de Tutorías</i>	Learning Center—1519– Library <i>Centro de Aprendizaje-1519 -Biblioteca</i>
<input type="checkbox"/> Financial Aid for 2011-2012 <i>Ayuda Económica para el 2010-2011</i>	Financial Aid office—HUB <i>Oficina de Ayuda Financiera—HUB</i>
<input type="checkbox"/> Career & Personal Counseling <i>Asesorías personales y de carrera</i>	Counseling Center - HUB <i>Centro de Asesorías - HUB</i>
<input type="checkbox"/> The support you need to succeed <i>El apoyo que necesitas para triunfar</i>	TRiO Support Services– Library <i>Servicios de Asistencia TRiO – Biblioteca</i>
<input type="checkbox"/> Student Government/Clubs/ Activities <i>Gobierno Estudiantil/Clubs/ Actividades</i>	Student Activities - HUB <i>Actividades estudiantiles - HUB</i>
<input type="checkbox"/> Library & Media Center Hours <i>Horario de Biblioteca y Centro Multimedia</i>	Media Center– Library <i>Centro Multimedia– Biblioteca</i>
<input type="checkbox"/> Questions– Concerns - Comments? <i>¿Preguntas– Inquietudes - Comentarios?</i>	Student Services - HUB <i>Servicios Estudiantiles</i>
<input type="checkbox"/> Work-study/ Student Employment <i>Trabajos para estudiantes</i>	Human Resources Office— MIB <i>Oficina de Recursos Humanos—MIB</i>
<input type="checkbox"/> Parking Sticker <i>Calcomanía de Estacionamiento</i>	Business Office– 2331 - MIB <i>Oficina Administrativa– Ofic. 2331 - MIB</i>
<input type="checkbox"/> GHC Computer Lab Log-in Information <i>Información para acceder las computadoras de los laboratorios</i>	Computer Labs on Campus <i>Laboratorios de Computación en GHC</i> <a href="http://www.ghc.edu/it">www.ghc.edu/it</a>
<input type="checkbox"/> GHC Email Address <i>Correo Electrónico de GHC</i>	<a href="http://www.ghc.edu/email.htm">www.ghc.edu/email.htm</a>

Have Questions? Don't hesitate to ask—We Are Here to Help!

*¿Tienes Preguntas? No dudes en hacerlas - ¡Estamos aquí para ayudar!*

# Welcome to Grays Harbor College! 1930-2011

As you enroll here, you become part of a long-standing tradition, started in 1930, when Grays Harbor College classes first met in a small two-story wooden building known as the old Franklin School. Now, more than four-score later, GHC continues to provide quality educational opportunities to the residents of Grays Harbor and Pacific counties.



While we have moved on from that simple wooden structure to this beautiful campus overlooking the Harbor, one factor remains constant -- our commitment to helping students succeed. That is the focus for all of us at Grays Harbor College, as we lend a hand to help you prepare for whatever path you may choose for your future.

Perhaps you are pursuing an Associate degree and plan to transfer on to a four-year university; most GHC students transferring after two years fare better than their classmates who started as freshmen at the four-year colleges. Maybe you are here to learn new job skills or change careers; our helpful, well-trained staff can help you focus on your strengths and find those new directions in your life. Or your initial goal may be to work on basic math and English skills to earn your GED; we will help you succeed and then transition into college-level programs. Regardless of your reason for coming to Grays Harbor College, **this is the right place for you!** Our excellent faculty and staff make a strong commitment to your success. Take advantage of their offers to help you. Come to class prepared, be ready to ask questions and join in the discussion, whether it is in a classroom, via ITV or online.

In addition to your course work, I encourage you to become as involved as possible in student life at Grays Harbor College. Develop new friendships, join a new activity, cheer on our Choker athletes, enjoy a performance at the Bishop Center. Soon, I hope, you will agree that enrolling at Grays Harbor College is one of the best decisions you have ever made for realizing your educational dreams.

Best wishes for a successful year at GHC!

A handwritten signature in cursive script, appearing to read "Edward Brewster".

Edward Brewster  
President



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## **Associated Students of Grays Harbor College Welcomes You!**

Greetings, fellow Grays Harbor College students. My name is Greg Taylor and I am your Student Body President for the 2011-12 school year. I consider it both an honor and privilege to serve the students of Grays Harbor College.

For the last 80+ years, Grays Harbor College has been serving our region with the finest education available. GHC is blessed to have some of the most knowledgeable and supportive faculty, administration, and staff around. The college offers a huge variety of academic and vocational programs that you can use to enhance your education and life. Along with our world-class educational opportunities, the college also offers a wide range of services to assist you, ranging from free one-on-one tutoring in the Learning Center, academic planning assistance and personal counseling, and access to the most current electronics in the Media Center, to name just a few. I implore you to take advantage of all the programs and services that are offered to enhance your academic success.

I think it is also worth mentioning the Student Activities and Leadership Program (SALP). There are a myriad of clubs and organizations on campus that may interest you. Being active in a club or organization is a great way to meet others with similar interests and develop invaluable leadership skills. I have been actively involved with student activities and consider it one of the most valuable experiences of my life. I encourage you to find out how you can get involved. You have a voice; when you choose to stop using it is when your opinions and beliefs no longer matter. Find where your voice will make the most impact.

Personally, I think there is no greater cause than academic excellence. I encourage you to take pride in your education and your college. It is important to work hard and take responsibility for your accomplishments and opportunities. It is up to you to follow through with your commitments and to help others celebrate our collective success. Always keep in mind why you are here whatever your specific reason might be. I ask you all to be an example to your peers and your community. If you see a fellow student struggling, take a minute to help them. You never know: they might be your savior in your next class! None of us are perfect, nor should we expect to be. Nobody on this campus will ever laugh at you or make fun of you for seeking assistance. I personally vow that if you do not know where to get help or what to do next, find me or my fellow council members on campus and we will help you. Your success is in your hands. Allow nobody, even yourself, to take it away from you.

On behalf of the 2011-2012 Student Council, I welcome you to Grays Harbor College. GO CHOKERS!

**Greg S. Taylor**  
ASGHC President



**ASSOCIATED STUDENTS OF  
GRAYS HARBOR COLLEGE**



**BUILDING 100**

**The Hillier Union Building**

Admissions and Records  
 Associated Students  
 Activities Board - GHAB  
 Clubs & Organizations  
 Bookstore/Cafeteria  
 Counseling/Advising/Testing  
 Disability Support Services  
 Financial Aid/Veterans Svcs  
 Native American Students  
 Student Activities  
 V.P. for Student Services  
 Visitor Information

**BUILDING 200**

Equity & Diversity Center  
 Information Technology  
 Mediation/Settlement Center  
 WorkFirst Office

**BUILDING 300**

Classroom Building  
 Labs/Studios  
 Faculty Offices

**BUILDING 400** Not in use

**BUILDING 450**

Classrooms/Labs and Offices

**BUILDING 500**

Gymnasium /Offices/ Fitness  
 Lab/Weight Room/

**BUILDING 700**

**Jon V. Krug Industrial Tech. Building**

Classrooms/Shops  
 Carpentry Technology / GIS  
 Faculty Offices  
 Maintenance & Grounds Dept  
 Shipping & Receiving

**BUILDING 800**

**Math & Physical Science Bldg**

Classrooms/Labs  
 Faculty Offices

**BUILDING 1400**

Childcare Center

**BUILDING 1500**

**The John Spellman Library**

Art Gallery/Exhibits  
 Learning & Media Center(s)  
 Opportunity Grant Program  
 Reference Desk/Study Rooms  
 Title III Offices  
 TRiO Student Support Program

**BUILDING 1600**

The Bishop Center

**BUILDING 1700** Not in use

Fish Hatchery

**BUILDING 1800**

**Diesel Technology Building**

Classroom/Shop/Lab  
 Faculty Office

**BUILDING 2000**

**Jewell C. Manspeaker Building**

Classrooms/ Labs/ Offices  
 2100 - Nursing/ Health Sciences  
 2200 - Adult Basic Education  
 ESL/GED  
 2300 - Business Office  
 Campus Operations  
 Human Resources  
 Purchasing  
 Safety & Security  
 VP for Administrative Services

**MUSIC PAVILION**

**Wellington Rehearsal Hall**

Classrooms/labs/offices  
 Communications/ Music/  
 Theatre Arts  
 2400 - College Dev  
 GHC Foundation  
 College Relations/ Tech Prep  
 Extended Learning  
 President  
 Public Relations  
 Research / Assessment /  
 Planning  
 VP for Instruction  
 WorkForce Education

# Grays Harbor College Campus Departments / Hours & Phone

*Summer & Break hours may vary. Regular office hours subject to change.*

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## **Admissions and Records**

538-4026 - Office 103  
7:30 am - 5 pm, M—F

## **Adult Basic Ed., ESL, GED**

(on GHC campus) - 538-4167  
Room 2218, 8-4:30 pm, M - F

## **ASGHC: Student Government**

538-4087 - West Wing HUB

## **Bishop Center for Performing Arts**

Information and ticket sales available in Student Services, or by calling 538-4066 or at [www.ghc.edu/bishop](http://www.ghc.edu/bishop)

## **Bookstore**

538-4106 - Building 100  
7:30 am - 4 pm, M - F  
4 pm - 6 pm Tuesdays

## **Campus Operations**

538-4114 - Office 7213  
8 am - noon, M - F

## **Cashier / Business Office**

538-4032 - Office 2300  
8 am - 5 pm, M-F

## **Columbia Education Center - Ilwaco Center**

360-642-9433  
208 Advent Ave. SE  
Ilwaco, WA 98577

## **Computer Labs**

538-4158  
Hours of each computer lab will be posted on the door of the lab each quarter.

## **Continuing Education**

538-4016 - Office 2424  
8 am - 8 pm, M - Th 8 am - 5 pm, F

## **Counseling Center**

538-4099 - Office 140  
8 am—5 pm, M - F

## **Disability Support Services**

538-4068 - Office 119  
8 am - 4:30 pm, M - F

## **Financial Aid**

538-4081 - Office 120  
7:30 am - 5 pm, M - F

## **Fitness Lab**

538-4208 - Building 500  
Open hours change quarterly.

## **Food Service**

538-4110 - Office 107  
7 am - 2:30 pm, M - F

## **Gymnasium**

Building 500  
Open gym times change quarterly. The gym is open to any student for basketball, volleyball, etc.

## **Instruction**

538-4009 - Office 2421  
8 am - 5 pm, M - F

## **John Spellman Library / Art Gallery**

538-4050 - Library  
During academic sessions:  
7:30-8:30 PM, M-W, 7:30-6:00 PM, TH, 7:30-4:30 PM, FRI, 10-3 PM, SAT, Closed, Sunday. These hours are subject to change.

## **Learning Center**

538-4060 - Library 1519  
8 -6 pm, M-Th 8 am - 4:30 F

## **Lost and Found**

Switchboard Adm. & Rec.  
Office 103  
7:30 am - 5 pm, M - F

## **Media Lab**

538-4055—Library 1515  
7:30-5:00 pm. M-F

## **Native American Student Services**

538-4090 Office 142  
Call for hours

## **Opportunity Grant Pgrm**

538-4155 - Office 1510  
8:00 am - 5:00 pm, M-F

## **Parking Office**

538-4120 - Office 551  
(no office hours)

## **Purchasing**

538-4037 - Office 2306  
8 am - 4:30 pm, M - F

## **Riverview Center**

360-875-9466  
600 Washington St.  
Raymond, WA 98577

## **Security & Safety**

538-4154 - Office 2323

## **Student Activities & Leadership**

538-4078 - West Wing HUB  
8 am - 4:30 pm, M-F

## **Student Government**

538-4087—West Wing HUB  
8 am - 4:30 pm, M-F

## **Student Employment**

538-4218 - Human Resources  
8 am - 4:30 pm, M - F

## **GHAB Activities Board**

538-2511 West Wing HUB  
8 am - 4:30 pm, M-F

## **Student Services**

538-4066 - Office 110  
8 am - 4:30 pm, M-F

## **Tutoring**

Please see “Learning Center”

## **Vocational Education**

538-4011 - Office 2424  
8 am - 5 pm, M - F

## **Weight Room**

Building 500 (Check hours)

## **Whiteside (Adult Basic Education)**

533-9733  
418 E. 1st St., Aberdeen  
8:30 am - 5:00 pm

## **WorkFirst**

538-4058 Office 200 Bldg

## **Wunderland Childcare**

538-4190 - 1400 Bldg.  
7 am - 9:30 pm, M - F

## Important 2011-2012 Calendar Dates

<u>Fall 2011</u>		<u>Spring 2012</u>	
Fall-Kick Off Days	Sept 12, 14	Final Registration Day	April 6
New Student Day	Sept 13	First Day of Classes	April 9
Advising Day	Sept 15	“W” Day	May 23
Prep & Final Registration	Sept 16	Memorial Day Holiday	May 28
First Day of Classes	Sept 19	Advising Begins	May 29
Faculty Professional Day (No Classes)	Oct 7	Registration, +24 credits	June 4
Advising Begins	Nov 7	Registration, <23 credits	June 8
“W” Day	Nov 9	Last Day of Classes	June 18
Veterans’ Day Holiday	Nov 11	Testing	June 19-21
Registration, +24 credits	Nov 14	Faculty Prep Day	June 22
Registration, <23 credits	Nov 18	Graduation	June 22
Thanksgiving Holiday	Nov 24-25	<u>Summer 2012</u>	
Last Day of Classes	Dec 5	WAOL classrooms opens	June 28
Testing	Dec 6-8	WAOL enrollment ends	July 5
Faculty Prep Day	Dec 9	WAOL instruction starts	July 5
<u>Winter 2012</u>		“W” Day	August 1
Faculty Prep Day & Final Registration	Jan 3	On campus instruction begins (all sites)	July 2
First Day of Classes	Jan 3	On campus instruction ends (6 weeks)	August 10
Martin Luther King Hol.	Jan 4	WAOL instruction ends (8 weeks)	August 29
All College Day (No class)	Jan 16		
Presidents’ Day Holiday	Feb 17		
Advising Begins	Feb 20		
“W” Day	Feb 27		
Registration, +24 credits	Feb 29		
Registration, <23 credits	Mar 5		
Last Day of Classes	Mar 9		
Testing	Mar 19		
Faculty Prep Day	Mar 20-22		
	Mar 23		



Grays Harbor College does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a veteran. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Services and/or Office of Human Resources, Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen WA 98520, (360) 532-9020.

**Campus Offices Toll Free: 800-562-4830 Local: 360-532-9020**

ABE (main campus)	538-4167	Grounds	538-4117
Admissions	538-4026	Heavy Equipment	538-4186
Athletics	538-4207	Human Resources	538-4218
Audiovisual	538-4057	Human Svcs Program	538-4097
Automotive Shop	538-4131	Info. Technology	538-2500
Biology Lab	538-4182	Institutional Research	538-4101
Bishop Center	538-4066	Kitchen	538-4110
Board Room	538-4002	Learning Center	538-4129
Bookstore	538-4106	Library	538-4050
Business Office	538-4032	Circulation	538-4050
Campus Operations	538-4114	Media Services	538-4057
Career Development	538-4098	Reference	538-4054
Carpentry Shop	538-4130	Technical Service	538-4055
Cashier	538-4032	Maintenance	538-4114
Chemistry Lab	538-4205	Model Watershed	538-4179
Childcare	538-4190	Motor Pool	538-4114
Computer Labs	538-4158	Nursing Department	538-4244
Continuing Education	538-4016	Nursing Lab	538-4159
Ilwaco	642-9433	Opportunity Grant	538-4155
North Beach	289-2292	Parking	538-4120
Raymond	875-9466	Part-time Coaches	538-4210
Counseling Center	538-4099	Personnel	538-4218
Criminal Justice	538-4143	Piano Lab	538-4188
Crow's Nest	538-4175	President's Office	538-4000
Custodial	538-4020	Purchasing	538-4037
Developmental Ed.	538-4166	Public Relations	538-4005
Diesel Mechanics	538-4186	Receiving	538-4114
Disabled Students	538-4068	Registrar	538-4030
<b>Fax Numbers:</b>		Registration	538-4028
Athletics	538-4274	Running Start	538-4015
GHC Main	538-4299	Scholarships	538-4084
Human Resources	538-4136	Security/ Safety	538-4154
Ilwaco	642-9434	Staff Lounge	538-4086
Information Tech	200 Bldg	Stafford Creek	537-2002
I-TV Classroom	538-4104	Student Government	538-4087
Library	538-4294	Student Programs	538-4078
Maintenance	538-4280	Student Records	538-4028
OFTC	538-4260	Student Services	538-4066
Purchasing	538-4298	TDD Line	538-4223
Riverview	267-8467	Tech Prep	538-4121
Stafford Creek	537-1979	Transcript Evaluation	538-4030
Student Services	538-4293	TRiO	538-4076
Whiteside	533-9779	Tutoring	538-4060
Financial Aid Office	538-4081	Veteran's Office	538-4084
Fitness Lab-	538-4208	VP for Admin Svcs	538-4034
Weight Room	538-4079	VP for Instruction	538-4009
Foundation	538-4243	VP for Student Svcs	538-4066
GED Office	538-4167	Welding Shop	538-4125
GHCFT	538-4043	Whiteside	533-9733
GHAB-Activities Board	538-2511	WorkFirst Programs	538-4058
GIS Lab (700)	538-4003	Workforce Education	538-4011
		World Class Scholars	538-4121



**Grays Harbor College**

Baseball • Softball

*Athletics*

Golf • Basketball



## Striving For Excellence

Catch the Chokers in action  
Home games are FREE for students

Schedules online at:  
[www.ghcathletics.com](http://www.ghcathletics.com)

**Baseball • Softball • Golf  
Men's & Women's Basketball**

Contact us:  
360.538.4207



## FREQUENTLY ASKED QUESTIONS

### REGISTRATION

**After I have taken the placement test, how do I register?** An appointment will be made with an entry advisor to register.

**What does an advisor do? Who is my advisor?** An advisor assists the student in planning a course of study and registering for classes. Students are assigned an advisor after their entry advising session. Advising help is also available at [counseling@ghc.edu](mailto:counseling@ghc.edu).

**How do I contact my instructor?** Office locations and phone numbers are listed in the Student Handbook and frequently on instructors' syllabi. Notes can be left in the faculty mailboxes in the Administration Building.

**What are distance learning opportunities?** Video courses, interactive television (ITV) courses on the Internet, and off-site courses are available. Consult the class schedule for more info.

**What is "W" day?** This is the last day in the quarter that a partial withdrawal from classes is allowed.

**How do I withdraw from classes?** Complete a drop form. Last day to drop a class is "W" Day.

**What is the last day to complete a total withdrawal?** A total withdrawal can be done up to the last day of the quarter by contacting the Counseling Center.

**How many credit hours per quarter require an overload approval?**

·Credit hours of 21 or more require approval of the Vice President of Instruction or Associate Dean for Student Services.

**Where do I find a schedule for finals?** class schedule or posted on the web.

**When will this class be offered again?** Check the tentative annual class schedule on the web page. Also, the instructor may have some information.

**When can I register for classes at a reduced senior citizen rate?** The sixth day of classes each quarter.

### FINANCIAL AID

**What is the deadline for submitting a financial aid application?** To be considered for all available funding, the FAFSA (Free Application for Federal Student Aid) should be filed online at [www.fafsa.gov](http://www.fafsa.gov) by the previous April 1st and all additional required documents must be submitted to the Financial Aid Office by May 1st. After May 1st (priority deadline), financial assistance may not be plentiful.

**How long will it take for my financial aid file to be processed by the Financial Aid Office?** 4 – 8 weeks. This is why you need to apply early!

**When and how will I hear if I receive money for college?** If you met the May 1st priority deadline, an award letter will be sent by early July for the next academic year. You may also check the status of your financial aid file and awards by logging in to the Financial Aid Portal online at [www.ghc.edu/finaid](http://www.ghc.edu/finaid) and clicking on the blue button.

**What do I do if there is money left after my tuition and books are paid?** The money can be used for other educational expenses. A check will be available at the Cashier's Office the first week of the quarter.

**How do I get reinstated for financial aid if I've been suspended?** Students may appeal a financial aid suspension based on unusual circumstances. The Financial Aid Office will assist each student individually.

**How long will it take for my financial aid file to be processed by the Financial Aid Office?** 4 – 8 weeks. This is why you need to apply early!

**How do I get a job on campus?** Work study is part of the Financial Aid Program, offering qualified students an opportunity to earn money on campus. Contact Human Resources or Financial Aid for more information.

**Are services available in the evening?** During the first week of each quarter, services will be available until 6 PM

**What is the difference between academic probation and financial aid probation?** Academic probation is a step in the warning process, based on GPA, that could lead to academic dismissal from college. Students on Financial Aid Probation may only continue to receive financial aid by passing all classes for which they received funding and maintaining a 2.0 quarterly GPA. Failing to meet either of these requirements results in Aid Suspension.

**How many credits do I need to take for financial aid?**

12 credits = Full Financial Aid

9-11 credits = 3/4 Financial Aid

6-8 credits = 1/2 Financial Aid

### **SCHOLARSHIPS**

**When do I need to apply for academic scholarships?** Scholarship applications are available online [www.ghc.edu/stars.html](http://www.ghc.edu/stars.html) in January and are due in March. They are available again at the start of Fall Quarter and are due in October.

**How do you apply for an athletic scholarship?** Student athletes need to contact their coach.

### **ACADEMIC / VOCATIONAL QUESTIONS**

**What classes do I need to take in order to graduate?** The catalog lists the courses required for each degree. A degree audit will determine which classes are still necessary to complete a degree.

**How and where can I get a degree audit?** Complete a form in the Counseling Center or access the Kiosk at GHC's home page on the Internet.

**Which credits will transfer to other colleges or universities?** The Counseling Center has information on other colleges and how GHC courses transfer.

**What are the job opportunities with a degree?** Human Resources may be able to answer this question. Contact Human Resources (538-4218).

**How do I find out what career I want?** Contact the Counseling Center to speak with a counselor and obtain information about taking a career guidance inventory. Also, you can enroll in a career/life options class.

**How do I change my major or my advisor?** Fill out a "change form" at Admissions and Records or the Counseling Center.

## **TIPS FOR SUCCESS**

**Attendance:** There is a direct relationship between attending class and success in a class. It is essential that you attend class, as there is no such thing as an excused absence. Faculty members determine their own policies in regard to make-up work and penalties due to absences. Students who are absent must assume the responsibility of inquiring about those policies with each of their instructors concerning make-up class work.

**Ask questions!** There are no dumb questions if you don't know the answer. Be sure to ask your faculty members, college counselors, or other college staff. If you don't ask, you won't know.

**Know important dates:** For example, “W” day is the last day on which you can officially withdraw from a course. You should know this date, especially if you are having difficulty in a class. If you don't officially withdraw from a class and just stop attending, you will receive a “V” grade which is computed as an “F” on your transcript.

Advising and pre-registration dates are critical. Find out when they are so you don't miss out on the opportunity to ask those important questions and get pre-registered for the next quarter. Students who enroll late have fewer choices.

**Get to know your instructors:** Make an appointment to see your instructor as soon as possible if you are having difficulty. Act on your instructor's advice or referral to college support services. Students who take advantage of college support services in a timely manner are much more likely to succeed. Discuss ideas for term papers or other class projects with your instructors. Discuss your career plans and ambitions with your instructors.

**Get to know other students:** Form study groups with other students in your class and make friends with students so that you can support and assist each other. Other students may share their own tips for success. Learn from each other!

**Take advantage of college support services:** Talk to a counselor or advisor about the services available to you. Tutoring, career services, personal counseling, computer labs, etc. are all tools put in place to help you succeed. Take advantage of these services early...don't wait till the end of the quarter!

**Time management:** Quality learning takes time. For every hour you spend in class, plan on two hours outside of class. For example, if you are enrolled in six credits plan on studying 12 hours per week. If you are enrolled in 15 credits, plan on studying 30 hours per week.

**Don't agonize, organize:** There are many ways to organize your life and your studying. Learn to plan realistic study time and play time. Plan for the unexpected. This is a skill you can learn and it will make college life much easier. Make a commitment to do a task right the first time so you don't have to do it over later. College counselors can help you with time management and study techniques. Ask other successful students what they do. Learn from each other.

**And last but not least:** Strive for excellence, not perfection. Be on time. Take responsibility for yourself. Don't sweat the small stuff. Keep your eye on the “big picture”.



# FINANCIAL AID

**It's free and easy**

to apply for financial aid.



## Here's how:


STEP 1: Go to [www.fafsa.gov](http://www.fafsa.gov) and complete your online application.

STEP 2: 1 week after submitting your FAFSA, go to [www.ghc.edu/finaid](http://www.ghc.edu/finaid) and login to your GHC Financial Aid Portal by clicking on this link:



To login: Username = Your SSN

Password = Your DOB (mmddyy)

STEP 3: In your portal, look under the **“Information We Need From You”** section to see all additional forms/documents you must submit to the Financial Aid Office (your application cannot be reviewed without these required forms). You can download the GHC forms by clicking on this link: 

STEP 4: Submit all required forms/documents to the Financial Aid Office as soon as you can and then allow 6-8 weeks to find out what financial aid you qualify for.

STEP 5: Check your portal for updates and to view your financial aid awards. If you have questions, call the Financial Aid Office at 538-4081.

## Did you know?

If you are a student with a documented disability you may be eligible to receive academic adjustments.

Categories include (but are not limited to):

- Deafness
- Mobility
- Speech
- Learning Disabilities
- Blindness
- Chronic/Acute health issues
- Neurological impairment
- Psychological impairment

Academic adjustments include (but are not limited to):

- Material reformatting such as:
  - Books on tape
  - Braille
  - Enlarged print
- Assistance with enrollment:
  - Sign language interpreters
  - Assistive listening devices
  - Tape recorders
  - Extended test time

All accommodations are based on documented disabilities.

To qualify for services you must provide supporting documentation for the requested accommodation. Contact the Coordinator for Disability Support Services for details.

You should contact the offices for Disability Support Services (located in the student services area of the HUB) as soon as possible to discuss and request reasonable accommodation. Many accommodations can take weeks or months to plan.

If you would like to know more about reasonable accommodations for students with disabilities contact:

John Rajcich, Coordinator  
Disability Support Services

Phone: 360-538-4068 or Toll Free @ 1-800-562-4830 Ext: 4086

TDD/TTY: 360-538-4223

Fax: 360-538-4293

E-mail: [jrajcich@ghc.edu](mailto:jrajcich@ghc.edu)

# GHC Learning Center

All Services  
**FREE!**



Homework Lab  
Tutors on duty to help & answer questions  
Individual Tutoring  
Set up ongoing one-on-one tutoring

[www.ghc.edu/lc](http://www.ghc.edu/lc)

Writing Desk  
Assistance at all stages of the writing process  
Learning Links  
[www.ghc.edu/lc/learninglinks](http://www.ghc.edu/lc/learninglinks)  
eTutoring  
[www.ghc.edu/etutoring](http://www.ghc.edu/etutoring)

## Learning Center

Spellman Library - Room 1519

Laura Ratcliff - 360.538.4060

[lratclif@ghc.edu](mailto:lratclif@ghc.edu)

**WE'RE HERE TO HELP!**

No  
Appointment  
Necessary

**"The Learning Center works in collaboration with faculty to provide learning support, enabling GHC students to become effective independent learners who meet their academic goals."**

# GET INVOLVED!

**Student Government** The purpose of Student Government (ASGHC) is to represent the needs of the students to faculty and administration. Council members serve on most Grays Harbor College committees. Elections to the Student Council are held in spring quarter. All students are encouraged to come to the ASGHC weekly meetings.

**Grays Harbor Activity Board** (GHAB) is dedicated to enriching students' lives outside of the classroom. The board, comprised of three selected students and volunteers, puts on a variety of events on campus that engage students academically, culturally, socially, athletically and creatively. Get involved today!

**Student Clubs & Organizations:** Representatives of all chartered campus organizations comprise the Student Club Coordinating Council (CCC), chaired by the ASGHC Vice President.

## Chartered Clubs & Organizations 2011-2012

<b>ASGHC: Student Government</b>	Student leadership
<b>Activities Board (GHAB)</b>	Campus programming board
<b>College Life</b>	Community/fellowship building
<b>Human Services Association</b>	Community service group
<b>Japanese Media Club</b>	Special interest group
<b>Native American Student Association</b>	Native American awareness
<b>Natural Resources Club</b>	Natural resources awareness
<b>Student Nurses Association</b>	Pre-nursing organization
<b>Phi Theta Kappa Honor Society</b>	National Honor Society
<b>Tyee Service Club</b>	Community Service club
<b>Non-Traditional Students</b>	Support network for students
<b>Hispanic/Latino Club</b>	Hispanic/Latino awareness
<b>Spirit Club</b>	School Spirit & Cheerleading
<b>Table Top Gaming Club</b>	Special interest group
<b>Gay Straight Alliance (GSA)</b>	Alternative Lifestyle Support Group
<b>Veterans Club</b>	Support network for veterans/families

**Study Abroad with GHC:** Get credit and study internationally through GHC!

**Students-In-Service:** Want to get involved but not sure how? The *Students in Service* program is a program that encourages and supports college students to enroll as part-time AmeriCorps members who provide valuable service in their communities. SiS members make a difference in their communities, and upon completion of their term of service, earn an education award depending on hours of service.

**Leadership Institute:** There are numerous opportunities to further develop your personal leadership style. Throughout the year there are multiple occasions to attend student leadership conferences, and workshops on campus! Stay tuned!

**Transfer Trips:** Transferring soon? Be sure to attend a GHC Transfer Trip! We provide lunch and transportation, arrange campus tours & admissions presentation. All you have to do is sign-up in the Counseling Center! Questions? 360-538-4078

**Bishop Center for Performing Arts:** During the year, productions are brought in from all over the nation to entertain audiences of all ages! The Grays Harbor College Drama & Music Department also produce quarterly shows. Students can get involved with all aspects of a theatrical production—You can even get credit for it! Ask us how!

# **Student Activities & Leadership Program**

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## **International Education: STUDY ABROAD**

**Volunteer and earn \$2,362.30:  
STUDENTS IN SERVICE**



## **Get involved on campus: STUDENT PROGRAMS**

**Bishop Center for Performing Arts:  
LIVE THEATRE**

**Lead at Grays Harbor College:  
LEADERSHIP INSTITUTE**

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**Student Activities & Leadership—Cal Erwin-Svoboda**  
activities.ghc.edu - (P) 360-538-4078 (E) csvoboda@ghc.edu  
*Office is in the West Wing of the HUB - RM 171*



# Community Education Centers

Whiteside  
Education Center  
418 E. First Street  
Aberdeen WA  
360.533.9733  
[www.ghc.edu/whiteside](http://www.ghc.edu/whiteside)



Riverview  
Education Center  
600 Washington St  
Raymond WA  
360.875.9466  
[www.ghc.edu/riverview](http://www.ghc.edu/riverview)

Columbia      Ed-  
ucation Center  
208 Advent Avenue SE  
Ilwaco WA  
360.642.9433  
[www.ghc.edu/columbia](http://www.ghc.edu/columbia)



# GRAYS HARBOR COLLEGE



## FOUNDATION

### MISSION

The Grays Harbor College Foundation seeks to increase opportunities for deserving students to realize their educational goals by offering scholarship assistance and strong support of the academic environment.

The Grays Harbor College Foundation has assets totaling more than \$7 million, collected through the generosity of GHC alumni, family, and friends of the college who live in our community and beyond. In 2011-2012, these generous gifts will allow the GHC Foundation to provide the following support:



## 2011-2012 AWARDS

\$422,417 FUNDING

225 SCHOLARSHIPS

125 ACADEMIC SCHOLARSHIPS

50 TOOL SCHOLARSHIPS

50 WORLD CLASS SCHOLARS

\$155,458 in other gifts to Grays Harbor College

This includes support for Childcare Grants, GED Testing, Book Loans, Athletics, Summer Musical, and much needed instructional equipment

# SUPPORT THE GHC FOUNDATION !

1620 Edward P. Smith Drive • Aberdeen, WA 98520

(360) 538-4243 (800) 562-4830 • FAX (360) 538-4299

e-mail: [foundation@ghc.edu](mailto:foundation@ghc.edu) • [ghc.edu/foundation](http://ghc.edu/foundation)

## CAMPUS SERVICES AND PROGRAMS

**Advising:** An advisor is the faculty member to whom a student is assigned for help in selecting courses at registration, in changing a schedule, or for general transfer or program information.

### What Academic Advisors Do:

- 1) Assist students with their educational planning.
- 2) Provide placement test interpretations to students.
- 3) Place students into courses geared toward personal interests and goal attainment.
- 4) Provide information and referral services for academic and related support.
- 5) Provide information on transferring to universities.

**Assessment:** The Counseling Office (HUB, 538-4099) provides the necessary English, math, and reading placement tests for course pre-requisites.

**Bookstore:** The Bookstore (HUB, 538-4105) offers students the opportunity to purchase software, reference and textbooks, art and school supplies, gifts, snacks and GHC imprinted apparel. Book Buyback is held at the Bookstore at the end of Fall, Winter and Spring Quarters during the first three days of finals.

**Bus Ridership Program:** Students are encouraged to ride the bus to campus and avoid parking problems. GHC students can obtain a quarterly Grays Harbor Transit pass from the Business Office for no additional cost. Replacement fee assessed at \$30 per lost bus pass. ABE/GED/ESL students pay \$30 for a pass.

**Cashier Window** is located on the 3<sup>rd</sup> (main) floor of 2000 Bldg. Office hours are M-F 8:00 am-5:00 pm. Tuition payments, short term student loans (payment plan), parking permits and ticket payments, Grays Harbor Transit passes, Financial Aid/Refund/Payroll check distribution. You may contact the cashiers @ 538-4032 or 538-4042.

**Child Care:** Child care is available on campus at Grays Harbor College. Please contact Wunderland Childcare 538-4190 for details.

**Counseling and Career Information Center:** Comprehensive counseling services (HUB, 538-4099) are provided in the areas of academic counseling, career/vocational counseling, and personal counseling. Appointments are recommended; however, drop-in hours are available.



**SERVICES & PROGRAMS CONTINUED ON PG. 22**

# STUDY ABROAD



**Why Study Abroad with GHC:**  
**Save a considerable amount \$\$\$**  
compared to other programs.

**All credits completed will count**  
towards your degree at GHC.

**On-site staff during time abroad**

**Classroom ratio 10:1**

**Scholarships & Financial Aid**  
available—get paid to study abroad!

**Programs on quarter schedule**  
will still be able to graduate on time

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**Alajuela, Costa Rica (Summer 2011)**

**Cape Town, S. Africa (Fall 2011)**

**Valencia, Spain (Winter 2012)**

**Florence, Italy (Spring 2012)**

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**Hints to Studying Abroad:**

Apply Early & Often—Plan 1 Year in Advance—  
Start Saving Today!

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Talk to Cal Erwin-Svoboda 538-4078 or [csvoboda@ghc.edu](mailto:csvoboda@ghc.edu)  
Or JEB Thornton (TRiO) 538-4022 [jthornto@ghc.edu](mailto:jthornto@ghc.edu)

**Disabled Student Services:** Services are available for handicapped and disabled students who provide documentation of a disabling condition(s). Accommodations, accessibility information, liaison with faculty, campus orientation, medical reserve parking, and community referral are some of the services available. (HUB, 538-4068). A TTY line (538-4223) is in this office.

**Emergency Assistance:** The Orkney Book Loan Fund is a loan meant to help students purchase required textbooks at the GHC Bookstore and cannot exceed \$200. This loan is expected to be repaid by the end of the quarter and is not available to Freshman. The UMAR Student Emergency Grant Fund and Uncle Craig Fund provide emergency financial assistance in the form of a grant to the student or as direct payment to a service provider or retailer. These grants do not exceed \$250. For more information please call Student Services at 538-4066.

**Evaluation Office:** Transfer credit evaluations and graduation evaluations are available in the Admissions office (HUB, 538-4030).

**Financial Aid:** The Financial Aid office provides assistance and advice to students. Grants, loans and part-time employment are available to meet the needs of individual students. (HUB, 538-4081). HINT: Plan ahead and start early. Applying for aid can take several months to complete.

**Food Service:** Charlie's Deli (GHC's Food Service operation) is open 7 a.m. - 2:30 p.m. with grill service until 1:00 p.m. while school is in session. Pop and snacks are also available from vending machines located in the HUB, 2000 building and first floor of the library.

**Graduation:** One quarter before you plan to graduate you should complete a graduation application and meet with the Curriculum Advisor in the Counseling Office to check that all your requirements are met. Remember, if you do not apply we have no way of knowing that you are planning to graduate.

**ID Cards:** If you are taking day classes and have paid regular college tuition, you will be issued an Student ID Card. This grants the owner admission to selected student body activities, use of library and computer labs. You should carry your card at all times and be prepared to show it for admittance to these activities. A replacement card is \$5. ID cards are issued in the Bookstore.

**Student Employment:** The college offers a broad array of employment contacts and job leads for permanent career positions as well as part time jobs. (Located in Human Resources, 538-4218). Continued.

On-campus workstudy positions are also handled through this office. Federal financial aid is one source of workstudy jobs. It pays minimum wage and can be no more than nineteen hours per week. Other on campus jobs are available that do not require you to qualify for federal financial aid. ASK!

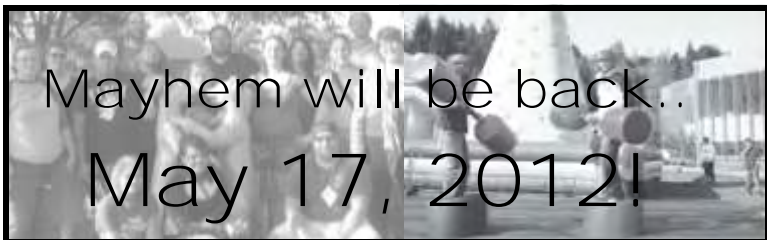
**Lockers:** A limited number of lockers are available in the 2000 & 300 buildings for you to store your books and personal belongings. Lockers are obtained on a first come, first serve basis. The student is responsible for his/her own lock. At the end of each quarter, students must empty the locker or leave signs which indicate they will return the following quarter. Any locks not removed by the student, will be cut off and the lockers emptied by campus maintenance staff.

**Running Start:** Running Start is a program created by the legislature which provides juniors and seniors in high school the opportunity to enroll in college courses. It provides the academically qualified students an opportunity to take college courses as part of their high school program. The GHC contact for this program can be reached at 538-4099 (HUB, Counseling Center).

**Campus Security:** Grays Harbor College employs one full-time person responsible for safety and security at the Aberdeen campus and the three off campus sites. The Director of Safety and Security's office is located in the 2000 Building, room 2323 and can be contacted at (360) 538-4154 or at [tsimone@ghc.edu](mailto:tsimone@ghc.edu). For complete Campus Security Information please turn to page 34.

**Tutoring:** All students are eligible to receive the free tutoring in the Learning Center. Tutoring hours are flexible to accommodate most schedules. This program is staffed by students who have successfully completed the course for which they tutor, have instructor approval and have been trained in aspects of tutoring. Tutors can be found in library 1519, online at [www.ghc.edu/LC](http://www.ghc.edu/LC) or by calling 538-4060.

**Veteran's Office:** The Veteran's office will assist students with all Veterans Educational Benefits. Information about and applications for VA programs is offered in the VA office (HUB, Financial Aid, 538-4069). This office is staffed a limited number of hours per week. Please check on specific hours of service.



## General Information

**Children on Campus** Administrative Policy 516.02 states that as a rule, employees and students shall not bring children with them to their work sites or classes. No employee, student or visitor to the College shall leave a child unsupervised or unattended. It is inappropriate for the adult to ask members of the college community to assume these supervisory responsibilities unless the child is being left in a college program sanctioned for children. Employees or students may bring children to their work sites and/or classes on exceptional and infrequent circumstances and only with the authorization of the appropriate supervisor or faculty member(s).

**Animals** Animals are not permitted in college buildings or on the grounds except guide or service dogs or laboratory animals. The Director of Safety, Security & Campus Operations may grant exceptions to this rule.

**Posting Policy / Copying** Authorization to post items on the bulletin boards must be obtained from the Vice President for Student Services. The library offers copy and fax machines for student use. Posting of authorized flyers should be done with blue painter tape.

**The Privacy Act** GHC allows only a student's "directory information" - your name, address, gender, dates of attendance, major or field of study, degrees/awards received, extracurricular activities, height and weight of athletic team members, scholarships received, other institutions attended, e-mail address and veteran status - to be made available to the public. Release of other information requires your consent. If you do not wish to have this directory information made public, a written request must be on file in the Registration office.

**Students with Disabilities** No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any college program or activity. GHC is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities, in the most integrated setting appropriate to the student's needs, in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and State of Washington Laws of 1994, Ch. 105.

Section 504 defines a person with a disability as "someone with a physical or mental impairment that substantially limits one or more major life activities." The ADA is a federal civil rights statute designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities.

GHC will provide reasonable accommodations, including core services, to qualified students with disabilities. The purpose of this policy is to identify the rights and responsibilities of students under ADA/504 and to establish clear guidelines for seeking and receiving reasonable accommodations.

To receive reasonable accommodations, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. A policy is available in its entirety in the Office for Disabled Students, establishing the scope of and the procedures for requesting accommodations.

**Smoking Policy:** It shall be the policy of Grays Harbor College to maintain a smoke/tobacco free indoor campus environment, including college and state owned vehicles. This includes all tobacco and smokeless tobacco products. (Smoking Policy continued on page 25).

**Smoking Policy (continued):** In addition, smoking is authorized only in the following locations

1. Designated smoking areas and/or shelters as determined by the Smoking Task Force. Current designated smoking areas are on the college's web site under designated smoking areas.
2. Inside any personal vehicle.
3. Any parking lot - **with the exception of the Childcare Center Parking Lot.**

**Student Health Insurance** A state-wide health insurance plan is available for students registered for 6 or more credits. Brochures describing costs and eligibility are available in the Vice President for Student Services office in the HUB. NOTE: The last date to enroll is twenty days from the start of the quarter for which coverage is desired.

**Grades** Students are expected to get their grades by using the Kiosk on the GHC Web Page. Grades are not mailed to the student.

**Lost and Found** Please go to the switchboard at the Admissions and Records Office for lost items.

**Messages** The college does not deliver messages to students and there is no intercom system. Please be sure that your family and friends have other ways to contact you or that you provide them with your schedule. Federal law does not allow the college to release your schedule information to other individuals.

**Social Security Number (SSN)** Each student will be asked to present his or her social security number. The social security number is used for purposes of employment, financial aid, research, assessment, accountability, the Hope scholarship, the Life Long Learning tax credit, and/or transcripts. Disclosure of your social security number (SSN) is voluntary. If a student is applying for Federal Financial Aid, however, the social security number will be required. Every effort is made to keep your SSN confidential. {P.L. 93-579, S7 (a)(1)}. Questions concerning social security numbers can be addressed to the associate dean for student services.

**Student Identification Number (SID)** Each student will be assigned a 9-digit number that will be used as a Student Identification Number (SID). This is the number that will be used for identification purposed on course rosters, college identification cards, etc. The SID will be assigned automatically upon admission to the college or upon first-time enrollment in community services or other courses. Questions concerning student identification numbers can be addressed to the Associate Dean for Student Services.

**Personal Identification Number (PIN)** There are two different types of PINs for students:

1. A Registration PIN is a 6-digit number provided by your advisor and used to register for your classes through Web Registration. A new Registration PIN is needed every quarter. This PIN can be used any time during the registration period for that quarter to register, drop or add classes.
2. A Global PIN is a 4- to 6-digit number needed to access student information through the Web and Student Information KIOSK. Your Global PIN and SID number were mailed to you when you became a student at GHC. You can also get your Global PIN form the Admission and Records Office by showing picture ID.

**Sign-up and stay connected to GHC for important messages**

**Log-on at: [www.ghc.edu/safety](http://www.ghc.edu/safety) to get started**

## **Academic Integrity**

Students at Grays Harbor College are expected to exhibit honesty and integrity in their academic endeavors. As members of the college community we all benefit from an open, honest education environment and therefore, we all bear a responsibility to encourage and promote academic integrity.

### **PLAGIARISM**

Plagiarism is the passing off as one's own the words or ideas of another writer or thinker. Further, the act of plagiarism involves putting forth as original work the ideas or words of another.

Whenever a student submits work that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references. Verbatim statements must be enclosed in quotation marks. In academically honest writing or speaking, the student acknowledges the source whenever:

- another person's actual words are quoted
  - another person's idea, opinion or theory is used, even if paraphrased \_ facts, statistics, or other illustrative materials are borrowed
- Finally, whenever you're in doubt about whether the work you're about to turn in might be considered plagiarism, be especially cautious:
- acknowledge all sources, according to the method of citation preferred by the discipline or instructor
  - write as much as possible from your own understanding of the materials and in your own voice
  - ask an authority on the subject - such as the instructor who assigned the work

### **CHEATING**

Cheating is an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise which in fact has not been mastered. Examples include:

- copying work from another student, or allowing another student to copy, or collaborating during a test without instructor permission
- using a textbook or other course materials, including prepared materials (i.e. notes) during a test without instructor permission
- selling, buying or otherwise obtaining all or part of a test before it is administered, or bribing someone to obtain an unadministered test, including answers
- taking a test for someone else or permitting someone to take a test for you
- changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book or on a test, assignment, change of grade form, or any other academic record

### **FABRICATION**

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples include:

- submitting as the student's own work any academic exercise prepared totally or in part by another
- inventing data or source information for research or other academic exercises
- citing of information not taken from the source indicated
- listing sources in a bibliography (or works cited page) not actually used in the academic exercise

## Admissions & Records Office

Come see us for friendly, personal attention or use our online Student KIOSK to access the following information:



*Student Schedule*  
*Financial Aid Inquiry*  
*Unofficial Transcript*  
*Degree Audit*  
*Hope Scholarship*  
*NEW SID Display*  
*Student PIN Change*  
*Schedule Planner*  
*Class Information*  
*Class Schedules*

### Mission Statement

Student Centered  
Encourage  
Respectful  
Versatility  
Integrity  
Community  
Outreach  
Empower



**Grays Harbor College**  
1620 Edward P. Smith Dr.  
Aberdeen, WA 98520  
**(360) 538-4026**  
or toll-free 1-(800) 562-4830 (in WA )

## Desired Student Abilities

A Grays Harbor College education is designed to help students become intellectually free people who make informed and enlightened decisions, not only in college, but beyond. Courses offered throughout the humanities, the social sciences, the natural sciences, and the professional/technical fields emphasize the most valuable and remarkable achievements of humankind, provide students the opportunity to integrate knowledge and skills from a broad base of content areas into their chosen programs, and encourage students to develop abilities in the following areas:

### **Disciplinary Learning**

Knowledge of content in prerequisite or transfer courses, as well as preparation for a career.

### **Literacy**

Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options.

### **Critical Thinking**

Competency in analysis synthesis, problem solving, decision making, creative exploration, and formulating an aesthetic response.

### **Social and Personal Responsibility**

Awareness of and responsiveness to diversity and commonality among cultures, multiplicity of perspectives, ethical behaviors, and health and wellness issues.

### **Using Resources**

Skills in accessing and evaluating information resources including campus resources, awareness of the role of information resources in making sound decisions, and command of the skills required to use appropriate technologies effectively.





## **Vision, Mission, Values, Desired Student Abilities, Strategic Directions and Goals**

### **Vision**

Grays Harbor College is a catalyst for positive change.

### **Mission**

Grays Harbor College provides meaningful education and cultural enrichment through academic transfer, workforce preparation, basic skills, and community service.

### **Values**

- Access to educational opportunities
- Success for students, faculty and staff
- Excellence in programs, practices and principles
- Respect for diversity of people, ideas, culture and the environment
- Effective and efficient use of resources

### **Goals**

- Program offerings and services are relevant, flexible, high-quality, and responsive to the changing needs of the community.
- Enrollment reflects district demographics with special emphasis on underserved populations.
- All students achieve their educational goals.
- Students smoothly transition from K-12 and to colleges and universities.
- Collaboration, innovation and technology are integral to achieving and sustaining the mission of the College.
- The community has a positive image of the College and understands its relevance to them.

### **Desired Student Abilities**

- Competency in the Disciplines
- Literacy
- Critical Thinking
- Social and Personal Responsibility
- Information Use

*Adopted May 19, 2009 by the GHC Board of Trustees.*

# Transfer Trip Series

## WANT TO VISIT A 4-YEAR CAMPUS?

*We Drive, While You Relax!*

Contact the Student Activities or TRiO for more information.

### What's Included...

- Ride To Campus
- Admissions Presentation
- Free Lunch
- Tour of Campus
- Talk with Students in Major!

### Where We Visit...

#### **Evergreen State College**

www.evergreen.edu  
Phone: 360-866-6000

#### **Pacific Lutheran University**

www.plu.edu  
Phone: (800) 274-6758

#### **St. Martin's College**

www.stmartin.edu

#### **University of Washington**

www.washington.edu  
Phone: 206-543-2100

#### **UW Tacoma Campus**

www.tacoma.washington.edu/  
Phone: (253) 692-4400

#### **Western Washington University**

http://www.wvu.edu/  
Phone: (360) 650-3350



## Other Colleges to Consider in the Region....

#### **Antioch University - Seattle**

www.seattleantioch.edu

#### **Bastyr University**

www.bastyr.edu

#### **Central Washington University**

www.cwu.edu  
Phone: (509) 963-1111

#### **City U**

www.cityu.edu

#### **Eastern Washington University**

www.ewu.edu

#### **Gonzaga University**

www.gonzaga.edu

#### **Seattle Pacific University**

www.spu.edu

#### **Seattle University**

www.seattleu.edu

#### **UW Bothell Campus**

www.uwb.edu

#### **University of Puget Sound**

www.ups.edu

#### **Walla Walla University**

www.wallawalla.edu

#### **Washington State University**

www.wsu.edu

#### **Whitman College**

www.whitman.edu

#### **Whitworth University**

www.whitworth.edu

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## GHC Transfer Rights & Responsibilities

www.ghc.edu/instruction/transfer\_student\_rights

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# Opportunity Grant

## Project Success Opportunity Grant Program

The Project Success Opportunity Grant program is intended to assist low-income students enroll in college for training in high-wage, high-demand career pathways. All pathways approved under the Project Success Opportunity Grant program provide a minimum beginning wage of \$13.00 per hour. Students who qualify for the Project Success Opportunity Grant program may be eligible to receive assistance with tuition, fees, books, and some supplies. The grant may pay for up to a total of 45 credits over a period of three years.

## General Student Eligibility Guidelines

In order to qualify for the Project Success Opportunity Grant, students must be pursuing an approved pathway, be a Washington State resident, meet the income guidelines, have a FAFSA (Free Application for Federal Student Aid) filed that establishes financial need, and fill out an application.

## Approved Pathways

Accounting	Automotive
Carpentry	Criminal Justice
Commercial Drivers License (CDL)	
Diesel	RN Nursing
Welding	

## Contact Information

Jen Gillies

Student Support Specialist

Email: [jgillies@ghc.edu](mailto:jgillies@ghc.edu)

Phone: (360) 538-415

*Spellman Library - Room 1510*

Office Hours

Mon-Fri 8:00 AM - 5:00 PM

# COUNSELING AND ADVISING CENTER

## Academic Counseling:

- Time Management
- Test Anxiety
- Transfer Issues
- Explore Causes of Academic Difficulties



## Career Counseling:

- Choose a Major
- Explore Career Options
- Strong Interest Inventory
- Myers-Briggs Type Inventory

## Personal Counseling:

- Anxiety/Stress Issues
- Relationship Problems
- Crisis Intervention
- Depression/Grief



**All services FREE to GHC students.  
Call 538-4099 to make an appointment  
or stop in at the HUB, room 140.  
Drop in counselor available:  
Monday-Friday from 9:00am-4:00pm**

# GRAYS HARBOR COLLEGE BOOKSTORE

## Merchandise:

- Textbooks
- Supplies
- Snacks
- GHC Apparel
- Book bags
- Stamps
- Gifts
- Special order books & Software



## Book Buyback:

Book Buyback is conducted **ONLY** during the 3 days of GHC Scheduled Finals during Fall, Winter, & Spring Quarters.

## Book Buyback Dates:

*December 6, 7 & 8, 2011*

*March 20, 21 & 22, 2012*

*June 19, 20 & 21, 2012*



## HOURS:

**Monday-Friday: 7:30 am—4:00 pm**

**Tuesday: Evening Hours, 4:00-6:00 PM**

**Evening Hours (Tuesday Evenings) Fall, Winter and Spring quarters while classes are in session.**

**[www.ghc.edu/bookstore](http://www.ghc.edu/bookstore)**

**First Week Attendance** It is essential that students attend the first session of their courses. If a student knows that he or she will be unable to attend due to emergency or scheduling conflict of a serious nature, he or she should contact the instructor.

Students who do not attend the first week's meeting(s) of high demand, closed courses, and do not notify the instructor, will require special permission of the instructor to enter the class late. In such a situation the absent student's seat may have meanwhile been given to another student.

**Photo & Videotape Policy:** Grays Harbor College takes photographs and videotapes on campus throughout the year. These images often include students, employees and guests in classrooms, computer labs, athletic events, and other campus activities. Grays Harbor College reserves the right to use these photographs and videotapes as part of its publicity and marketing efforts. Those who attend, visit, or work at Grays Harbor College do so with the understanding that these photographs and video tapes might include them and might be used in college publications, newspapers, and other media for publicity purposes.

**Annual Notice to Students about Illegal File Sharing** Grays Harbor College encourages all college members and students to use legitimate sources to obtain copyrighted material. Although using peer-to-peer file sharing (P2P) technology is not in itself illegal, what you share and how you share it may be. When you upload or distribute copies you make of copyrighted works OR when you download or acquire unlicensed copies of copyrighted works (music, images, video), you are infringing someone else's rights. If you are infringing-even unwittingly- you can be subject to civil damages of between \$750 and \$150,000 per infringement and even criminal jail time. The college assumes no liability for your actions. Use technology wisely. You are responsible for the choices you make including the choice to use P2P technology on your computer. When you use College resources you must not only obey the law, you must comply with all College policies. There are many good sites available for downloading music, movies and TV shows: some for free and some that charge.

**Student Right to Know Information** In compliance with federal Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) and the applicable Higher Education Amendments, it is the policy of Grays Harbor College to make its completion and transfer rates readily available to all current and prospective students. Please note that these rates are based on a small cohort of 85 students of our total fall 2004 enrollment who matched the following criteria:

- a. Attended credit classes full-time
- b. never attended an institution of higher learning prior to 2002
- c. Reported to be seeking a degree or certificate or plan to transfer to a four-year college or university.

Students within this cohort were counted as completers or transfers if they obtained their certificate or degree at GHC or successfully transferred to a four-year college or university by August 31, 2007. Consequently, completion rates reported here do not represent the success rates of the entire student population at GHC nor do they account for student achievement occurring beyond the three year-tracking period.

<b>2006 cohort n = 105</b>	<b>Completion and Graduation Rate</b>	<b>Transfer Rate</b>
<b>GHC</b>	25.71%	16.19%
<b>Statewide</b>	25.74%	21.45%

# WorkFirst Services

Services to help working families develop the skills needed to advance in the workplace.

## **We help with...**

Tuition, Books & Fees	WorkFirst WorkStudy
Career Development	Academic Planning
GED Exam Fees	Testing/Assessment

Academic options include. . .

- Vocational Certificate Programs
- Basic Skills: GED & ESL
- Customized Job Skills
- Training Job Skills Courses
- Customized Job Skills Training
- Employable Skills Enhancement

Visit our website to see if you qualify or stop by the 200 Building to chat with one of our friendly advisors.



Contact WorkFirst for more information

Phone: (360) 538-4058

Email: [workfirst@ghc.edu](mailto:workfirst@ghc.edu)

[www.ghc.edu/workfirst](http://www.ghc.edu/workfirst)

The  
Grays Harbor  
Federation of  
Teachers

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Celebrates  
Grays Harbor  
College  
Students

## 10 WAYS TO AVOID PARKING FINES

1. **Park Legally:** Park only between white lines in designated areas.
2. **Ride The Bus.** GHC has an excellent bus ridership plan that provides bus transportation from anywhere in our district.
3. **Do not park in handicapped spaces or reserved parking areas.** If you have a disability or a short term medical condition that prevents you from walking Cardiac Lane, please see the Office of Disabled Student Services regarding how to obtain a medical reserved parking permit.
4. **Allow extra time to find a parking space.**
5. **Carpool.** Share rides with other students.
6. **Do not park in named or numbered spaces prior to 3:00 PM**
7. **Do not park along roadways or other undesignated areas.**
8. **Avoid the temptation to try to get away with it.** We do not have a large staff of parking officials, but you will get tickets if you park illegally.
9. **Please be patient and courteous.** A parking space will open up.
10. **If you have questions about parking, go to the parking office by the upper campus bus stop.** "I didn't know" is not an excuse to avoid fines.

## SUMMER PARKING

There are parking rules in effect in summer:

1. Please do not park in spaces with name/number plates or reserved areas
2. Parking in handicapped spaces is reserved for individuals who possess a valid Washington State decal.
3. All other spaces are available to you.
4. Tickets may be issued if there are violations.

## PARKING REGULATIONS

1. Campus speed limit is 20 m.p.h.
2. Yellow painted curbs are "No Parking Areas"
3. Drivers must obey all posted traffic and parking signs
4. Visitor parking spaces are reserved for visitors only - no students or staff!
5. Do not park in reserved parking spaces (named and/or numbered stalls)

**Vehicle Registration:** All vehicles (including motorcycles) utilizing the college parking lots (paved or gravel) must display a valid GHC parking permit which may be obtained at the Cashier's Office (2000 Building) or appropriate Education Center Office. The cost for the parking permits is part of the student's comprehensive fee. If a second vehicle permit is needed, the annual fee is \$5.00 for that vehicle.

### **Required Vehicle Information:**

- o License plate number
- o Year and make of vehicle
- o Name of student
- o Student ID Number (SID)

**Driving Safely:** All students and employees are expected to obey all traffic rules and regulations when driving on campus.

Continued on page 38 —>

**Parking Fines:** Violators of the college's parking regulations will be cited and/or the vehicle may be impounded at the owner's expense. Fines vary between \$20.00 to \$50.00, depending on the violation. All fines are paid through the Cashier's Office (3rd floor of 2000 Building). Failure to pay for outstanding parking citations will result in denial of subsequent registration and withholding of transcripts.

**Special Parking Permits:** The Office of Disability Support Services, located in the HUB, issues a limited number of special reserved parking permits for students with temporary medical disabilities. Students with temporary medical disabilities should pick up a form at the Office of Disability Support Services for their physician to document their disability and request special parking in the medical reserved area. These permits are issued at no charge for designated periods of time. Failure to renew the special permit will result in the vehicle being cited.

Student Parking on the Main Campus is permitted in any designated student parking lot on a first-come, first-served basis with the EXCEPTION of part-time faculty spaces, faculty/staff reserved parking spaces (names or numbered parking stalls), state disabled parking spaces, medical reserved spaces, yellow curbing, fire lanes, driveways and/or roadway or unlined open areas. Vehicles MUST be parked between the white lines of the parking stall (excluding the gravel parking lot). Cars in violation of the parking regulations will be cited. NOTE: Students parking after 3:00 p.m. may park in areas marked "reserved", "visitor", "medical" or those spaces designated by name. Part-time faculty spaces are reserved until 10:00 p.m.

**Appeals:** Appeal forms are available in the Office of Student Services (Room 110) or on-line at [www.ghc.edu/parking.htm](http://www.ghc.edu/parking.htm).

**NOTE:** Registrations and official college transcripts will be withheld for failure to meet financial obligations to the college, including parking fines.

**Questions? Call 360-538-4120 or come by Office 551**

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

All members of the Grays Harbor College (GHC) community are urged to notify the Director of Safety and Security or designee of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus.

In the event of a serious incident, which poses an immediate threat to members of the GHC community, the College has several systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the GHC campus community. These methods of communication include emails, voice messages, fire alarms, FlashAlert (<http://flashalert.net>), postings on the GHC Website (<http://www.ghc.edu>) and emergency text messages (individuals can sign up for this service at <http://www.ghc.edu/alerts/index.html>).

More information about emergency response and evacuation procedures can be found at <http://www.ghc.edu/security>

**Sign-up and stay connected to GHC for important messages**

**Log-on at: [www.ghc.edu/safety](http://www.ghc.edu/safety) to get started**

## Campus Safety Information

**CAMPUS SECURITY:** Grays Harbor College employs one full-time person that is responsible for safety and security at the Aberdeen campus and the three off campus sites. The Director of Safety and Security's office is located in the 2000 Building, room 2323 and can be contacted at (360) 538-4154 or at [tsimone@ghc.edu](mailto:tsimone@ghc.edu).

The Director of Safety and Security has the authority to ask persons for identification and to determine whether individuals have lawful business on campus, but does not have arrest power. Criminal incidents are referred to law enforcement agencies, which have jurisdiction on the main campus and at off campus sites.

For information about fire safety, assigned assembly areas, earthquakes, evacuation for people with disabilities, hazardous material spills, intruder/active shooters or tsunamis go to [www.ghc.edu/security/](http://www.ghc.edu/security/) or contact the Director of Safety and Security.

**COOPERATION...IS THE KEY:** Safety of students, employees and visitors is the primary concern of Grays Harbor College's Security Office. Everyone can help keep the campus environment a safe place. Cooperation among students, faculty, staff and the Security Office is the key to a successful security program.

**GRAYS HARBOR COLLEGE:** Campus buildings are locked and unlocked at scheduled times as conditions and usage warrant. Employees that need access after hours should contact their supervisor to request a key. Grays Harbor College has a student population of approximately 2900 students for fall, winter and spring quarters and approximately 1400 students for summer quarters.

In addition to the main campus, there are three education centers located in Raymond (Riverview Education Center), downtown Aberdeen (Whiteside Education Center) and Ilwaco (Columbia Education Center). There are approximately 193 full-time employees and 162 part-time employees. The college does not have student housing.

**STUDENT PRIVACY:** GHC complies with the Family Education Rights and Privacy Act of 1974 concerning the information which becomes a part of a student's permanent educational record and governing the conditions of its disclosure. Procedural guidelines governing compliance with this statute have been developed and are available through the Office of Admission and Records.

GHC allows only a student's "directory information" – your name, address, gender, dates of attendance, major or field of study, degrees/awards received, extracurricular activities, height and weight of athletic team members, scholarships received, other institutions attended, e-mail address and veteran status – to be made to the public. Release of other information requires your consent. If you do not wish to have this directory information made public, a written request must be on file in the Admissions Office (Room 130).

**TIMELY WARNINGS:** In the event that a situation arises either on or off campus and, in the judgment of the college constitutes an ongoing or continuous threat, a campus "timely warning" will be issued. Depending on the particular circumstances of the incident, especially in situations that could pose an immediate threat to the community and individuals, the college may employ a number of different mechanisms (posters, flyers, e-mail, Internet and/or article(s), phone, text messages, radio and television) to notify the campus of the threat. Two primary methods are E2Campus and Flashnews.net.

**E2CAMPUS:** Is a subscriber based system that will send emails and text messages to cell phones, pagers or devices capable of receiving text messages. E2Campus is free to users. There may be a fee charged by your service provider for text messaging if it is not already covered in your plan. To sign up for this service, go to <http://www.ghc.edu/alerts>.

**FLASHNEWS.NET** is used primarily for weather related delays and closures. Information reported to this website is broadcasted on TV and local radio stations. You can also check their website (<http://www.flashnews.net/puget.html>) then "view current info". This will show any postings submitted, including Grays Harbor College.

**JEANNE CLERY ACT DISCLAIMER:** The Department of Education and the Jeanne Clery Act require all colleges and universities to provide information to students and employees about its campus safety policies, procedures and statistics on certain crimes. Listed below are crimes reported to the security office and law enforcement that have occurred on campus and the adjoining public property during the most recent calendar year and the two preceding calendar years. These statistics include data received from other law enforcement agencies in response to the College's annual requests.

To see a complete chart of reportable incidents and arrests between the 2009-2007 calendar years please turn to page 60.

**WEAPON POSSESSION :** Possession, transportation or storage of any firearm(s), explosives, dangerous chemicals or other weapons, devices or substances which can be used to inflict bodily harm or to damage real or personal property, is strictly forbidden on all college property. This does not apply to commissioned police officers as prescribed by law. **WAC 132B-120-040 (16)**

**REPORTING CRIMES AND OTHER EMERGENCIES:** All crime victims and witnesses are strongly encouraged to immediately report crimes, suspicious circumstance/persons and emergencies to the appropriate law enforcement agencies - **911 for Police, Medic or Fire.**

After Calling 911 – Notify One Of The Following:

1. Call (360) 532-9020 GHC Switchboard. The switchboard has direct radio communications to the Director of Safety and Security and Campus Operation Staff.
2. Call (360) 538-4154, Director of Safety and Security or [tsimone@ghc.edu](mailto:tsimone@ghc.edu).
3. For off campus sites, reports can be made to the community education center coordinator.

Prompt reporting will ensure timely warning notices and disclosure of crime statistics.

**CASE LOG:** The Director of Safety and Security maintains a case log that records all crimes reported to the College, including the nature, date, time, general location, and the disposition of the complaint, if known. These activities are logged and available for public inspection within two days.

**LAW ENFORCEMENT JURISDICTIONS:** The Aberdeen Police Department has jurisdiction on the main campus and at the Whiteside Education Center. Raymond Police Department has jurisdiction at the Riverview Education Center. Long Beach Police Department has jurisdiction at Columbia Education Center. The College maintains an excellent working relationship with these agencies. These law enforcement agencies are responsible for investigating criminal activities that occur at these locations.

**MUTUAL AID AND MOBILIZATION AGREEMENTS:** Grays Harbor College has mutual aid and mobilization agreements with the City of Aberdeen, Raymond Fire Department and Raymond Police Department. The college also has an Interagency Agreement with Grays Harbor County Public Health and Social Services Department and with the American Red Cross for use of the college as a Mass Care Shelter.

**DISABILITY SUPPORT SERVICES:** GHC is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities, in the most integrated setting appropriate to the student's needs, in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and RCW 28B.10.912 (State of Washington Laws of 1994, Chapter 105).

GHC will provide reasonable accommodations/academic adjustments, including core services, to qualified students with disabilities. The purpose of this policy is to identify the rights and responsibilities of students under ADA/504 and to establish clear guidelines for seeking and receiving reasonable accommodations/academic adjustments.

To receive reasonable accommodations/academic adjustments, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. A policy is available in its entirety in the Disability Support Services Office in Room 119. For more information contact:

**John Rajcich, Coordinator**  
(360) 538-4068 or 1-800-562-4830 Ext. 4068  
TDD/TTY: (360) 538-4223  
FAX: (360) 538-4293  
E-mail: [rajcich@ghc.edu](mailto:rajcich@ghc.edu)

**SEXUAL ASSAULT:** Our campus is committed to providing its students with an environment conducive to the pursuit of knowledge. Admission to the institution on this campus carries with it the presumption that students will conduct themselves as responsible members of the community, refraining from actions that would endanger the health, welfare, or safety of others. Conduct constituting a sexual offense, whether forcible or non-forcible, will not be tolerated. Students committing sexual offenses in any form can be prosecuted under the Washington State criminal statutes and/or subject to disciplinary action under the student rights and responsibilities (WAC 132B-120-120).

The Washington State Criminal Code (RCW 9A) defines rape as engaging in sexual intercourse with another person by forcible compulsion; or when the victim is incapable of consent by reason of being physically helpless or mentally incapacitated (e.g., when the victim has consumed alcohol and/or other drugs, either voluntarily or involuntarily); or when the victim does not consent to sexual intercourse with the perpetrator and such lack of consent was expressed by the victim's words or conduct.

If you or someone you know is the victim of a sexual assault, report it immediately to the police. There are on and off-campus resources to help you. Trained staff members assist victims in coping with the aftermath of assaults and in exploring available options confidentially.

Sexual Assault Resource Center	(360) 533-9751 or 888-626-2640
Rape Response Line	(360) 538-2292 or 1-800-986-1202
Crisis Clinic	(360) 532-4357 or 1-800-685-6556
GHC Counseling Center	(360) 538-4099
Family & Friends of Violent Crime Victims	1-800-346-7555

**VICTIMS OF SEXUAL ASSAULT:** If a sexual offense should occur, the victim should take the following actions:

1. Go to a safe place.
2. Call 911.
3. Police will contact counseling and victim's advocate services.
4. Contact a friend or family member.
5. Do not shower, bathe, or douche.
6. Do not urinate, if possible.
7. Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
8. Keep the clothes worn during the offense. If clothes are changed, place clothes in paper bag (evidence deteriorates in plastic).
9. Get prompt medical attention.
10. Do not destroy the physical evidence that may be found in the area of the crime. The victim should not clean or straighten until the police have had an opportunity to collect evidence.
11. Write down all details remembered as soon as possible.

Sexual assault and rape awareness materials in the form of flyers and brochures are located in the HUB (100 Building), Counseling Center (100 Building) and from the Director of Safety and Security.

**SEXUAL HARRASSMENT:** GHC, as a place of work and study, aspires to be maintained free of all forms of harassment, discrimination, intimidation, and exploitation. Members of the college community should be aware that the college will take action to prevent and correct such behavior and those individuals who engage in such behavior are subject to discipline. Retaliation against any employee, student, applicant, or volunteer who reports harassment is also subject to discipline. Sexual harassment complaints should be referred to the Vice President for Student Services (Room 110) involving student(s) or the Human Resources Office (Room 2307) involving employees.

Complete copies of GHC's Sexual Harassment Operational Policy may be obtained in the Office of Student Services (Room 110).

**HATE CRIMES:** Every college and university is required to disclose the number of reported occurrences that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin or disability, as prescribed by the Hate Crime Statistics Act (28 US C 534) for the following criminal offenses - murder/non-negligent manslaughter; negligent manslaughter; sex offenses- forcible; sex offenses - non-forcible (incest and statutory rape); robbery; aggravated assault; burglary; motor vehicle theft; arson; and any other crime involving body injury.

Geographical Areas: Main Campus and Off Campus Education Centers

2009 - There were no reported incidents.

2008 - There was one reported assault on the main campus.

2007 - There were no reported incidents.

**ESCORTS:** Contact the campus switchboard by dialing “0” from an on campus phone or 532-9020 to request an escort during business hours.

**MENTAL HEALTH:** GHC Counseling services (Room 140) provides academic counseling, career/vocational counseling, and personal counseling. Appointments are recommended; however, drop-in hours are available. For more information contact the following:

GHC Counseling	(360) 538-4099
Crisis Clinic	(360) 532-4357 or 1-800-685-6556
Evergreen Counseling Center	(360) 532-8629
Family & Friends of Violent Crime Victims	1-800-346-7555
WA Advocates for the Mentally Ill	1-800-782-9264

**ALCOHOL & DRUG POLICY:** The possession, use, sale or distribution of any intoxicant or illegal drug on the college campus is prohibited. The use of illegal drugs by any Grays Harbor student attending a college-sponsored event is also prohibited, even if the event does not take place at the college. The use of alcohol by students attending such events shall conform to State law. Violation or abuse of the above rules will subject the wrongdoer to college disciplinary procedures. Any violation of these laws may result in prosecution by criminal authorities and are punishable by judgments including community service, fines, confiscation of property (real or personal) and/or prison sentences. The college will also impose sanctions consistent with local, state and federal laws, which may include completion of an appropriate rehabilitation program, expulsion from the college or termination of employment and referral to law enforcement for prosecution. The college recognizes alcohol dependency and other drugs as an illness. Available resources include:

The Counseling Center (Room 140)	(360) 538-4099
Crisis Clinic	(360) 532-4357 or 1-800-685-6556
Alcohol/Drug 24 Hour Helpline	1-800-996-DRUG
Alcoholics Anonymous	(360) 532-2691
ALANO Club of Aberdeen	(360) 532-5971
Grays Harbor Community Hospital	(360) 533-8500

For more information about the College’s alcohol/substance abuse prevention program go to: [www.ghc.edu/Handbook/policy.htm#alcohol](http://www.ghc.edu/Handbook/policy.htm#alcohol) or contact Student Services Office (Room 110) for a copy of the student handbook.

**DOMESTIC VIOLENCE & STALKING:** Relationship or domestic violence may begin with insults, name-calling, shoving, or breaking objects, then proceed to endanger or scare another person, isolation of family members from others, and controlling resources like money, vehicles, and time. More physically violent behaviors include threats of violence or suicide, or threats to take children from the abused person, hurting pets, kidnapping, stalking, hitting, and strangling/choking.

Abuse is a learned pattern of behavior and, without intervention, becomes more destructive and sometimes lethal. Abusive individuals may have a need for power or control over someone else to compensate for their own low self-esteem, insecurity, fear, and confusion.

Beyond Survival	(360) 533-9751 or 888-626-2640
Rape/Sexual Assault Response Line	(360) 538-2292 or 800-986-1202
Crisis Clinic	(360) 532-4357 or 800-685-6556
GHC Counseling Center	(360) 538-4099
Family & Friends of Violent Crime Victims	800-346-7555

### **Steps To Follow If You Are Being Stalked:**

1. Tell the person that the relationship is over.
2. If the stalker has your phone number, do not change it. Let it always go to voicemail and get another unlisted number. If s/he leaves messages this can help your police case. Also, if you change your number this may upset the stalker and result in worse behavior.
3. Report stalking behaviors to the police. Consider filing a protection order.
4. Report the situation to the Director of Safety and Security.
5. Alert your friends, family, co-workers and supervisor of the situation. Give them a detailed description of the stalker and any vehicles they use. Have them alert you if they see the stalker.
6. Keep a detailed journal of all incidents and suspicious occurrences. Keep all e-mails, voice-mails, etc.
7. If you are being followed, do not go home. Go to the police station, fire department or an all night convenience store.

**SEX OFFENDERS:** The federal Campus Sex Crimes Prevention Act went into effect October 28, 2002. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by Washington State concerning registered sex offenders may be obtained.

### **Sex Offender Information May Be Found By Contacting The Following:**

**Grays Harbor Sheriff's Office** - ([www.co.grays-harbor.wa.us/info/sheriff/Offenders/index.html](http://www.co.grays-harbor.wa.us/info/sheriff/Offenders/index.html)) 1-800-562-8714

**Pacific County Sheriff's Office** - [www.co.pacific.wa.us/sheriff/sex\\_offenders/index.html](http://www.co.pacific.wa.us/sheriff/sex_offenders/index.html) (360) 875-9395

**Washington State Sex Offender Information** - <http://ml.waspc.org/>

### **Sex Offender Levels and What They Mean:**

**Level I** The majority of sex offenders are classified as Level I offenders. They are considered at low risk to re-offend. Washington State Law strictly prohibits public disclosure of Level I Registered Sex Offender information.

**Level II** Offenders have a moderate risk of re-offending because of the nature of their previous crime(s) and lifestyle (drug and alcohol abuse and other criminal activity). Some have refused to participate or failed to complete approved treatment programs. Washington State Law prohibits public disclosure of Level II Registered Sex Offenders except under specific criteria.

**Level III** offenders are the greatest risk to the community. Most are predatory, have other violent crime convictions, may have refused treatment, and are known substance abusers. Community notification is the most extensive. Washington State Law permits notifications regarding Level III offenders that include relevant, accurate, and necessary information. This information may be disclosed to the public at large.

**CRIME PREVENTION** Crime can occur anytime - anywhere. Crime does not know any boundaries. Sometimes people get a false sense of security because they believe they cannot be the victims of crime. People need to be aware of what is going on around them. They should take precautions and safeguards that reduce the risk of becoming a victim.

### **Simple Safety Suggestions:**

- \* Keep vehicles locked
- \* Do not walk alone, especially at night
- \* Request an escort from security
- \* Do not leave valuables unattended
- \* Report suspicious activities to security/law enforcement

Every quarter the director of safety and security provides personal safety awareness information during Student Success Conference. Personal and property safety, sexual assault, hate crimes, and stalking brochures are available in the HUB (100 Building) and from the Director of Safety and Security.

**For more information about crime prevention, contact the Director of Safety and Security.**

## **Alcohol & Drugs Policy**

The possession, use, sale or distribution of any intoxicant or illegal drug on the college campus is prohibited. The use of illegal drugs by any Grays Harbor student attending a college-sponsored event is also prohibited, even though the event does not take place at the college. The use of alcohol by students attending such events shall conform to State law. Violation or abuse of the above rules will subject the wrongdoer to college disciplinary procedures.

### **ALCOHOL/SUBSTANCE ABUSE PREVENTION PROGRAM**

It is the policy of Grays Harbor College to provide alcohol/substance abuse referral and prevention information for students. This program is to be free and confidential. Students are encouraged to seek assistance from the Counseling Center where trained professionals are available to assist individuals in their efforts to cope with the pressures of college life. Counselors can provide referrals to convenient and accessible services in the community for the diagnosis and treatment of alcohol/substance abuse problems. The college will also offer from time to time an academic course dealing with alcohol and substance abuse designed to give students a basic understanding of all classifications of drugs. Other courses available from time to time during the evening are survey of alcohol and drug abuse, counseling the alcoholic and drug abuser and the pharmacology of alcohol and drugs.

### **DRUG & ALCOHOL ABUSE STATEMENT - PURPOSE**

GHC is very concerned about the welfare of its students and employees. College programs for prevention are free and confidential. Both students and staff are highly encouraged to seek assistance from the counseling center where trained professionals are available to assist both students and employees of the college. Trained counselors are available to intervene when alcohol/substance abuse, crisis situations, anxiety, depression, marital stress and other self-defeating behaviors result in one's ability to cope. We pride ourselves on those programs which are successful and our concern is always an important portion of our policy. The college offers numerous academic courses dealing with alcohol and substance abuse. Drugs and Society ( 5 credits) is an example of such a course that provides basic understanding of the classifications of drugs. Other courses include counseling the alcoholic and drug abuser and the pharmacology of alcohol and drugs. As the need arises for both students and employees, new courses designed to aid the alcohol and drug abuser will be offered. The college personnel office is also a resource on available services of the State Employees Advisory Services. This program offers help to any state employee who has a personal problem that may have an adverse impact on job performance.

### **RELEVANT STATE/LOCAL LAWS & POLICIES**

The State of Washington and Grays Harbor College have adopted laws and policies governing the use of alcohol and controlled substances. The following is a summary listing of some of the laws and policies most relevant to Grays Harbor College students and employees.

**1. Student Use/Abuse of Alcohol and Controlled Substances:** Students are prohibited from using, possessing, being demonstrably under the influence of or selling any narcotic or controlled substance, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. Students are further prohibited from being demonstrably under the influence of any form of alcoholic beverage on college property with the exception of sanctioned events approved by the president or his designated representative and in compliance with state law. These prohibitions apply to every student whenever said student is present at or engaged in any college-sponsored activity which is held on or in non-college facilities. (WAC 120-1-030 (1) and 050 (3) (f) and (g).)

**2. Employee Use/Abuse of Alcohol and Controlled Substances:** Employees are prohibited from being under the influence of or participating in the unlawful manufacture, distribution, possession or use of a controlled substance in and on college owned or controlled property or while conducting college business. In addition, intoxicating beverages are not permitted in or around the work -site, and employees under the influence of alcohol are not permitted on the work site. (WAC 296-024-073 (6) (3) ).

**3. Prohibited Conduct at College Facilities:** State law relative to public institutions governs the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful drugs or narcotics, not medically prescribed, on college property or at college functions, is prohibited. Students obviously under the influence of intoxicants, unlawful drugs or narcotics while in college facilities shall be subject to disciplinary action. (WAC 123-140-070)

**4. Drinking Age Laws:** It is unlawful for any person under the age of 21 years to acquire, possess or consume any alcoholic beverage. It is also unlawful for any person other than a parent or guardian (and then only in specific situations) to provide alcoholic beverages to someone under 21. (RCW 66.44.270)

**5. College Functions That Provide or Allow Alcoholic Beverages Without Cost:** (Banquet Permits): No functions that involve the service or consumption of alcoholic beverages may take place on college grounds without a state banquet permit. (RCW 676.20.010) Any person acting without a required permit shall be guilty of a gross misdemeanor. (RCW 66.44.090)

**6. Sale of Alcoholic Beverages on Campus:** Alcoholic beverages may not be sold on college property without obtaining an appropriate state liquor license. (RCW 66.20) Liquor licenses must be displayed in plain sight at the location of the event. (RCW 66.24.100)

**7. Opening or Consuming Liquor in Public Places:** It is illegal to have an open container of alcohol or to consume alcohol in a public place, which includes college hallways and lounges, athletic fields, sidewalks, parking lots, etc. (RCW 66.04.010 (23) and 66.44.100)

**8. Promotion of Liquor at Grays Harbor College:** No activities by liquor manufacturers or importers or their representatives which promote the sale or consumption of alcoholic beverages, either by brand name or in general, are allowed on college property. (RCW 66.23.160)

**9. Serving Alcohol to an Intoxicated Person:** It is illegal to serve alcohol to anyone who appears intoxicated. (RCW 66.44.200)

**EDUCATION INFORMATION:** The college will need to provide accurate education information on the health risks and symptoms of alcohol and drug use for students, faculty and staff. For example:

\*\*\***HEALTH RISKS & SYMPTOMS**\*\*\* The following health risks have been associated with the use or abuse of alcohol or controlled substances:

**Alcohol:** The use of alcohol, especially over the long term, can result in skin diseases, cancer of the throat, gastritis, pancreatitis, permanent nerve damage, high blood pressure, stroke, heart diseases, enlarged and other liver damage, loss of energy and malnutrition. Alcohol also can kill brain cells which do not have the ability to regenerate themselves. This can result in irreversible brain damage.

**Marijuana:** Use of marijuana affects the brain by inhibiting short-term memory, slowing reaction time and impairing visual tracking (the ability to follow moving objects accurately). Frequent use is also linked to cognitive impairments (an inability to abstract and understand concepts). Marijuana speeds a user's heartbeat as much as 50 per cent while high, an increased risk for anyone with heart disease..... Continued on Page 46.

Frequent use affects reproduction and is linked to a decreased sperm count and sperm movement (mobility) in men and irregular ovulation and menstrual cycles in women. THC also travels through the placenta and has caused complications during pregnancy. Marijuana smoke irritates the throat and lungs and has twice as much “tar” as cigarette smoke. Frequent use is linked to an increased risk of lung cancer, bronchitis and emphysema. Heavy use also depresses the immune system, which makes it hard to fight off colds, flu and other viruses. Chemical traces of marijuana (THC metabolites) can be stored in the brain, testes, ovaries and other fatty organs and are detectable by urine tests for a month or more.

**Cocaine:** Chronic use can produce cocaine dependency, behavior change and weight loss. Cocaine also interferes with sleep, causing moodiness and irritability. To counteract these effects, many people compound the cocaine habit by abusing alcohol or other sedatives. Chemically, chronic cocaine use can lower the threshold for brain seizures and alter the brain's pleasure centers so that the user may need cocaine just to feel normal. Those who smoke crack can also suffer sore throats and lung damage. Cocaine fatalities are on the rise, even among first-time users. The drug is known to cause toxic reactions, brain seizures, heart attacks and cardiorespiratory collapse, leading to sudden death for some normal healthy people. Users with heart conditions, epilepsy or high blood pressure are especially at risk. Also, many chronic users develop multiple drug dependency and severe mental disorders that can require psychiatric care. With people who inject the drug, needle sharing among users has become a major factor in spreading AIDS.

**Valium:** The use of Valium and other minor tranquilizers can cause drowsiness, lethargy, skin rashes, nausea, diminished libido, blood cell abnormalities and increased sensitivity to alcohol. Other possible side effects from the use of Valium may be delayed or impaired ejaculation, menstrual irregularities, failure to ovulate, gynecomastia and galactorrhea. High doses may depress respiration, induce coma and even cause death. There is clear evidence of permanent, irreversible damage to neurological or other physiological processes, even with long-term use. Prolonged use of hypnotic doses may cause rebound increases in REM sleep and insomnia when the drug is stopped.

**Amphetamines:** Use of amphetamines or diet pills may cause teeth grinding, sleeplessness, weight loss, sores and non-healing ulcers, liver disease, hypertensive disorders, cerebral hemorrhage (stroke) and kidney damage. Methamphetamine is capable of producing direct injury to arteries and veins, which can cause severe brain damage. A rebound effect, after long term use, is characterized by general lethargy and depression of mood and physiological function.

**Barbiturates:** Use of barbiturates can depress the activity of the nerves, skeletal muscle, smooth muscle and cardiac muscle. Barbiturate use can cause liver damage with long term use to hypersensitive persons. Depressed breathing and blood pressure, amnesia, coma and brain damage can result from its use. Barbiturates can also cause adverse drug interactions and hormone imbalances. Loss of REM sleep which can result in reduction of essential well-being results from barbiturate use.

**Hallucinogens:** Phencyclidine (PCP) produces behavioral alterations that are multiple and dramatic. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP may vary, but users generally report a sense of distance and space estrangement. Time and body movement are slowed. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders - depression, anxiety and violent behavior - also occur. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure or ruptured blood vessels in the brain.... Hallucinogens continued on page 47.

Lysergic acid (LSD, mescaline, and psilocybin) cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea and drowsiness. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, may occur even after the use has ceased.

**Inhalants:** A variety of psychoactive substances have been inhaled as gases or volatile liquids. Many popular commercial preparations such as paint thinners and cleaning fluids are mixtures of volatile substances making it difficult to be specific about their various effects. Immediate negative effects of inhalants may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgement. Amyl and butyl nitrite cause rapid pulse and headaches. Long term use may cause weight loss, fatigue, electrolyte imbalance and muscle weakness and may ultimately result in hepatitis or brain damage. Repeated sniffing of concentrated vapors over time can lead to permanent damage to the central nervous system.

**Other Stimulants:** Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may perspire, experience headache, blurred vision, dizziness, insomnia and anxiety.

Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure.

Grays Harbor College needs to provide a system of current information regarding health risks resulting from alcohol and other drug use for faculty, staff, and students. Included would be drug-free activity programming, referral services for faculty, staff and students, and actual training programs to enable staff to detect problems of alcohol and drug abuse and special courses in the GHC curriculum pertaining to drug related education, treatment and/or referral.

The college reviews on a yearly basis the Grays Harbor College description of counseling, treatment or programs available to students, staff and faculty.

**ENFORCEMENT:** Grays Harbor College enforcement should consistently enforce alcohol and drug policies including disciplinary policy violations and minimum sanctions. Sanctions: Grays Harbor College will impose sanctions on students and employees consistent with local, state and Federal laws. These sanctions include possible expulsion or termination from enrollment at the college on students or employees who violate these laws. Faculty members, other college employees and students who breach or aid or abet another in the breach of any of these provisions shall be subject to (a) possible prosecution under the state criminal law, (b) any other civil or criminal remedies available to the public or (c) appropriate disciplinary action pursuant to the state of Washington higher education personnel board rules or the college's policies and regulations. (WAC 132B-120-040 (2) & (3) and college policy # 411 and 630. 1 of 1). The board may extend legal protection against liability only to the extent that staff comply with Grays Harbor College policies. In other words, staff incur the risk of liability by not complying with the policies.

**STUDENT ASSISTANCE:** Students are encouraged to voluntarily seek expert assistance for alcoholism or drug dependency. Students who voluntarily reveal to a college staff member that they have been or are currently involved in the abuse of alcohol or illicit drugs shall have the confidentiality and anonymity of their communication respected and limited to referral to the Grays Harbor College counseling office. Confidentiality will be maintained.

Any student receiving approved professional treatment for an alcohol or drug problem will be considered for emergency medical leave for the purpose of tuition refund according to the Grays Harbor College Tuition/Fees/ Refunds policy.

## STUDENT RIGHTS & RESPONSIBILITIES

### I. IN GENERAL

#### **A. General Statement of Policy and Community Philosophy (WAC 132B-120-020)**

1. Grays Harbor College is maintained by the State of Washington for the provision of programs of instruction in higher education and related community services. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. Consequently, it has special expectations regarding the conduct of the various participants in the college community.
2. Admission to the college carries with it the prescription that the student will conduct himself/herself as a responsible member of the college community. This includes an expectation that the student will:
  - Obey appropriate laws;
  - Comply with the rules and regulations of the college;
  - Practice personal and academic integrity;
  - Respect the dignity of all persons;
  - Respect the rights and property of others;
  - Discourage bigotry, striving to learn from differences in people, ideas and opinions;
  - Demonstrate concern for other's feelings and their need for conditions which support their work and development;
  - Refrain from and discourage conduct, which undermines the respect all GHC community members

#### **B. Definitions (WAC 132B-120-010)**

As used in this document, the following words and phrases shall mean:

1. **Board** - shall mean the Board of Trustees of Community College District No.2, State of WA.
2. **College** shall mean Grays Harbor College (GHC) or any additional community college hereafter established with Community College District No. 2, State of Washington.
3. **College Facilities** - shall mean and include any or all real property owned, rented, leased, controlled or operated by the college and shall include all building and appurtenances affixed thereon or attached thereto. College facilities extend to affiliated websites, distance learning classroom environments and agencies or institutions that have educational agreements with Grays Harbor College
4. **President** - shall mean the Chief Executive Officer of the college appointed by the Board of Trustees.
5. **Vice President** - shall mean the Vice President for Student Services or in his/her absence, the Vice President for Instruction.
6. **Faculty** - any person employed on a full or part-time basis as a teacher, instructor, counselor, coach or librarian for the college or an affiliated institution.
7. **Student** - shall mean and include any person who is enrolled in courses through the college or is in the process of applying for admission to the college.
8. **Employee** - any classified, faculty, administrator, exempt, student worker or volunteer person of the college or an affiliated institution.
9. **College community** - shall mean all employees and students of the college.
10. **College official**- includes any person employed by the college performing assigned duties.
11. **Disciplinary Action** - shall mean any of the sanctions listed in Section IV C.
12. **Sexual Harassment** is unwelcome verbal or physical conduct of a sexual nature, unwelcome or unsolicited sexual advances or requests for sexual favors when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic standing or employment; or
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

Examples of behaviors that may constitute harassment include but are not limited to:

- Repeated, offensive and unwelcome insults and/or jokes
- Pressure for dates or sex, if unwelcome or repeated
- Repeated, unwelcome comments about an individual's body or clothing
- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature
- Deliberate & unwelcome touching, such as patting, hugging, pinching or repeated brushing against a person's body

13. **Hazing** - shall mean any method of initiation into a student organization or association or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. Hazing does not include customary athletic events or other similar contests or competitions.
14. **Trespass** - Trespass shall be defined in accordance with chapter 9A.52 RCW.
15. **Assembly** - shall mean any activity engaged in by two or more persons the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons or group of persons.
16. **RCW** - The Revised Code of Washington.

**C. Jurisdiction (WAC 13213-120-030)**

All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is engaged in or present at any college-related activity whether occurring on or off of college facilities. The college may carry out disciplinary proceedings prior to, simultaneous with, or following civil or criminal proceedings in a court. The college cooperates with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators provided the conditions do not conflict with college rules or sanctions.

The college is not a policing agent for students when they are not in college facilities but does reserve the right to take action if a student's behavior is determined to threaten the health, safety, and/or property of the college and the college community. The college has sole discretion to determine what conduct occurring off campus adversely impacts the college and/or the pursuit of its objectives.

**D. Interpretations (WAC 132B-120-\_\_\_\_)**

The Vice President for Student Services and the Student Conduct Committee shall have the authority to interpret and apply the standards of conduct for students.

**II. STUDENT RIGHTS (WAC 13213-120-065)**

The college endorses the following rights for each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college.

**1. Academic Freedom**

- a. Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public provided.
- b. Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3) (b), available space in the class and meeting any required pre-requisites.
- c. Students have the right to a learning environment, which is free from unlawful discrimination and sexual harassment.
- d. Students are protected from academic evaluation which is arbitrary, prejudiced, or capricious. Students are responsible for meeting the standards of academic performance established by each of their instructors.

**2. Non-Discrimination**

Students have the right not to be discriminated against on the basis of age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, sexual orientation or veteran status.

**3. Due Process**

Students have the right of due process. No disciplinary action may be imposed without notice to the accused of the nature of the charges. A student accused of violating the Code of Conduct (Section IV) is entitled to procedural due process as set forth in the code.

**4. Campus Speakers/Invited Guests**

Recognized student organizations shall have the right to invite outside speakers and guests to campus subject to the availability of campus facilities, funding and compliance with college procedures. Organizations are responsible for the conduct of their invited guests on or in college facilities and at functions sponsored by the college or recognized organization.

## **5. Right to Assembly**

Students shall have the right of assembly upon college facilities that are generally available to the public provided such assemblies:

- a. Are conducted in an orderly manner;
- b. Do not unreasonably interfere with vehicular or pedestrian traffic;
- c. Do not unreasonably interfere with classes, scheduled meetings or ceremonies or regular functions of the college;
- d. Do not cause destruction or damage to college property;
- e. Are in compliance with procedures established in Administrative Procedure 516.03.

## **6. Distribution of Materials**

Handbills, leaflets, newspapers and similarly related materials may be distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the Vice President for Student Services; and are in compliance with procedures established in Administrative Procedure 516.03 provided such distribution does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic. Such handbills, leaflets, newspaper and related matter must bear identification as to the publishing agency and distributing organization/individual.

All non-students shall register with the Vice President for Student Services prior to the distribution of any handbill, leaflet, newspaper or related matter. Such distribution must not interfere with the free flow of vehicular or pedestrian traffic. Any person or persons who violate any provisions of this rule relating to the distribution of materials will be subject to disciplinary action.

## **7. Commercial Activities**

College facilities may not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of the college, or Student Government (ASHGC); provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of vehicular or pedestrian traffic.

## **8. Fund Raising**

Students and student organizations have the right to engage in fund-raising activities subject to the approval of the Vice President for Student Services.

## **9. Grievances**

Students have the right to express and resolve misunderstandings, complaints and grievances according to the stated grievance procedures. (see Section VI)

### **III. STUDENT RESPONSIBILITIES (WAC 132B-120-075)**

Students who choose to attend Grays Harbor College also choose to participate actively in the learning process offered by the college. The college is responsible for providing its students with an educational environment rich in the high quality resources needed by students to attain their educational goals. In return, the college desires that each student assume responsibility to:

1. Participate actively in the learning process, both in and out of the classroom;
2. Seek timely assistance in meeting educational goals.
3. Attend all class sessions;
4. Prepare adequately to participate fully class activities;
5. Participate actively in the academic advising system;
6. Develop skills required for learning, e.g., basic skills, time management, and study skills;
7. Assume final responsibility for the selection of appropriate educational goals;
8. Select courses appropriate and required for meeting chosen educational goals;
9. Make appropriate use of services;
10. Contribute towards improving the college;
11. Become knowledgeable of and adhere to the college's policies, practices and procedures;
12. Abide by the standards set forth in the Code of Conduct;

### **IV. CODE OF CONDUCT**

#### **A. Prohibited Conduct (WAC 132B-120-040)**

Disciplinary action may be taken for a violation of any provision of this student code or for a violation of other college rules and regulations which may from time to time be properly enacted or for specific prohibited conduct including but not limited to the following:

1. Smoking and use of tobacco products anywhere other than designated smoking areas;
2. Using, possessing, consuming, being under the influence of, or distributing any liquor as defined in RCW 66.04.010, as now or hereafter amended, when present at or engaged in any college sponsored activity with the exception of sanctioned events approved by the president or designee and in compliance with state law;
3. Using, possessing, distributing or being under the influence of any narcotic drug or controlled substance as defined in RCW 69.50.101, as now or hereafter amended, in a college facility or while participating in a college-related program;
4. Engaging in lewd, indecent, or obscene behavior;
5. Sexual misconduct of any kind including rape, indecent liberties, assault of a sexual nature, voyeurism or unwanted sexual contact;
6. Where the student presents an imminent danger or causes unreasonable risk of harm to college property or to himself/herself or to others or to the education process of the college.
7. Interference by force or violence with, or intimidation by threat of force or violence, of another student, employee or visitor who is in the peaceful discharge or conduct of his/her duties or studies. RCW 28B.10.570-572.
8. Disorderly, disruptive or abusive conduct (either physical or verbal), which interferes with the rights of others or that obstructs or disrupts teaching, learning, research, services, activities or administrative functions.
9. Classroom conduct that seriously interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program.
  - a. Faculty have the authority to take appropriate action to maintain proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course
  - b. A faculty member may remove a student for the single class session in which disruptive conduct occurs. The instructor will report any such exclusion from the class to the Vice President for Student Services or designee who may initiate further conduct proceedings as provided in this procedure
  - c. The Vice President for Student Services or designee may set conditions for the student to meet upon return to the classroom or may enforce a continued removal from class pending an investigation. The student may appeal the disciplinary sanction according to appeal procedures.
10. Any person, thing or object brought into college facilities, without prior approval of an appropriate college official, that causes a disruption to the classroom or campus environment or causes a safety hazard.
11. Conducting or participating in an assembly, which violates the guidelines of assembly as defined in Section II E.
12. All forms of student academic dishonesty, including cheating; falsification; plagiarism; facilitating, aiding or abetting dishonesty or engaging in any conduct specifically prohibited by a faculty member in the course syllabus or class discussion
  - a. This section shall not be construed as preventing an instructor from taking immediate disciplinary action as provided herein where the instructor is required to act upon such breach of academic dishonesty in order to preserve order and prevent disruptive conduct in the classroom.
  - b. This section shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for academic dishonesty.
13. Forgery of, or unauthorized alteration of or access to any college document, record, funds or instrument of identification, including electronic hardware, software and records.
14. Providing false information to the college or the intentional making of false statements and/or filing of false charges against the college and/or members of the college community.
15. Theft from college premises and/or property; theft of property of a member of the college community on college premises; or possession of property stolen from college premises and/or a member of the college community while on college premises.
16. Causing or attempting to cause physical damage to property owned, controlled or operated by the college or to property owned, controlled or operated by another person while said property is located on college facilities.
17. Failure to comply with the direction of college employees acting in the legitimate performance of their duties.
18. Refusal to provide positive identification and evidence of student enrollment to any college employee in the lawful discharge of said employee's duties.

19. Possession, transportation or storage of any firearm(s), explosives, dangerous chemicals or other weapons, devices or substances which can be used to inflict bodily harm or to damage real or personal property. Weapons may include, but are not limited to, all firearms, pellet guns, slingshots, martial arts devices, switchblade knives and clubs. This does not apply to commissioned police officers as prescribed by law.
20. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
21. Computer violations which include but are not limited to:
  - a. Gaining access, without authorization, to a computer system or network, or electronic data owned, used by, or affiliated with Grays Harbor College.
  - b. Unauthorized use of another individual's account, identification or password.
  - c. Use of computer facilities to interfere with the work of another student, faculty member, college employee or computer network operations;
  - d. Use of computer facilities and/or resources to send or solicit obscene, abusive, bothersome, threatening or harassing messages;
  - e. Use of college email accounts to intentionally disseminate viruses, destructive, malicious or invasive programs
  - f. Use of college computers or systems for other than educational purposes;
  - g. Use of college computer equipment to participate in illegal or unauthorized activities;
  - h. Use of computing facilities and resources in violation of copyright laws;
  - i. Violating any of the computer use policies in effect on campus;
22. Sexual harassment as defined in Section IB12 of another student or employee.
23. Any repeated intentional conduct directed at another student or employee that has the purpose or effect of creating a hostile, intimidating or disruptive learning or working environment. (This may include intentional, repeated, unwelcome attempts to contact a student or employee.)
24. Hazing in any form as described in RCW 28B.10.900.
25. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular trade, skill, craft, or profession for which the student is taking courses or is pursuing as their educational goal.
26. Harassment, that involves intimidation or bothersome behavior directed toward another person because of, or related to that person's race, color, religion, gender, sexual orientation, ancestry, national origin, or mental, physical, or sensory disability.
27. Harassment, (including physical, verbal, graphic, written or electronic conduct) that is sufficiently severe, persistent or pervasive so as to threaten or limit the ability of a reasonable individual to work, study or participate in the activities of the college.
28. Entering or remaining in any closed college facility or entering after closing time of the college facility without permission of a college official.
29. Unauthorized use of college equipment, facilities or supplies. Use of college equipment, facilities, supplies, or computer systems for personal gain without proper authority.
30. Intentionally encouraging, compelling, attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code may be considered to be the same as completed violations.
31. Retaliating against witnesses or accusers of prohibited conduct.
32. Students who participate in any college-sponsored or sanctioned international study program shall observe the following:
  - a. The laws of the host country;
  - b. The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying;
  - c. Any other agreements related to the student's study program in another country;
  - d. The GHC standards of conduct for students.
33. Violation of federal, state or local law in college facilities or at college-sponsored or supervised activities.
34. Violation of other published college policies, rules or regulations.

### **C. Sanctions (WAC 132B-120-130)**

Sanctions for violations of college regulations or conduct may be imposed independent of any action taken by civil authorities. In the case of minors, misconduct may be referred to parents or legal guardians. More than one sanction may be imposed for any single violation as appropriate. Sanctions may include, but are not limited to:

1. Warning: Constitutes oral or written notice of violation of college rules & regulations
2. Probation: Formal action placing conditions upon the student's continued attendance. Notice will be made in writing, specifying the period of probation and the conditions of the probation. As a condition of probation, the college may specify that it will impose more severe disciplinary sanctions against the student if the student is found to have violated any standards of conduct for students during the probationary period.
3. Restitution: Compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement.
4. Discretionary Sanctions: These may include but are not limited to: work assignments, service to college or community, class/workshop attendance or other discretionary assignments such as educational interventions intended as learning experiences.
5. Assessment: The student may be required to have an assessment (at the student's expense), such as alcohol/drug or anger management, by a certified professional which includes a recommended treatment and assessment of ability to successfully participate in college.
6. Education: The College may require the student to complete an educational project or attend sessions, at the student's expense, which address the student's conduct such as anger management or counseling.
7. Loss of recognition: A student organization's recognition may be withheld permanently or for a specific period of time. Loss of recognition is defined as withholding college services or administrative approval from a student organization. Support may be withdrawn for use of information technology resources, funding, college facility use and rental and involvement in organizational activities.
8. Loss of Privileges: Loss of specific college privileges for a specified period of time. These may include but are not limited to student activities, athletic events, drama or music performances, or club participation.
9. No Contact: Restriction from entering specific college areas and/or all forms of contact with certain person(s)
10. No trespass: A student may be prohibited from entering upon or remaining upon college facilities and premises.
11. Revocation of admission or degree: Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or for other serious violations committed by a student.
12. Summary suspension:
  - a. Temporary dismissal from the college for a period of time during which an investigation and/or formal disciplinary procedures are pending. Summary suspension is predicated upon a reasonable belief that the student presents an imminent danger to college property, to other students, to employees of the college or is of significant disruption to the educational process.
  - b. During the period of summary suspension, the student may enter the college premises only to meet with the Vice President for Student Services or a designee; to deliver a written appeal; to attend a hearing; or otherwise with special permission from the Vice President for Student Services.
  - c. At the end of the summary suspension period, the student shall be reinstated to prior status subject to any other disciplinary sanctions that may have been imposed. (See Section IV, Part C)
13. Suspension: Temporary dismissal from the college and termination of student status. A student suspended on the basis of conduct, which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of college facilities.
14. Expulsion: Permanent termination of student status from the college.

Refund of fees for the quarter in which disciplinary action is taken shall be in accord with the college's refund policy. Fees paid in advance for subsequent quarters will be refunded.

#### **D. Hazing Sanctions (WAC 132B-120-210)**

Any student found to have violated RCW 28B.10.900 et seq. related to hazing, by virtue of a criminal conviction or by final decision of the college President or designee, shall, in lieu of or in addition to any other disciplinary action which may be imposed under this chapter, forfeit any entitlement to state-funded student-funded grants, scholarships, or awards of a period of time determined by the college.

In addition, any organization or association found to have knowingly permitted hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.

**E. Loss of Eligibility - Student Athletic Participation (WAC 132B-120-045)**

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

**F. Trespass (WAC 132B-120-055)**

The President or Vice President of Student Services or his or her designee(s) shall have the authority and power to prohibit the entry or withdraw the license or privilege of any person or group of persons to enter into or remain on any college property or facility. Such power and authority may be exercised to halt any event or activity that is deemed to be unreasonably disruptive of order or impedes the movement of persons or vehicles or which disrupts or threatens to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college. Any person remaining on or re-entering college property after receiving notice that his/her license or privilege to be on that property has been revoked, shall be subject to arrest for criminal trespass under the provisions of Chapter 9A.52 RCW.

**G. Groups and Organizations (WAC 132B-120-085)**

Recognized student groups and organizations may be charged with violations of this code. Such a group or organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the group or organization have received the tacit or overt consent or encouragement of the organization, its leaders, officers or spokespersons.

Sanctions for group or organization misconduct may include revocation of the use of college facilities for a specified period of time or denial of recognition or funds as well as other appropriate sanctions permitted under this code. Sanctions of groups or organizations are subject to the appeal process upon request.

**V. DISCIPLINARY PROCESS (WAC 132B-120-120)**

**1. Judicial Authority**

The Vice President for Student Services, designee, or in his/her absence, the Vice President for Instruction of the college is responsible for initiating disciplinary proceedings for infractions of rules and regulations as outlined in the procedures. The Vice President for Student Services, or in his/her absence, the Vice President for Instruction, may delegate this responsibility to members of their staff and they may also establish committees or other hearing bodies to advise or act for them in disciplinary matters.

**2. Initiating the Process**

Any infractions of college rules and regulations may be referred by any student or employee to the Vice President for Student Services, designee or in his/her absence the Vice President for Instruction. Sexual harassment complaints or concerns may be directed to the Vice President for Student Services or Human Resources Office.

**3. Disciplinary Process (except summary suspension)**

- a. The Vice President for Student Services and/or the Vice President for Instruction or his/her designated representative will initiate disciplinary proceedings.
- b. Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting and in order that any informality in disciplinary proceedings not mislead the student as to the seriousness of the matter under consideration, will be informed of what provision(s) of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from disciplinary proceeding
- c. After considering the evidence in a case and interviewing the student or students involved, the Vice President for Student Services, or in his/her absence, the Vice President for Instruction or designee may take any of the following actions:
  - i. Terminate the proceeding, exonerating the student or students;
  - ii. Dismiss the case after providing whatever counseling and advice may be appropriate;
  - iii. Impose verbal warning or reprimand not subject to student's right of appeal;
  - iv. Impose additional disciplinary sanctions, subject to the student's right of appeal as described in this procedure. The student shall be notified in writing of the action taken and the reason for the decision and information about the appeals process;
  - v. Refer the matter to the Student Conduct Committee for appropriate action. The student shall be notified in writing that the matter has been referred to the committee;
- d. If the student fails to appear at the scheduled meeting without prior notification or evidence of extenuating circumstances, the Vice President may impose any sanctions authorized by this code.

- e. The written decision of the Vice President shall become final unless appealed.
- f. If a referral or an appeal is made to the Student Conduct Committee, the committee shall hold a hearing, reach conclusion and may impose sanctions.

**D. Summary Suspension Procedures (WAC 132B-120-135)**

1. Suspension may be imposed, if the Vice President for Student Services or his/her designee(s) has cause to believe that any student:
  - a. Has committed a felony; or violated any provision of the code of conduct; and
  - b. Presents an immediate danger to the health, safety or welfare of members of the GHC community; or
  - c. If the student poses an ongoing threat of disruption to, or interference with, the operations of the college, that student may be summarily suspended.
2. Notice. Any student who has been summarily suspended shall be served with written notice or verbal notice of the summary suspension. If such notice is made in writing, it shall be provided by certified mail and first class mail delivered to the student's last known address.
3. The oral or written notice to the student shall include the reasons for summary suspension, duration of the summary suspension, and any possible additional disciplinary or corrective action that may be taken. The notification shall indicate that the student must appear before the vice-president of student services for a summary suspension hearing at a time specified in the notice. If oral notice is given, written notice shall follow within two (2) calendar days. In addition, the Vice President for Student Services shall set a date for informal hearing of the summary suspension as soon as practicable.
4. The student shall be given the opportunity to present written and/or oral evidence. The issue before the Vice President for Student Services shall be whether reasonable cause exists to support and to continue the summary suspension.
5. The Vice President for Student Services shall issue a written decision within two (2) days of the informal hearing.
6. Failure to appear for summary suspension hearing. If a student who has been summarily suspended fails to appear for a summary suspension hearing, the Vice President for Student Services may order the suspension to remain in place pending the final disposition of the disciplinary process as provided in this section.
7. The student may request a de novo review of the informal hearing decision before the Student Conduct Committee. Either party may request the review to be consolidated with any other disciplinary proceedings arising from the same matter.
8. Nothing herein shall prevent faculty members from taking summary action as may be reasonably necessary to maintain order in the classroom and/or prevent substantial disruption to the educational process. Such summary action in the form of removal from the classroom may not exceed one day per episode. Any such summary action may be appealed to the Vice President for Student Services for an informal hearing.

**E. Appeals (WAC 132B-120-190)**

Any disciplinary action other than warning or reprimand may be appealed. All appeals must be made in writing and addressed to the Vice President for Student Services within seven (7) calendar days of the college's giving notice of the disciplinary action.

Disciplinary action by any college employee may be appealed to, and shall be reviewed by, the Vice President for Student Services, or in his/her absence, the Vice President for Instruction or designee.

Disciplinary action by the Vice President for Student Services may be appealed to, and shall be reviewed by, the Student Conduct committee.

Disciplinary action by the Student Conduct committee may be appealed to and shall be reviewed by the college President or his/her designee.

**F. Student Conduct Committee (WAC 132B-120-170)**

The Student Conduct committee, convened for that purpose, will hear, de novo (de novo means that the matter will be considered anew as if it had not been heard before and as if no decision had been previously rendered), and make recommendations on all disciplinary cases referred to it by the appropriate authority or appealed to it by student(s). The committee will be composed of the following persons:

1. A member appointed by the President of the college who shall serve as chair;
2. Two members of the faculty, appointed by the President of the Faculty Association;
3. Two representatives from the student body, appointed by the Student Government (ASGHC) President.

None of the above-named persons shall sit on any case in which he/she has a complaint or witness, in which he/she has a direct or personal interest, or in which he/she has acted previously in an advisory or official capacity. Decisions in this regard, including the selection of alternates, shall be made by the disciplinary committee as a whole. In hearings before the committee, an Assistant Attorney General may be requested to assist the committee.

#### **G. Procedural Guidelines of the Student Conduct Committee (WAC 132B-120-180)**

The student has a right to a fair and impartial hearing before the committee on any charge of misconduct resulting in disciplinary action other than warning or reprimand. The committee chair shall establish general rules of procedures for conducting hearings. All proceedings of the committee will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

1. The committee shall issue written notice of the date, time and place of the hearing, and the charges against the student consistent with RCW 34.05.434. This notice of hearing shall be provided no later than seven (7) days prior to the date of the hearing. The notice may be amended at any time prior to the hearing, but if such amendment is prejudicial to the student's case, the hearing shall be rescheduled to a later date if so requested in writing by the student.
2. The Vice President for Student Services shall present evidence to the committee supporting the charges against the student. The Vice President for Student Services and the student (at his/her own expense) have the right to be assisted by an advisor of their choice. The vice President for Student Services and the student are responsible for presenting their own information. Advisors are not permitted to address the board or participate directly in the hearing. An advisor may communicate only with the person he or she is advising. The board chair may call recesses to facilitate this communication. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing. Delays are not normally allowed due to the scheduling conflicts of an advisor.
3. If the student elects to choose and pay a duly licensed attorney admitted to practice in the state of Washington as the student's advisor, notice thereof must be tendered by the student to the Vice President for Student Services at least five (5) calendar days prior to the hearing.
4. The Vice President for Student Services, the student and the committee chair may arrange for witnesses to present pertinent information to the committee. Witnesses may provide written statements in lieu of their attendance at the hearing. The student is responsible for informing his/her witnesses of the time and place of the hearing. Witnesses provide information to, and answer questions from, the committee. To preserve the educational tone of the hearing and to avoid an adversarial environment, students may be required to direct questions to the chair, rather than to the witness directly. Questions concerning whether potential information may be received are resolved by the chair.
5. Formal rules of process, procedure and technical rules of evidence, such as are applied in criminal or civil court, are not used in board proceedings. The student or his/her representative shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its sources; the student shall be entitled to present evidence in his/her own behalf and to question witnesses testifying against him/her as to factual matters subject to the conditions outlined in G4. The committee shall request the administration to provide the student a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. The student shall have all the authority that is possessed by the college to obtain information subject to FERPA regulations or to request the presence of witnesses or the production of evidence related to the issues at the hearing.
6. Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged but the student's past record of conduct may be taken into account in formulating the committee's recommendation.
7. Hearings are conducted in private. Admission of any persons other than the Vice President for Student Services, the student, and their respective advisors is at the discretion of the committee chair.
8. Questions related to the order of the proceedings are determined by the committee chair.
9. The chairperson shall admit matters into evidence that reasonable persons would accept as having value in the conduct of their affairs. Unduly repetitive or irrelevant evidence may be excluded.
10. Failure on the part of the student(s) to appear or cooperate in the proceedings may result in default in accordance with RCW 34.05.440. The information in support of the complaint is presented and considered in the absence of the accused student. Failure of the student to cooperate may be taken into consideration by the committee in recommending penalties.

11. The committee chair may accommodate concerns for the personal safety, well-being, or fears of confrontation during the hearing by providing separate facilities or by permitting participation by telephone, audio tape, written statement or other means.
12. The committee may decide: to uphold or modify sanctions in accordance with Sect. IV C.
13. There shall be a single verbatim record, such as a tape recording or transcript, of the information gathering portion of student conduct board hearings. Committee deliberations are not recorded. The record is the property of the college. Following the conclusion of the conduct proceeding, access to records of the case and hearing file will be kept in the office of the Vice President for Student Services and limited to those designated by the college President. The accused student may make arrangements with the vice president to purchase a copy of record.
14. The burden of proof that guides the committee's decision is the preponderance of evidence, i.e., whether it is more likely than not that the accused student violated the standards of conduct for students.
15. The student will be provided with a copy of the findings of fact and with the conclusions of the committee within ten (10) calendar days from the final hearing date. If the college is not in session, this period may be extended for a reasonable period of time.

#### **H. Appeal of the Committee's Decision**

The student will be advised of his/her right to present within seven (7) calendar days, a written statement of appeal to the President of the college before action is taken on the decision of the committee. In the case of a student less than eighteen years of age, written notice of any action involving dismissal or disciplinary probation may be sent to the parents or guardian of the student.

If the student concludes that the action of the disciplinary committee is inappropriate, the student may appeal the matter to the President of the college. The President of the college or his/her designated representative, after reviewing the case, including the report of the committee and any statements filed by the student, shall either indicate his/her approval of the conclusions of the committee by sustaining its decision, shall give directions as to what other disciplinary action shall be taken by modifying its decision or shall nullify previous sanctions imposed by reversing its decision. The President shall then notify the official who initiated the proceedings, the student and the committee chair. The decision of the President is final.

#### **I. Reporting, Recording and Maintaining Records (WAC 132B-120-200)**

The office of the Vice President for Student Services shall keep records of all disciplinary cases. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved; insofar as possible, for not more than six (6) years. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation or not more than six (6) years.

### **VI. STUDENT COMPLAINT, GRIEVANCE AND GRADE APPEAL PROCESSES** **(WAC 132B-120-220)**

The purpose of these procedures is to provide guidelines that enable a student to express and resolve misunderstandings, complaints, or grievances in a fair and equitable manner. Students have the right to receive clear information and fair application of college policies, standards, rules and requirements and are responsible for complying with them in their relationships with college personnel. These procedures emphasize informal resolution that promotes constructive dialogue and understanding.

#### **(1) The Complaint Process**

A complaint is an expression of dissatisfaction with the performance of a college employee or with the implementation of policy and procedure. The goal is to informally resolve the complaint with the employee most closely responsible for the policy, procedure or action. The college employee and student shall make a good faith effort to resolve the issue on a one-to-one basis. (If the complaint is about a grade, follow the grade appeal process below.)

Both parties should openly discuss the concern, attempt to understand the other's perspective, explore alternatives and attempt to arrive at a satisfactory resolution. The college recognizes that in some cases a student will be unwilling or unable to speak directly with the employee. In such cases, the student may proceed to #1 of the Grievance Process. In general, a student wishing to express a complaint should do so no later than three weeks from the time the student became aware of the concern.

For assistance in identifying the specific person a student should contact the Vice President for Student Services. The following are guidelines for determining who a student should contact with a complaint regarding:

Academic, Instruction.....	Faculty/Dean/VP Instruction
Accommodations.....	Coord. Disability Support Services/VP Student Services
Bookstore.....	Bookstore Manager/VP Admin. Services
Problem student behavior.....	VP Student Services
Discrimination/Harassment.....	VP Student Services/Human Resources
Facilities.....	Director of Safety, Security & Campus Operations
Financial Aid.....	Fin. Aid Director/VP Student Services Other.....
	See VP Student Services Office

**Note: Student discipline matters are handled under the Code of Conduct section IV**

### **(2) The Grievance Process**

A grievance is a formal procedure instituted when a complaint is not resolved through the informal complaint process. It involves taking the concern to a person other than the employee involved such as a supervisor, Dean or Vice President. For assistance in identifying the specific person a student should contact the Vice President for Student Services office. The following procedures shall be used when a student initiates the grievance process.

1. A discussion with the Dean/Vice President or supervisor who shall attempt to resolve the matter promptly and fairly. The student may be asked to express the grievance in writing. Written grievances should include an explanation of what has happened, the nature of the student's concern, what the student and/or others have done about it to date and what resolution the student seeks.
2. The supervisor will investigate and may: (a) Render an immediate decision; (b) Ask the staff member for a written response; (c.) Request a meeting of one or both parties individually or together; (d) Request supporting materials prior to rendering a decision;

In the case of a written grievance, the supervisor will provide a written decision within fifteen (15) instructional days of receipt of the written grievance. If an investigation requires more time, the deadline may be extended to a mutually agreed future date.

3. If the student feels a satisfactory resolution was not achieved in Step 2, he/she may appeal to the President of the college within five (5) instructional days of receipt of the written decision. The President may amend, modify, reverse or accept the recommendation of the Vice President. The decision of the President shall be final.

In general, a student wishing to express a complaint should do so no later than three weeks from the time the student became aware of the concern. In any event, with the exception of discrimination and harassment, informal complaints and formal grievances must be filed within one academic quarter of the inciting event. Timely initiation of a complaint rests with the student.

The appropriate Vice President may suspend this rule under exceptional circumstances such as extended illness, or leave of a party to the complaint. When either party to the complaint is no longer present at the college and does not expect to return, the Vice President will give the absent party reasonable opportunity to reply to the complaint before making a decision.

### **(3) The Grade Appeal Process**

- a. Before a student can file a formal or written grade appeal, he or she should try to resolve the issue directly with the instructor. Grade appeals should occur within one quarter of issuance of the grade. In any event, appeals will not be considered beyond one year of the grade report.
- b. If direct discussion with the faculty does not resolve the grade dispute to the student's satisfaction the student, within 10 instructional days after meeting with the faculty, shall take the matter to the Vice President for Instruction. The student shall express the appeal in writing. The written appeal should include the course and instructor involved, an explanation of why the student believes the grade received is unfair or unwarranted, what steps the student has taken with the faculty member to resolve the issue, and what resolution the student seeks.
- c. The Vice President for Instruction will attempt to investigate the appeal promptly and will:
  - i. Review the course syllabus;
  - ii. Meet with the course instructor; and
  - iii. May request and review other supporting documentation prior to rendering a decision;

Within ten (10) instructional days of receiving the written appeal, the Vice President of Instruction will provide a written decision. If an investigation requires more time, the deadline may be extended to a mutually agreed future date.

- d. If the student feels satisfactory resolution was not achieved in STEP 3, he/she may, within 5 instructional days of receipt of the written decision, notify the Vice President for Instruction to request a hearing before the Academic Review Committee. The committee will be chaired by the Vice President for Student Services or designee.

- i. If anyone on the Academic Review Committee perceives a conflict of interest, they will recuse themselves from the committee for the duration of the appeal. Students are to be given an opportunity to talk with the committee chairperson regarding any concerns about committee membership.
- ii. As soon as possible, the Academic Review Committee (with a minimum attendance of six individuals) will meet with the student, instructor, the Vice President of Instruction and relevant parties to hear the points at issue in the appeal. The Committee will provide its written decision to all parties within five (5) instructional days following the hearing. The decision is final and may not be reviewed further.

#### **(4) Grievances Excluded**

The student grievance procedure described in this section is not intended to cover complaints of discrimination, sexual harassment or Title IX. The college has separate, specific procedures for such complaints. See the Vice President for Student Services for information on those specific procedures.

A student may not use the provisions of these sections as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in earlier sections of this student rights and responsibilities code or for resolution of specific categories of student complaints where other procedures are required. Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community college education or the board of trustees of Community College District No. 2 shall not be grievable matters.

#### **(5) Records**

The appropriate supervisor shall keep all written statements or transcripts as follows:

1. Complaints for one year from the initial complaint;
2. Grievances for six years from the initial complaint;
3. Grade appeals for five years following the last quarter attended by the student;

After that time, the files shall be destroyed.

### **Sexual Harassment Policy**

#### **A. Harassment Policy**

Grays Harbor College, as a place of work and study, aspires to be maintained free of all forms of harassment, discrimination, intimidation, and exploitation. Members of the college community should be aware that the college will take action to prevent and correct such behavior and those individuals who engage in such behavior are subject to discipline. Retaliation against any employee, student, applicant, or volunteer who reports harassment is also subject to discipline. It is the intent of this policy to provide an internal means of mediating and resolving harassment complaints, with the understanding that all parties to such complaints have access to resources outside the college as well. Cases involving a student as the accused will be referred to the vice president for student services for disposition under the Student Conduct Code.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature, unwelcome or unsolicited sexual advances, or requests for sexual favors when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment

Harassment based on any of the above violates the policies of the board of trustees of Grays Harbor College and may violate federal and state laws. Application to students. Where students are involved, such behavior is considered harassment whenever such conduct has the purpose or effect of interfering with the student's learning or learning performance or when the learning environment becomes intimidating, hostile, or offensive to the student involved.

In addition, the unwelcome behavior is considered harassment when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of the student's grade, receipt of a grade, or status as a student or (b) the student's submission to or rejection of such conduct is used as a basis for a decision affecting that student. Further, it includes behavior that overtly or covertly uses the power inherent in the status of instructor or other employee to affect a student's educational experience or career opportunities by intimidating, threatening, or coercing the student to accept the unwelcome behavior or risk reprisal in terms of a grade, a recommendation, an opportunity for professional growth, or a job. Sexual harassment complaints should be referred to Arlene Torgerson, Vice President for Student Services. Possible resolutions include both informal and formal procedures. Informal options can include mediation and/or filling an informal incident report. A formal complaint can be filed and will be investigated.

The Department of Education and the Jeanne Clery Act require all colleges and universities to provide information to students and employees about its campus safety policies, procedures and statistics on certain crimes. Listed below are crimes reported to the security office and law enforcement that have occurred on campus and the adjoining public property during the most recent calendar year and the two preceding calendar years. These statistics include data received from other law enforcement agencies in response to the College's annual requests.

**REPORTABLE INCIDENTS AND ARRESTS CALENDAR YEARS 2006, 2007 & 2008**

<b>Reportable Incidents and Arrests Calendar Years 2005, 2006, 2007</b>				
<b>Offense (Mandatory Reporting)</b>	<b>Year</b>	<b>Main Campus</b>	<b>Off Campus Ed. Centers*</b>	<b>Public Areas**</b>
Murder/Non-Negligent Manslaughter	2009	0	0	0
	2008	0	0	0
	2007	0	0	0
Negligent Manslaughter Sex Offenses, Forcible	2009	0	0	0
	2008	0	0	0
	2007	0	0	0
Robbery	2009	0	0	0
	2008	0	0	0
	2007	0	0	0
Aggravated Assault	2009	0	0	0
	2008	0	0	0
	2007	0	0	0
Burglary	2009	0	0	0
	2008	6	0	0
	2007	2	1 ***	0
Motor Vehicle Theft	2009	1	0	0
	2008	0	0	0
	2007	0	0	0
Arson	2009	0	0	0
	2008	0	0	0
	2007	0	0	0
Liquor Law Arrests and/or Violations refereed for Disciplinary Action	2009	0	0	0
	2008	0	0	0
	2007	0	0	0
Drug Law Arrests and/or Violations referred for disciplinary action	2009	0	0	0
	2008	0	0	0
	2007	1	0	0
Illegal Weapons Possession Arrests and/or Violations referred for disciplinary action	2009	0	0	0
	2008	0	0	0
	2007	0	0	0
<b>OFFENSE (optional reporting– College Reports)</b>	<b>Year</b>	<b>Main Campus</b>	<b>Off Campus Centers*</b>	<b>Public Areas**</b>
Theft Including Vehicle Prowls)	2009	17	2	0
	2008	11	0	0
	2007	7	0	0

**Key:** \*Off Campus Education Centers: Whiteside, Riverview, Simpson, & Columbia  
 \*\*Public Areas are mainly the city streets and sidewalks (both sides) bordering campus  
 \*\*\*Riverview