



# CLARK COLLEGE

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2016-2017 STUDENT HANDBOOK

# 2016 – 2017 Academic Calendar

## Fall Quarter 2016

Labor Day Holiday	September 5 (M)
Faculty Workdays, Orientation, Registration, Advising	September 12-16
Classes Begin	September 19 (M)
Faculty Workday (no classes)	October 7 (F)
Veterans Holiday	November 11 (W)
Faculty Workday (no classes)	November 23 (W)
Thanksgiving Holiday	November 24–25 (Th-F)
Last Day of Classes	December 2 (F)
Final Exams	December 5–8 (M-T-W-Th)
Faculty Workdays	December 9 & 12 (F & M)
Alt Holiday & Christmas Holiday	December 23 & 26 (F & M)

## Winter Quarter 2017

New Year's Day Holiday	January 2 (M)
Faculty Workday	January 6 (F)
Classes Begin	January 9 (M)
Martin Luther King Holiday	January 16 (M)
Presidents Day Holiday	February 20 (M)
Last Day of Classes	March 17 (F)
Final Exams	March 20–23 (M-T-W-Th)
Faculty Workdays	March 24 & 27 (F & M)

## Spring Quarter 2017

Classes Begin	April 10 (M)
Memorial Day Holiday	May 29 (M)
Last Day of Classes	June 16 (F)
Final Exams	June 19–22 (M-T-W-Th)
Graduation	June 22 (Th)
Faculty Workdays	June 23 & 26 (F & M)

## Summer Quarter 2017

Independence Day Holiday	July 4 (T)
Classes begin	July 10 (M)
End of First 4-week session	August 4 (F)
Second 4-week session begins	August 7 (M)
Last day of 8-week and Second 4-week sessions	August 1 (F)

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## Letter from the President

Hello and welcome to the 2016-2017 academic year. Everyone at Clark College is eager to help you succeed in this coming year and will do everything we can to help you to do so.

This handbook is one tool the college provides to help you succeed. Please look through its pages to find information about important student services, clubs, and activities that can enrich your college experience. In addition, there are important rules and regulations that affect all students at Clark College.

This handbook is a great resource for students, but it is not the only one available to you. Our website is full of information. We're active on social media, including Facebook, Twitter, YouTube, Flickr, and Instagram. The *Independent*, Clark College's student newspaper, provides coverage about the college from your fellow students.

If you are new to Clark, please consider enrolling in one of our First Year Experience programs, which are listed on page 12 of this handbook.

In addition to all the resources I've already mentioned, I want to encourage you to always feel free to approach any staff or faculty member if you have questions about the college. We are all here to help you and are happy to guide you to the right resource that will help keep you on the path to success.

Welcome to the Penguin Nation!

Robert K. Knight  
President



## Greetings!

The Office of Student Life welcomes you to an exciting year at Clark College! We are delighted that you have chosen Clark to pursue your educational goals. We understand that education happens not only in the classroom, but outside the classroom. Future schools and employers are interested in not just your degree, but in all the other experiences that set you apart as an individual.

Our office hopes to offer you just that: the opportunity to grow and set yourself apart through participation in a variety of activities. We encourage students to take advantage of the many resources and opportunities for leadership and personal development we provide.

These opportunities include:

- The Associated Students of Clark College (ASCC) – your student government
- The Activities Programming Board (APB) – bringing you social, cultural, educational, awareness and family programming for your enrichment and enjoyment
- 50-plus chartered clubs and programs – offering the chance to connect with other students who share your interests
- A wide variety of special activities and intercollegiate athletic programs
- And more...

Through these programs and others, we provide students with opportunities to meet new people, explore campus resources, and prepare you for your future.

The Office of Student Life takes great care in recognizing the importance and worth of every individual. With this goal in mind, we invite your full participation to help us build a campus community that better understands, appreciates, and celebrates our differences and commonalities.

Please come and visit us in Penguin Union Building 160 to see just what we can offer you. We look forward to having you join us in the heart of the Penguin Nation.

Sincerely,

The Office of Student Life

## History

Clark College was founded as a private junior college in 1933. Vancouver's historic Hidden House served as the first campus through 1937. Initial accreditation was granted in 1936-1937 following a visit by professors from the University of Washington. The college occupied four different facilities within the city during the next two decades. In 1951 an evening program began in the Applied Arts Center, the first building on the current 80-acre campus in Vancouver's Central Park.

Clark College first received state financial support in 1941. Five years later, the college was placed under the general supervision of the State Board of Education with the Vancouver School Board serving as its policy-making body. In 1967, the Washington State Legislature created a state system of community college districts. Clark Community College District No. 14, one of 34 Washington community and technical colleges, serves residents of Clark, Skamania and west Klickitat counties. The college is governed by a five-member board of trustees appointed by the Governor.

## Accreditation

Clark College is accredited by the Northwest Commission on Colleges and Universities (8060 165th Avenue NE, Suite 100, Redmond, WA 98052), a regional institutional accrediting agency recognized by the Secretary of the U.S. Department of Education and the Council for Higher Education Accreditation.

Several of the college's professional/technical programs are also accredited by program-specific accrediting bodies. The associate degree nursing program is accredited by the National League for Nursing Accrediting Commission. The dental hygiene program is accredited by the Commission on Dental Accreditation. The automotive technology program is accredited by the National Automotive Technicians Education Foundation and certified by the National Institute for Automotive Service Excellence. The medical assistant certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs.



## Admissions

*See Enrollment Services*

## Advising

360-992-2345

[www.clark.edu/advising](http://www.clark.edu/advising)

Our academic advisors are available to help you define your educational goals and build an educational plan based on your program of study, career plans, and placement test results. Advisors can also help you to understand college policies and procedures and to locate college resources. Advisors meet with students for walk-in sessions on Mondays, Thursdays and Fridays. Appointments are available each week on Tuesdays and Wednesdays. The Advising Department is located in Gaiser Hall, Room 108.

## Alumni Association

360-992-2301

[www.clarkcollegefoundation.org/alumni](http://www.clarkcollegefoundation.org/alumni)

Have you ever attended Clark College? Then you are a Clark College alumnus and eligible for membership in the Clark College Alumni Association. The alumni association's goal is to reunite former students with the college and with one another; to provide alumni services; and to support the college's mission of teaching, life-long learning and service to the community.

Whether it's a behind-the-scenes peek at the college, an evening at the theatre, access to the Thompson Fitness Center or local and national discounts, membership in the alumni association meets a wide range of members' interests. Providing opportunities to reconnect with old friends and make new ones, the association also offers the opportunity to learn more about the college's current programs and its vision for the future. Get connected today through the alumni website and like us on Facebook at [clarkcollegealumni](https://www.facebook.com/clarkcollegealumni).

## Archer Gallery

360-992-2246

[www.clark.edu/archergallery](http://www.clark.edu/archergallery)

Archer Gallery has been exhibiting fine art in Southwest Washington since 1978, consistently presenting an impressive list of artists and exhibits. Focusing on Northwest and Washington artists, the gallery also exhibits works by national artists. Featuring both established and emerging talents, the cultural, social, and ethnic diversity of the region is expressed in the exhibition schedule. In the traditional end-of-year exhibition, the Art Student Annual, the Archer Gallery celebrates student work created in Clark art classes.

Archer Gallery is located on the lower level at the south entrance of the Penguin Union Building and features 2,000 square feet of exhibition space. All exhibits and special events are free and open to students and the community. Support for the Archer Gallery is provided by the Associated Students of Clark College (ASCC), the Clark College Foundation, the college and donations from individuals. Archer Gallery is wheelchair accessible.

## Assessment Center

360-992-2588

[www.clark.edu/assessment](http://www.clark.edu/assessment)

The Assessment Center provides a variety of services to meet the needs of the college community including: COMPASS course placement exams, General Educational Development (GED) testing, and foreign language placement.

## Athletics

360-992-2691

[www.clarkpenguins.com](http://www.clarkpenguins.com)

Clark is a member of the Northwest Athletic Conference (NWAC), which coordinates and regulates both men's and women's athletics in Washington, Oregon, Idaho, and British Columbia. Clark sponsors intercollegiate teams for women in volleyball, cross country, basketball, softball, soccer, and track; and for men in soccer, cross country, baseball, basketball, and track. Students interested in intercollegiate sports should contact the Athletics Department.

## Basic Food Employment and Training (BFET)

360-992-2038

[www.clark.edu/enroll/paying-for-college/financial-process/resources/BFET.php](http://www.clark.edu/enroll/paying-for-college/financial-process/resources/BFET.php)

The BFET program serves students who are receiving federal basic food benefits and are pursuing professional/technical programs. Eligible students must live in Washington State and be enrolled in an approved program. Students may be eligible to receive subsidized child care assistance through Working Connections/Department of Social and Health Services (DSHS). Financial assistance with tuition, books and mandatory fees may be available for those who qualify.

## Behavioral Intervention and Threat Assessment (BITA)

[www.clark.edu/campus-life/student-support/bita/index.php](http://www.clark.edu/campus-life/student-support/bita/index.php)

Clark College values safety for all campus community members. As a result, the college has developed a plan to proactively identify and respond to individuals who may be exhibiting behaviors that indicate the person might pose a danger to themselves, others, or the college community. The Threat and Violence administrative policy and the Behavioral Intervention and Threat Assessment (BITA) team were established to respond to potentially dangerous situations in an effort to keep everyone at Clark College safe. BITA seeks to identify patterns of behavior that indicate possible risk of threat and to intervene as necessary.

Everyone in the college community (e.g., faculty, staff, student or visitor) is encouraged to report concerns about unusual or threatening behavior using the online BITA Incident Report/Referral Form. Even if the individual's behavior is not perceived as a direct threat or an immediate danger, incidents that cause concern should still be reported. However, if the



person shows evidence of immediate harm to self or others, call 911 and then call Security and Safety at 360-992-2133.

## Bookstore

360-992-2149

[www.clarkbookstore.com](http://www.clarkbookstore.com)

The Clark College Bookstore, owned and operated by the college, is located in Gaiser Hall and stocks required textbooks and supplies, at competitive prices, as requested by each course instructor. The store compiles a course supply list and stocks most supplies in store, plus reference and test preparation items with an extensive health reference and supply section available.

The staff vigorously seeks to provide as many options as possible to help students balance their education budgets. These options include an online price-comparison tool, used textbooks, e-book alternatives, calculator- and textbook-rental programs, a textbook hold service, and a peer-to-peer textbook-exchange solution on the Bookstore's website. The store also sponsors a book buyback each quarter during finals week, allowing students to recover cash for textbooks they may no longer need.

Students can find audio and technology accessories; student software pricing via the store website; Clark logo items; backpacks; convenience food items and more in the store. Reloadable Bookstore gift cards are available for students' shopping convenience. Available services include personal copying, faxing, notary public, special orders, sale of Clark theatre tickets, USPS stamps, C-Tran reduced-price student bus passes, student ID cards and more. Students can place on-line orders and textbook reservations for in-store pick-up on the e-commerce site. The Bookstore's website offers links to numerous ways to receive important updates and information, including via Facebook, Text SMS service, and Twitter.

## Career Services

360-992-2902

[www.clark.edu/cc/careerservices](http://www.clark.edu/cc/careerservices)

Online job board: [www.clark.edu/cc/penguinjobs](http://www.clark.edu/cc/penguinjobs)

Career Services offers assistance for career and education planning, employment preparation, and financial literacy. Located in PUB 002, students and community members may receive drop-in services, use the Career Center computer lab, or schedule one-on-one appointments with Career Advisors, a Financial Literacy Coach or Employment Specialists.

Career exploration resources include: assessment of career interests, personality and skills; detailed descriptions of occupations and industry; wage and labor trends; and tools to identify and research transfer schools and programs of study. Employment services include: student employment referrals; resume, cover letter and LinkedIn profile assistance; practice interviews; job search tips and assistance; and internship/co-op information. Financial Literacy Services include financial management tools, workshops, and coaching.



## Cashier's Office

360-992-2177

The Cashier's Office accepts payments for tuition and fees, and students may sign up for STEPP, the tuition payment plan. Students may also pay for fitness passes, childcare payments, and parking tickets. The Cashier's Office accepts payments in the form of cash, check, Visa, MasterCard, or Discover. Office hours are Monday-Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 4:30 p.m.

## Child & Family Services

360-992-2393

[www.clark.edu/academics/programs/early\\_childhood\\_education/childcare.php](http://www.clark.edu/academics/programs/early_childhood_education/childcare.php)

The Child and Family Studies program is located at the north end of the main campus. Child care and early education services with a parental involvement component are available to Clark students, faculty, staff and the local community. Child care services are available for children Please change to 12 mo. – 6 yrs. Fall, Winter, and Spring quarters, and 12 mo. – 10 yrs. Summer Quarter.

## Computing Resources

[www.clark.edu/campus-life/student-support/computing\\_resources](http://www.clark.edu/campus-life/student-support/computing_resources)

General information about computing resources available to Clark students including facilities, hours of operation, equipment, software tools, procedures and policies is available on the Clark College website at [www.clark.edu/student\\_services/computing\\_resources](http://www.clark.edu/student_services/computing_resources).

### COMPUTER LABS

Students enrolled in credit classes may use the open computer lab facilities at Clark. Student logins are required for all computers. Open computer labs are available at the following locations:

- Main Campus: AA-4 room 116; Anna Pechanec Hall room 102; Bauer Hall room 101; Cannell Library rooms 100 & 203; Scarpelli Hall rooms 135 & 023; Student Life, PUB 160
- Clark College at WSUV: room 129
- Clark College at Columbia Tech Center: room 203 and 219

### TECHHUB

Located on the first floor of Cannell Library, TechHub provides Clark College students with a one-stop solution for technical support. Trained student workers can provide free assistance with issues including Canvas, online student services, eTutoring, mobile device connectivity, and more.

### COMPUTER PROFICIENCY: A NOTE TO STUDENTS

In order to succeed at Clark and in the workforce, students must be proficient in the use of computers and basic computer software. At Clark, many faculty members will require students to access class materials on the Internet, use e-mail to communicate, perform research using online tools and databases, or use a word processor or spreadsheet application to complete assignments.

Students need to determine which computer skills are appropriate to their areas of study and take positive steps to acquire these skills early. Clark College provides a variety of computing and information resources including technology-enabled classrooms, computer labs, courses and library resources where students can access and learn to use these tools. Faculty members, the staff of Cannell Library, advisors, counselors, and computer lab assistants can assist students in choosing appropriate courses or identifying resources to help them achieve computer proficiency.

## Consumer Information

[www.clark.edu/clark-and-community/about/policies-procedures/consumer\\_information](http://www.clark.edu/clark-and-community/about/policies-procedures/consumer_information)

Clark College provides Consumer Information to the general public as well as to students, faculty and prospective students. A comprehensive list and links to this information is available on the Clark College website.

## Cooperative Education/Internship Work Experience

360-992-2391 or [internships@clark.edu](mailto:internships@clark.edu)

[www.clark.edu/cc/careerservices](http://www.clark.edu/cc/careerservices)

We recognize the value to students of actual experience and have developed a program which allows credits to be earned for that experience under controlled conditions.

Our purpose is to provide on-the-job experience that complements your academic career goals and furnishes an opportunity for career exploration. We involve the faculty, student and employer in determining learning objectives and evaluating your progress in achieving those objectives. A maximum of fifteen (15) co-op credits (five [5] per quarter) may be applied toward the associate degree. A companion seminar is recommended to enhance the learning and serves as an integral part of the instructional process. Co-op is either an elective or a requirement, depending upon the degree choice. Most four-year universities accept co-op credit in transfer, but students should check in advance with the schools they will be attending.

After securing a co-op/internship position, students must receive permission to register from their program advisor and may then enroll for a variable number of credits, depending on the number of hours worked per week. Students who are already working may speak to the Co-op/Internship Coordinator about receiving co-op credit for existing employment, if it is related to their major. We are located in the Career Services Department in the Penguin Union Building. For co-op/internship information or assistance, call the Cooperative Education Coordinator.

## Copyright Law and Illegal File Sharing

It is a violation of College policy and federal law to use Clark College computing resources to engage in the unauthorized use and/or distribution of copyrighted material including peer-to-peer file sharing of music and video content. Students who violate College policy or federal copyright law are subject to disciplinary action, and to civil or criminal penalties.

It is the responsibility of the student to be informed about copyright law. For more information on intellectual property rights, copyright law, college policies, and Internet sites where music and video can be legally downloaded, visit the Clark College website at [www.clark.edu/campus-life/student-support/computing\\_resources](http://www.clark.edu/campus-life/student-support/computing_resources)

## Counseling and Health Center

360-992-2614

[www.clark.edu/cc/counseling](http://www.clark.edu/cc/counseling)

Located in the Health Sciences Building, the center enhances academic success by providing high-quality and accessible emotional and physical health care. Counselors assist students with career exploration, academic issues, and personal mental health needs. A Nurse Practitioner is available on a part-time basis for a nominal fee to support students by addressing medical needs. Call 360-992-2614 to schedule an appointment.

## Credential Evaluations

360-992-2805

[www.clark.edu/enroll/credential-evaluation/credential\\_evaluations.php](http://www.clark.edu/enroll/credential-evaluation/credential_evaluations.php)

The Credential Evaluations Office is here to provide you with excellent service as you take the next step in your education. The Credential Evaluations Office provides up front transfer credit evaluations for all admitted transfer students. You can also obtain your Program Completion Application at the Credential Evaluations Office so that you can receive your degree or certificate upon completion of program requirements. Review the Clark catalog or website for application deadlines. The Credential Evaluations Office is located in the Advising Department in Gaiser Hall room 108.

## Dental Hygiene Clinic

360-992-2158

[www.clark.edu/academics/programs/dental/dental\\_hygiene.php](http://www.clark.edu/academics/programs/dental/dental_hygiene.php)

High-quality dental care is provided at low cost by students under the direct supervision of licensed dental hygienists and dentists. Adults or children, five (5) years of age or older, are selected for care based on the educational needs of the students. Services provided include exams, x-rays, scaling and polishing, sealants, fillings, teeth whitening, diet analysis and personalized preventative education. Free screenings are available by appointment.

## Disability Support Services

360-992-2314—Voice

360-991-0901—Video Phone

[www.clark.edu/DSS](http://www.clark.edu/DSS)

Clark College and the Disability Support Services (DSS) Office staff assist those with disabilities in pursuing their educational goals. The DSS staff is committed to assuring Clark College, its services, programs, and activities are accessible to individuals with disabilities. The institution takes seriously its responsibility to follow both the spirit and letter of all pertinent federal and state mandates.

Clark College recognizes that traditional methods, programs, and services may need to be altered to assure full accessibility to qualified persons with disabilities. The DSS Office is the primary focus of efforts by Clark College to assure nondiscrimination on the basis of disability. Through the DSS Office, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. The DSS Office will provide information and auxiliary aids or services, as well as serving as a resource to the campus community in striving to make Clark College both an accessible and hospitable place for persons with disabilities to enjoy full and equal participation. The DSS Office is located in PUB 013.

## eLearning

360-992-2654 or 877-748-2654

[eLearning@clark.edu](mailto:eLearning@clark.edu)

[www.clark.edu/eLearning](http://www.clark.edu/eLearning)

eLearning provides support and services to students who attend classes and complete programs outside the traditional on-campus experience. eLearning classes are offered through Canvas, the Learning Management System (LMS), in online, hybrid, weekend hybrid (Weekend Degree) and web-enhanced modalities:

- Online – A course that uses web-based tools and where 100% of the instruction and interaction between instructor and student is online.
- Hybrid/Weekend Hybrid – A course that replaces some, but not all, face-to-face class time using web-based tools.
- Web Enhanced – A classroom-based course that does not replace any face-to-face seat time, and requires access to web-based tools.

Students may complete the following degree programs using a combination of eLearning class formats:

- Associate in Arts General Transfer degree (AA DTA)
- Business Administration DTA/MRP

## Emergency Protocols

360-992-2449

[www.clark.edu/emergency](http://www.clark.edu/emergency)

All students are expected to familiarize themselves with college procedures for Evacuation, Lockdown and Drop-Cover-Hold (earthquake). Emergency procedures are posted in classrooms and offices. To help prepare for emergency readiness, several drills are conducted each school year. Marked outdoor Assembly Areas are generally located at directional signs. Emergency Building Coordinators are in place at each building to assist people during events and drills. You can register to receive emergency notifications via text message and/or email at [www.flashalert.net](http://www.flashalert.net).

- **EVACUATION & FIRE ALARM** - Act promptly and walk to nearest exit, taking personal belongings if it is safe to do so. Do not use elevator. Follow directions from Emergency Building Coordinators. Go to nearest Assembly Area. Stay out of roadways and parking lots. Await "all clear" message from college authorities.

- **LOCKDOWN** - Seek protective cover. Help lock doors and block windows if you are able. Stay quiet and out of sight, being mindful of the possibility of an intruder with the intent to cause harm. Leave computers and cell phones on with ringers silenced. Await “all clear” message from college authorities.
- **DROP-COVER-HOLD** - Get under a sturdy object such as a desk or table, and hold on until shaking stops. Cover and protect your head. Move away from windows and heavy objects that can fall on you. Be mindful of aftershocks. When shaking stops, immediately exit and go to nearest Assembly Area. Do not leave campus without reporting your status to your instructor or Emergency Building Coordinator.

## Enrollment Services

360-992-2183 or 360-992-2107

[www.clark.edu/registration](http://www.clark.edu/registration)

The Enrollment Services Office is here to support you through the admissions, residency and class-registration process. We offer online and in-person options to accommodate students' scheduling needs. From the college's website, the Current Students page allows you to access your registration date and time for each quarter, make changes to your schedule, and view your grades outside of office hours. These services are secure and give students a variety of ways to handle enrollment-related tasks. The Enrollment Services Office can also assist you with educational and enrollment verifications. The Enrollment Services Office is located in Gaiser Hall.

## Event Services Office

360-992-2713

[www.clark.edu/events](http://www.clark.edu/events)

Rooms are available for small and large meetings of students, staff and community groups. A use agreement will be sent to those contracting for college facilities noting responsibilities and privileges.

Space utilization cannot conflict with regularly scheduled classes or activities and space is assigned on a first come, first-served basis. There is a charge for use of college facilities by off-campus groups.

To arrange for the use of any campus space, contact the Event Services Office in Baird Hall room 100B or email [events@clark.edu](mailto:events@clark.edu).

## Financial Aid

360-992-2153

[www.clark.edu/finaid](http://www.clark.edu/finaid)

The Office of Financial Aid offers federal, state, and institutional grants, work study and loans. Approximately 9,600 students received more than \$46 million for financial aid for the 2015-2016 academic year. Financial aid funds are awarded based on need and availability of funds. Students should apply early each year (October – March) to be considered for maximum funding in the following academic year. Students who are unable to enroll full time (12 credits) are eligible to receive prorated funding. Students must meet satisfactory

academic progress requirements for continued eligibility. To obtain an application or additional information visit our website or the Office of Financial Aid located in Gaiser Hall.

## First Year Experience (FYE)

360-992-2618

[www.clark.edu/cc/fye](http://www.clark.edu/cc/fye)

First Year Experience (FYE) helps students in their first year at Clark College. The goal is to give new students guidance upon which to build a solid foundation for the rest of their college experience.

FYE includes:

- A course: COLL 101 "College Essentials: Intro to Clark" is an introduction to Clark College, including student resources, college technology, financial literacy and more.
- Learning Communities: A set of classes taken together by the same group of students. These allow students to dive deeper into the subject matter and gain a greater understanding of their course materials. At Clark, students can consider a First Quarter Learning Community, an Integrated Learning Community, or an I-BEST Learning Community.
- Common Read: One common book that will be used in selected courses, with related activities and events across campus.
- Service Projects: Volunteer projects geared for new students that occur throughout the year.

## Fitness Center

360-992-2808

Fitness Center Managers Office: 360-992-2185

[www.clark.edu/cc/tfc](http://www.clark.edu/cc/tfc)

The Thompson Fitness Center, located in the O'Connell Sports Complex (OSC), is free to students currently enrolled in an HPE, fitness trainer or PE class. Completion of fitness center basics, circuit fitness and/or weight training class is recommended prior to using the fitness center. The following individuals are eligible to use the fitness center for \$20 per quarter, or \$60 annual fee (students not eligible for annual option), payable at the Cashier's Office: current full- and part-time Clark students; Clark employees, their spouses and children sixteen (16) years old and older; Penguin Athletic Club members, sixteen (16) years old and older; and Alumni Association members, sixteen (16) years old and older.

## Food Service

[www.clark.edu/cc/dining](http://www.clark.edu/cc/dining)

Clark College's Culinary Institute programs are on hiatus while the college renovates facilities and revamps curriculum.

The bakery and dining room are closed while we renovate these spaces to bring you a bigger, better, and even more delicious dining experience. The bakery will reopen in Fall 2017.

Food carts from Chewy's Really Big Burritos, The College Burger, and Mighty Bowl will serve a variety of cuisines. Food carts are located in the center of the campus between Hanna/Foster Halls and the Library. Food is available Monday through Friday.

Snacks, light meals, and beverages are available from vendors in Bauer Hall, Joan Stout Hall and the Foster/Hanna Halls lobby during the academic year.

The Bookstore maintains a wide variety of convenience food and beverage items. Vending machines and microwaves are also available in many locations.

All vendors and hours are subject to change; please visit the website or individual vendors' online media for updates.

## Health Insurance

[www.clark.edu/campus-life/student-support/counseling/health\\_services/insurance.php](http://www.clark.edu/campus-life/student-support/counseling/health_services/insurance.php)

A low-cost health insurance plan is available to students taking at least six credits. This plan provides coverage 24 hours a day for most risks unless specifically excluded. You may sign up for accident or accident/illness coverage with the option to enroll dependents. The insurance may be purchased by mail directly from the company. For more information, including cost and an application form, please pick up a brochure at the Counseling and Health Center in the Health Sciences Building or at the Cashier's Office in Gaiser Hall.

### INTERNATIONAL STUDENTS

International students are required to purchase a health insurance plan through Clark College unless they have adequate health insurance coverage from an approved government sponsor. Contact the Office of International Programs ([international@clark.edu](mailto:international@clark.edu) or 360-992-2390) for information about international student health insurance.

## I-BEST Program (Integrated Basic Education and Skills Training)

360-992-2717

[www.clark.edu/cc/ibest](http://www.clark.edu/cc/ibest)

I-BEST is a program designed to get you further, faster on your career or educational pathway. In I-BEST, you have the benefit of two instructors in the classroom and will be part of a learning community cohort. Programs include: Early Childhood Education I-BEST (spring only) and Academic I-BEST.

## International Programs

360-992-2390

[international@clark.edu](mailto:international@clark.edu)

[www.clark.edu/international](http://www.clark.edu/international)

The Office of International Programs provides support services and opportunities to foster a global perspective and cross-cultural competence for Clark College and the communities it serves. Our services and programs include recruiting, admission and support services for



students from around the world, as well as sending students abroad to promote cultural awareness and intercultural sensitivity.

## Lactation Room

The college provides a private space on its main campus for breastfeeding students and/or employees to nurse or pump. This room includes a chair and access to electricity and running water, but does not include refrigeration. It can be found in the Counseling and Health Center, Health Sciences Building room 124.

## Legal Consultation

360-992-2404

[www.clark.edu/campus-life/student-support/legal\\_counsel.php](http://www.clark.edu/campus-life/student-support/legal_counsel.php)

Student Legal Services is a contracted program funded by ASCC that provides free, one-time legal consultation to students. Ed Dawson, a local general-practice attorney, is a fluent speaker and writer of Spanish, German, and English. Dawson provides multilingual legal counsel on family, criminal, and contract issues for students, as needed. Thirty-minute consultation appointments are offered once a week through fall, winter and spring quarters, and can be arranged through the Student Life office, located in Penguin Union Building room 160.

## Library

Cannell Library – 360-992-2151

Information Commons at CTC – 360-992-6138

[library.clark.edu](http://library.clark.edu)

You have many opportunities to connect, engage and learn at the Clark College Libraries. Whether you're on campus or online, librarians are available to guide you in your research and in the use of technology to access information. The libraries connect you to quality information on any subject, in any format, so you can write the research papers your teachers will love. At Cannell Library you'll find books, newspapers, music, films, and more! From the library website you'll find full-text journal articles and e-books. You also have access to millions of books, videos, and recordings through Summit, a combined library catalog. At Cannell and the iCommons you can borrow a variety of equipment or use the group meeting rooms, computer labs, and collaborative or quiet study areas. See what's new at your library! Check out the blog and newsletter at [library.clark.edu](http://library.clark.edu).

## Lost and Found

360-992-2429

If you need to turn in found items or if you are looking for them, the Lost and Found for the main campus is located at the Security & Lost/Found Office in Gaiser Hall next door to the bookstore. Lost and found items at Clark College at Columbia Tech Center will be held by security. Every effort will be made to find the rightful owner of lost items. Because of limited space, items can be kept for only 40 days.

## Office of Diversity and Equity

[www.clark.edu/campus-life/student-support/diversity-and-equity/index.php](http://www.clark.edu/campus-life/student-support/diversity-and-equity/index.php)

The function of the Office of Diversity and Equity is to support the goals of Clark's Social Equity Plan. We are assisting in the accomplishment of these goals through the establishing a Diversity Center at Clark, serving as a resource on related issues, providing training and educational programs, inviting speakers and performers, and providing opportunities to connect for those who have felt disconnected in the past. The Office of Diversity and Equity is equally committed to serving historically disadvantaged communities as they navigate Clark, as well as the entire Clark community as it engages in conversations around power, privilege, inequity, and social justice.

### DIVERSITY CENTER

360-992-2053

The Diversity Center's mission is to support the goals of Clark's Social Equity Plan. The function of the Diversity Center is to be a welcoming and safe place for the entire Clark community (students, faculty, staff, and community members) to learn about and engage with issues of diversity, inclusion, power, privilege, inequity, and social justice.

The Diversity Center's current location is located in Gaiser Hall room 214. Please stop by for a visit, we look forward to seeing you soon.

## Opportunity Grant

360-992-2039

[www.clark.edu/enroll/paying-for-college/finaid-process/resources/grants/opp\\_grant.php](http://www.clark.edu/enroll/paying-for-college/finaid-process/resources/grants/opp_grant.php)

The Opportunity Grant program serves low-income students who are pursuing professional/technical programs that lead to high-wage, high-demand jobs. Eligible students must be Washington state residents, meet income guidelines, and be enrolled in an approved program. Financial assistance with tuition, fees, and books may be available for those who qualify.

## Parking & Traffic Rules

360-992-2133

[www.clark.edu/cc/parking](http://www.clark.edu/cc/parking)

The enforcement of parking and traffic regulations is the responsibility of the Security/Safety Department. Student parking at the Clark College main campus does not require a permit. You may park in open parking spaces that are identified as marked (lined) spaces. Spaces marked F/S are reserved for faculty and staff with permits; those spaces are open to everyone from 5:30 p.m. to 10 p.m.

All drivers must obey all regulatory signs, and shall comply with directions of campus security officers in the control of traffic and parking. Any parking or traffic violations may result in the issuance of a monetary citation. Vehicle impounding, immobilization or a security block on transcripts may result if fines are not paid.

Parking meters on main campus are enforced year-round Monday through Thursday from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 5 p.m. The meters located in the Green, Red and Orange lots are 2 hours maximum, while the meters in the Blue Lot are 30 minutes maximum.

The Security/Safety Department works continually toward safe and effective parking lot use. Any concerns or suggestions for meeting the challenges of managing campus parking are always welcome. Students should contact the Security/Safety Department in Gaiser Hall for a copy of the Clark College Parking and Traffic Rules and Regulations, or for a copy of the Parking Survival Guide.

## Pathways Center

360-992-2747

[www.clark.edu/cc/pathways](http://www.clark.edu/cc/pathways)

The Pathways Center supports students and community members in transition. The programming focuses on helping individuals discover their best selves and preparing them to succeed in school, career, and life. Connect with the Pathways Center to begin the process of identifying strengths and mapping out future plans, or building computer competency and navigating resources. The center provides interactive workshops, computers, basic technology support, and connections to resources in a friendly, supportive atmosphere. It's also where you can find Student Success Navigators.

### **TRANSITIONAL STUDIES STUDENT SUCCESS NAVIGATORS**

Navigators provide direct support to students, staff and faculty. Skilled in helping students make connections on campus, Navigators take one-on-one appointments about anything from resources to goal-setting to registration. Visit the Pathways Center or call 360-992-2746 to make an appointment.

## Peer Mentor Programs

[www.clark.edu/campus-life/student-support/student\\_success/peermentors.php](http://www.clark.edu/campus-life/student-support/student_success/peermentors.php)

Peer mentors are current Clark College students who work to help their fellow students. Peer Mentors help students connect to Clark College and community resources, navigate the college community, and meet academic goals. Peer mentors enjoy working with people, have a wide range of experiences at Clark College, and are willing to share those experiences with current students, prospective students, and their families. Clark College Peer Mentor Programs provide an opportunity for students who are dedicated to serving and representing Clark College.

### **INTERNATIONAL PEER MENTOR PROGRAM**

360-992-2390; GHL 215

The goal of the International Peer Mentor Program is to connect new international students with current Clark College students to help international students adjust to Clark College. This volunteer opportunity can help build important intercultural leadership skills.

**MULTICULTURAL STUDENT AFFAIRS (MSA) PEER MENTOR PROGRAM**

360-992-2053; GH1 214

The goal of the MSA Peer Mentor Program is to support the retention, success and learning of Clark College students. The focus of the Peer Mentors is to assist students of diverse backgrounds, first-quarter students, and students at large.

**STUDENT SUCCESS PEER MENTOR PROGRAM**

360-992-2830; HSC 124

The goal of Student Success Programs is to support the retention, learning and success of all Clark College students. The focus of the Peer Mentors is to assist the "Return to College" process for students who have been dismissed from the college, students on Academic Concern, first-quarter students and students at large.

**TRANSITIONS PEER MENTOR PROGRAM**

360-992-2752 or 360-992-2803; TBG 201

The goal of the Transitions Peer Mentor Program is to support the success of Transitional Studies Students. The Transitions Peer Mentors will focus on students engaged in High School 21+, English as a Second Language, GED, and students transitioning into I-BEST and first-quarter college-level classes.

## Penguin Athletic Club

360-992-2301

[www.clarkpenguins.com](http://www.clarkpenguins.com)

The Clark College Penguin Athletic Club (PAC) provides athletic booster support for our eleven sports teams through membership and corporate sponsorships. The PAC provides funding for athletic scholarships, team funds, and coaching enhancements. Membership in PAC offers alumni and community friends access to the college's Thompson Fitness Center, news about athletics, invitations to special events and a tax benefit for gifts made in support of Clark athletics. To learn more about the Clark College Penguins or membership in PAC, visit [www.clarkpenguins.com](http://www.clarkpenguins.com).

## Public Transportation

Clark College is served by the Clark County Community Transit System (C-Tran) at the main campus, Clark College at WSU Vancouver and Columbia Tech Center. The Clark College main campus is currently served by three (3) bus lines which link the college to all parts of the City of Vancouver and Clark County, as well as to Portland, Oregon.

To encourage and enable transit ridership, the college funds and supports the BackPASS program. Through the BackPASS program, all registered Clark College students can purchase a BackPASS endorsement for their student identification cards. The BackPASS will afford the student unlimited access to C-Tran service in Clark County. Bus schedules, maps and other transit information can be found in several locations.

Van service is now available at a reduced rate to students with disabilities. For more information call 360-695-8918 (voice) or 360-695-9715 TTY. Additional information about the BackPASS program can be obtained from the Clark College Bookstore in Gaiser Hall.

## Registration

360-992-2183

[www.clark.edu/registration](http://www.clark.edu/registration)

The Registration Office is here to support you through the class registration process. We offer online and in-person registration options to accommodate students' scheduling needs. The Current Students page allows you to access your registration date and time for each quarter, make changes to your schedule and view your grades outside of open office hours. These services are secure and give students a variety of ways to handle enrollment-related tasks. The Registration Office can also assist you with educational and enrollment verifications. The Registration Office is located in Gaiser Hall.

## Scholarships

360-992-2582

[www.clark.edu/scholarships](http://www.clark.edu/scholarships)

Scholarship funding is made possible through the generous support of individuals and organizations. Quite often, those who received scholarships while they were in college wish to give back to today's students. These donors believe in the importance of education and they recognize Clark College as the premier institution of higher learning in Southwest Washington. They establish basic qualifications, such as academic, athletic or artistic talent. Awards are also available for students who are interested in particular fields of study, who are members of underrepresented groups, or who come from certain geographic areas.

Because of this generosity, more than 100 scholarships are available to students who qualify and submit the appropriate application form. Generally, applications are made available online in mid-December and are due to the Financial Aid Office in mid-April. A number of transfer scholarships for students graduating from Clark in the spring are also available to assist with tuition expenses at four-year schools.

## Security/Safety Department

360-992-2133

[www.clark.edu/cc/security](http://www.clark.edu/cc/security)

Clark College Security/Safety works to provide a safe and secure environment in which members of the college community can pursue their educational goals and professional commitments. The department staff protects life and property, provides service and assistance, and ensures fair and easy access to college facilities in compliance with campus regulations. The department responds to the changing needs of the college by stressing prevention above response, planning above reaction, education above enforcement, and service above all.

The department staffs a walk-up and phone-in service and information center during the academic year (and for limited hours during breaks). Any time during open campus hours, security assistance may be contacted by coming to the Security/Lost & Found desk in Gaiser Hall, or by dialing 2133 from any courtesy phone.

We can provide aid to stranded motorists, including jumpstarts and lockout service; security escorts across campus; crime prevention advice; and other general assistance. We also issue student identification cards and provide all information required by the Clery Act. The Security/Safety Department works cooperatively with the Vancouver Police Department, the Clark County Sheriff's Office, and the Washington State Patrol.

## Student Carpool Program

Currently registered students who drive to campus with additional registered students have the option of signing up for the free student carpool program. You can contact the Security Office at 360-992-2133 or stop by the Security & Lost/Found Desk located in Gaiser Hall next to the Bookstore for more information and requirements. The carpool spaces are located in the Red 3 parking lot. You must display a student carpool permit to park in these spaces.

## Student Complaints

[www.clark.edu/campus-life/student-support/student\\_complaint/](http://www.clark.edu/campus-life/student-support/student_complaint/)

Any student who feels they have been treated unfairly has the right to be heard fairly and promptly. Clark College recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal complaint process will be provided in order to assure impartial and equitable resolution for those conflicts.

The Student Complaint Process does not replace other appeal processes that are already active in other areas such as academic appeals and standards or financial aid. More information can be found at the website listed above or by emailing [studentcomplaints@clark.edu](mailto:studentcomplaints@clark.edu).

## Student Discounts

Present your Clark College student ID when shopping. Many local merchants and businesses offer discounts to Clark College students.

## Student Email

We encourage you to use your Clark student email account as your primary email account so that you'll receive important Clark information and news. You can access your email through the Clark website or you can forward it to another email account. Communicating by email is fast and easy. It's also green, because it reduces the use of paper and the cost of mailing.

## Student ID Cards

An annual student photo identification card is available to registered students for a minimal fee. The ID card provides free or discounted admission to college events. ID cards grant students discounted use of the Marshall Center swimming pool and may qualify for student discounts at other local businesses. ID cards can be obtained from the Clark College Bookstore in Gaiser Hall.

## Student Life

360-992-2441

[www.clark.edu/student-life](http://www.clark.edu/student-life)

The Office of Student Life (SL) coordinates programs, support services and activities that enhance the educational experience of a diverse student population and foster the intellectual and personal development of students on campus.

Student Life services and resources include:

- The Associated Students of Clark College (ASCC) – your student government
- The Activities Programming Board (APB) – bringing you outstanding events
- 80-plus events and activities each year, including Welcome Week, Club and Involvement Fairs, and Spring Thing – see our event calendar at [www.clark.edu/student-life](http://www.clark.edu/student-life) to check out what's happening
- Clubs, programs, committees and other student involvement opportunities—come see us to find out more!
- Free coffee (Monday through Friday 8:15 to 10:30 a.m.)
- Free student lockers. Limited number available; provided on a first-come, first-served basis. See the Student Life front desk in PUB 160.
- Quick-stop computer lab
- Student-use kitchen including a refrigerator and microwave
- A Game Room where you can enjoy massage chairs, board games, TV and more!
- Free one-time legal consultation. See page 14.

For more information on any of these services, contact the Office of Student Life, located in the Penguin Union Building, room 160.

### STUDENT CLUBS AND PROGRAMS

Student clubs and programs provide students with an opportunity to apply academic, vocational and/or personal learning through leadership roles that engage them in the campus and community. With more than 50 student clubs and programs to choose from, you're bound to find something to match your interests. Student organizations may have an educational, national, cultural, political, activity and/or religious focus.

For an up-to-date list of involvement opportunities, visit our website.



## STUDENT GOVERNMENT – ASSOCIATED STUDENTS OF CLARK COLLEGE (ASCC)

Recognized by the Board of Trustees as the representative body of Clark College students, the ASCC Executive Council consists of seven student members selected to act as a liaison between students, faculty, staff, administration and the community. They are charged with review and implementation of the ASCC Constitution and Bylaws; committee appointments; club promotion and approval; recruitment for student involvement; keeping students informed about legislative policies that directly affect them; and oversight of the Services and Activities (S&A) fees. All enrolled students are members of ASCC and are thus eligible to participate in events and to serve as officers.

### ASCC Meetings

ASCC meetings are open to everyone, so please feel free to join us! For a list of meeting dates and times visit PUB 160 or visit us online at [www.clark.edu/student\\_life](http://www.clark.edu/student_life).

### ASCC Contact Information 360-992-2353

ASCC President	ascept@clark.edu	x3353
ASCC Vice President	ascvcp@clark.edu	x3640
ASCC Finance Director	ascbfd@clark.edu	x3139
ASCC Executive Assistant	asccecx@clark.edu	x3354
ASCC Club Coordinator	ascccc@clark.edu	x3169
ASCC Student Relations & Promotions Coordinator	ascpr@clark.edu	x3133
ASCC Activities Director	ascad@clark.edu	x3132

### ACTIVITIES PROGRAMMING BOARD (APB)

This group is charged with the creation of a comprehensive events calendar to include awareness, cultural, educational, family and social events for Clark students. With 30-plus events each year, including the annual Spring Thing event, you're sure to find something to help you relax, enhance your learning experience, and connect at Clark. To find out more about what's coming up visit [www.clark.edu/student-life](http://www.clark.edu/student-life).

### Activities Programming Board Contact Information 360-992-2353

APB Family Events Coordinator	asapb1@clark.edu	x3331
APB Social Events Coordinator	asapb2@clark.edu	x3332
APB Educational Events Coordinator	asapb3@clark.edu	x3333
APB Cultural Events Coordinator	asapb4@clark.edu	x3334
APB Awareness Events Coordinator	asapb5@clark.edu	x3335

## Student Publications

### THE INDEPENDENT [www.clarkcollegeindependent.com](http://www.clarkcollegeindependent.com)

The *Independent* is Clark College's student-produced newspaper. It is produced in print and online formats. It serves the Clark community by providing readers with timely and factual information as well as by providing a forum for public expression. The college newspaper is also a learning laboratory where students experience real-world work opportunities as reporters, editors, photojournalists and managers.

Some *Independent* staff positions are paid. Paid staff members must be at least half-time Clark students.

**PHOENIX** [www.clarkphoenix.com](http://www.clarkphoenix.com)

*Phoenix*, Clark College's literary and fine art publication, is a student-run journal focused on encouraging the creative efforts of the Clark College community. Published once a year, Clark College students and alumni may submit original creative work, such as fiction, creative non-fiction, poetry, video, music, and visual art. Under the direction of the faculty advisors from English and Art, *Phoenix* staff members work collaboratively to produce the journal, using real-world skills like editing and designing. Staff positions are paid and must be held by current Clark students who are enrolled in at least 6 credits per quarter. Volunteer opportunities are also available.

## Student Success Programs

360-992-2704 or 360-992-2830

[www.clark.edu/campus-life/student-support/student\\_success/index.php](http://www.clark.edu/campus-life/student-support/student_success/index.php)

Want to get (or stay) on track toward graduation? Are you concerned about your grades and how to manage all that you have going on? Are you new to campus, and want advice on how to be successful at Clark? If you answered "yes" to any of these questions, visit the Student Success Programs office. Friendly and knowledgeable staff and peer mentors are here to help you to identify and achieve your goals, and to connect you with free resources and services at Clark. Call or visit our office in HSC 124 to set up an appointment.

## Student Tutoring Services

360-992-2773

[www.clark.edu/cc/tutoring](http://www.clark.edu/cc/tutoring)

Tutoring is offered at the main campus in various locations and at Columbia Tech Center. We offer free tutoring services to all Clark College students in a variety of subjects. Online tutoring is also available 24/7 at [www.etutoring.org](http://www.etutoring.org). We encourage you to visit early in the quarter to request help, check posted tutor schedules, and schedule appointments.

The tutoring centers are open to all registered students and provide the following services:

- Free one-on-one and drop-in tutoring with encouraging, skilled, and trained staff in most subject areas.
- Computers, software, resources, and books for students being tutored.
- Help developing skills and confidence to become a stronger, more independent learner.

## Veterans Affairs

360-992-2112, 360-992-2736, or 360-992-2711

[veterans@clark.edu](mailto:veterans@clark.edu)

[www.clark.edu/cc/veterans](http://www.clark.edu/cc/veterans)

The academic programs of study at Clark are approved by the Washington State Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and

Title 10, US Code. We also determine Veterans Waivers and eligible Dependents of Veterans Waivers and provide information about GI Bill benefits and procedures and getting started at Clark College.

Students can visit our office by signing in at the Veterans Resource Center, located on the second floor Gaiser Hall.

## Welcome Center

360-992-2078

[www.clark.edu/getstarted](http://www.clark.edu/getstarted)

The Welcome Center is your first step whether you are a new, transfer, or returning student. Our services include assistance with admissions procedures, residency information, student orientations, campus tours, and referral to other services and programs. The Welcome Center is located in Gaiser Hall room 127.

### STUDENT AMBASSADORS/CAMPUS VISITS

360-992-2078

[www.clark.edu/future/student-ambassadors](http://www.clark.edu/future/student-ambassadors)

Our Student Ambassadors provide a student perspective of the campus through tours that include college history, academic programs, and building locations. Student Ambassadors also offer assistance to students and help support campus events and student orientations. Student Ambassadors and Campus Visits staff are located within the Welcome Center and at the Gaiser Hall Information Desk.

## Worker Retraining

360-992-2274

[www.clark.edu/enroll/paying-for-college/finaid-process/resources/worker\\_retraining.php](http://www.clark.edu/enroll/paying-for-college/finaid-process/resources/worker_retraining.php)

The Worker Retraining program serves students who have experienced unemployment, or who are displaced homemakers, and are pursuing professional/technical programs that provide them with the ability to re-enter the workforce. Eligible students must live in Washington State and be enrolled in an approved program. Financial assistance with tuition, books, and mandatory fees may be available for those who qualify.

## WorkFirst Financial Aid and Work Study

360-992-2915

[www.clark.edu/enroll/paying-for-college/finaid-process/resources/wfirst.php](http://www.clark.edu/enroll/paying-for-college/finaid-process/resources/wfirst.php)

The WorkFirst program serves students who are receiving Temporary Assistance for Needy Families (TANF) and are pursuing professional/technical programs. Eligible students must live in Washington State and be enrolled in an approved program. Financial assistance with tuition, books and mandatory fees may be available for those who qualify.

On-campus WorkFirst Work Study job opportunities may also be available for those who qualify.

## Notice of Nondiscrimination and Equal Opportunity

Clark College affirms a commitment to freedom from discrimination for all members of the college community. Clark College expressly prohibits discrimination on the basis of race; color; national origin; age; perceived or actual physical or mental disability; pregnancy; genetic information; sex; sexual orientation; gender identity; marital status; creed; religion; honorably discharged veteran or military status; or use of a trained guide dog or service animal.

The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. Discrimination is prohibited by Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; WLAD (RCW 49.60); Age Discrimination in Employment Act Amendment of 1978; Vietnam Era Veterans Readjustment Assistant Act of 1974; Equal Pay Act of 1963; Executive Orders 11246 and 11375; and federal and state statutes and regulations.

Persons with concerns about discrimination or equal opportunity should refer to the Discrimination and Harassment Grievance Procedure, which is available from the Office of Equity and Diversity, Gaiser Hall, 360-992-2355 or online at [www.clark.edu/clark-and-community/about/policies-procedures/grievance\\_procedure.php](http://www.clark.edu/clark-and-community/about/policies-procedures/grievance_procedure.php).

## Diversity and Free Expression at Clark College

### VALUES OF THE CLARK COLLEGE COMMUNITY

As members—students, staff, faculty and administrators—of the academic community, we enjoy the privileges and share the obligations of the larger community of which the College is a part. With membership in this community comes an obligation, which is consistent with the goals of personal and academic excellence. This obligation is an acceptance of a code of civilized behavior. These are the guiding principles for all at Clark College:

“I will practice personal and academic integrity. I will respect the dignity of all persons. I will respect the rights and property of others. I will discourage bigotry. I will learn to respect differences among people, ideas, and opinions. I will demonstrate concern for others, their feelings and their need for conditions, which support their learning, work and development. Allegiance to these ideals obligates each individual to refrain from and discourage behaviors which threaten the safety and well-being of all community members.”

—based upon the Carolinian Creed

The College is committed to equitable, civil, and concerned treatment of all individuals regardless of race, creed, faith-based perspective, color, national origin, language, educational attainment, class or economic status, sex, age, appearance, size, sexual identity, gender identity, gender expression, relationship status, active military status, status as a veteran, status as a student, staff, faculty or administrator, and the presence of any physical, sensory or mental disability.

It is imperative that we learn to recognize, understand and celebrate similarities and differences. Colleges can, and indeed must, help all members of the college community become open to the uniqueness that surrounds them. These matters are learned best in settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

### FREE EXPRESSION – OUR POLICY

Clark College's policy on Free Expression can be found in the Administrative Policies Manual (501.020). This policy acknowledges that free expression requirements may protect many forms of "hateful" or intolerant speech and expressive conduct, including that which occurs during such common college activities as debates, speeches, arguments, conversations, classroom discussions, lectures, distribution of flyers and displaying of posters. In certain contexts, courts have found speech and expressive conduct to be protected that many in our community find repugnant, including such things as display of the Confederate flag, Nazi symbols, cross burning, and flag burning.\*

### FREE EXPRESSION – OUR VALUES

However, any expression of hatred or prejudice is inconsistent with the values of Clark College and the purposes of higher education in a free society. So long as intolerance exists in any form in the larger society, it will be an issue on college campuses. Clark College is committed to maintaining an environment free from prejudice, inequity, and the misuse of power and privilege, and will use opportunities such as open dialogues, debates and discussions to broaden understanding of the scope of protected speech and the role of tolerance in our community.

The College is committed to maintaining its community as a place of work and study free from abuse, intimidation and harassment, where everyone is treated with respect and courtesy.

Conduct which unreasonably disrupts, adversely affects, or otherwise interferes with the lawful functions of the College, or the rights of any individual to pursue an education and/or employment at the College will not be tolerated.

For information on Clark College's Response Protocol for bias-based incidents, visit [www.clark.edu/about\\_clark/policies/documents/ClarkCollegeBiasBasedIncidentProtocol.pdf](http://www.clark.edu/about_clark/policies/documents/ClarkCollegeBiasBasedIncidentProtocol.pdf).

*\*From "Hate Crimes and Bias-Related Incidents Protocol" – Pomona College.*

## Security & Safety

360-992-2133

[www.clark.edu/student\\_services/security/index](http://www.clark.edu/student_services/security/index)

The principal responsibilities and objectives of the college Security/Safety Department staff include insuring public and employee safety; preventing crime; providing information; enforcing parking and traffic regulations; lending assistance; and maximizing efforts to preserve a safe environment for the college community.

Campus security officers have citizens' arrest powers only. All significant crimes committed on campus are immediately referred to the Vancouver Police Department. The Clark

College Security/Safety Department maintains a positive working relationship with the Washington State Patrol, the Clark County Sheriff's Office, and the Vancouver Police Department for information sharing, report transferring and staff training. During special events on campus, the college utilizes off-duty law enforcement officers to provide additional security.

### **INCIDENT REPORTING**

The Security/Safety Department provides a dispatcher to respond to questions and concerns of visitors, students and faculty and staff members, and to dispatch appropriate security responses as necessary. Dispatch hours vary by quarter and may change to best meet the needs of the college community. Hours are reduced during breaks. For current dispatch hours, see the Clark College Connections quarterly class schedule or visit the Clark College website at [www.clark.edu/student\\_services/security](http://www.clark.edu/student_services/security). Posted in each college building are lists of essential telephone numbers to call in case of specific emergencies. If a crime is in progress, the Vancouver Police Department can be immediately summoned by calling Emergency 911. When campus buildings are closed, the use of cell phones are required to call Emergency 911 directly. From college phones, Security is 2133. From off campus, the number is 992-2133.

Each time a security situation is reported to the Security/Safety Department, a written record is generated; copies of case reports are provided to appropriate college departments and law enforcement agencies.

Each week the security/safety director makes available to the college newspaper a summary of the incidents which occurred during the previous week. The college complies with Section 28B.10.569 of the Revised Code of Washington and the Crime Awareness and Campus Security Act of the federal government; information and procedures are provided at the Security/Information Desk. Notices dealing with special concerns are periodically printed in the college newspaper and the college staff newsletter, and posted at the Security Office and on college bulletin boards. Bulletins are distributed campus-wide and through e-mail when emergency situations require immediate notification.

### **PHYSICAL SECURITY**

All main campus buildings are closed to students and the public before and after regular college hours, 6:30 a.m. to 10:30 p.m., Monday through Thursday, and 6:30 a.m. to 6:00 p.m. on Friday, Saturday and Sunday except for those times and for those purposes otherwise approved by administration. Columbia Tech Center is closed to students and the public before and after regular college hours, 7:00 a.m. to 10:00 p.m., Monday through Thursday; 8:00 a.m. to 5:00 p.m., Friday and Saturday; and closed Sunday except for those times and for those purposes otherwise approved by administration. Individuals violating the facility use rules adopted by the Board of Trustees of Clark College may be subject to disciplinary proceedings or criminal prosecution. The security/safety director or designee remains in close contact with the director of facilities services on maintenance requests with regard to security/safety issues for grounds, parking lots, and college buildings. Lighting problems are specifically noted. Employees and students who are concerned about safety and security issues can participate through the college's Environmental Health and Safety Committee or the college's Security/Parking Advisory Committee.

## CRIME PREVENTION INFORMATION

The security/safety director participates in student orientations each quarter to present to incoming students information on personal safety, crime prevention, reporting, and college regulations. The security/safety director and/or designee meets with particular college departments and personnel to assist with planning related to crime prevention, safety, and security. The security/safety director is available upon request to discuss similar issues with interested college groups or student organizations.

## SECURITY INFORMATION AND CRIME STATISTICS

This material is excerpted from the annual report written to comply with Section 28B.10.569 of the Revised Code of Washington and with the Federal Student Assistance General Provisions; Campus Safety (Student Right to Know and Campus Security Act, 34CFR Part 668). Current statistical information can be found on the Clark College website at [www.clark.edu/campus-life/student-support/security/index.php](http://www.clark.edu/campus-life/student-support/security/index.php) or by contacting the Security/Safety Department.

## TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Security and Safety or their designee, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail system to faculty and staff; through the student newspaper, *The Independent*; and through student bulletin boards. The information will also be posted at the Information Desk of the Security and Safety Department.

## Drug and Alcohol Abuse Policy

The college maintains a drug-free environment and campus in accordance with the federal and state policies. Prohibited acts include, but are not limited to:

1. Furnishing, purchasing, sale, possession, or consumption of alcoholic beverages (as defined by federal or state law) on college-owned or -controlled property, or at a college- or student organization-supervised function. When these acts occur with the prior permission of the Board of Trustees or its authorized designee and under a permit issued by the state of Washington Liquor Control Board or its designee, they shall not constitute a violation of this provision. Being demonstrably under the influence of alcoholic beverages is a violation in any case.
2. Possession, consumption, or furnishing of any narcotic or dangerous drug, or being demonstrably under the influence of drugs as defined in Chapter 69.41 RCW as now law or hereinafter amended, except when use or possession is prescribed by an authorized individual under that statute.

## Sexual Assault Policy and Procedures

Victims of a sex offense at Clark College should contact Vancouver Police Department by calling Emergency 911 (from a campus phone, dial 91-911, from a pay phone dial 911) immediately and then contact the Clark College Security/Safety Department at 992-2133 (on-campus 2133). An officer will respond to the location to be with the victim to provide assistance until the police arrive.



Victims of a criminal sexual assault on the college campus should not attempt to clean themselves or tamper with any evidence until the proper law enforcement agency can be contacted. Victims should not take showers, use a tampon, or change clothing until the appropriate law enforcement agency is contacted and an incident report and medical examination are completed. The clothing and examination by a qualified physician are important evidence that should be preserved to prove that a sexual assault has occurred and to help with the successful prosecution of the offender.

Victims have the option of contacting the Vancouver Police Department or the college Security/Safety Department. If the Security/Safety Department is contacted first, they will assist in notifying the proper authorities.

Sex offense educational materials are available in Health Services and Student Support Services. After an alleged sex offense, academic situations will be changed upon request, if reasonable alternatives are available. Disciplinary procedures and sanctions for sex offenses are prescribed in the Student Code of Conduct or employee contracts/personnel rules, as applicable. The college's Health Services (extension 2264) and Advising & Counseling office (extension 2345) offer counseling services and referrals. Health Services are located in the Health Science Building; Advising & Counseling offices are located in Gaiser Hall.

## Code of Student Conduct

Chapter 132N-125 WAC - Effective Summer 2016

WAC 132N-125-005 Student responsibilities.

WAC 132N-125-010 Authority.

WAC 132N-125-015 Definitions.

WAC 132N-125-020 Statement of jurisdiction.

WAC 132N-125-025 Students studying abroad.

WAC 132N-125-030 Statement of student rights.

WAC 132N-125-035 Prohibited student conduct.

WAC 132N-125-040 Trespass.

WAC 132N-125-045 Disciplinary sanctions—Terms—Conditions.

### HEARING PROCEDURES

WAC 132N-125-100 Initiation of disciplinary action.

WAC 132N-125-105 Appeal from disciplinary action.

WAC 132N-125-110 Brief adjudicative proceedings—Initial hearing.

WAC 132N-125-115 Brief adjudicative proceedings—Review of an initial decision.

WAC 132N-125-120 Student conduct committee.

WAC 132N-125-125 Appeal—Student conduct committee.

WAC 132N-125-130 Student conduct committee hearings—Presentation of evidence.

WAC 132N-125-135 Student conduct committee—Initial decision.

WAC 132N-125-140 Appeal from student conduct committee initial decision.

WAC 132N-125-145 Summary suspension.

WAC 132N-125-150 Classroom misconduct and authority to suspend for  
no more than one day.

## DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT

WAC 132N-125-200 Supplemental sexual misconduct procedures.

WAC 132N-125-205 Supplemental definitions.

WAC 132N-125-210 Supplemental complaint process.

WAC 132N-125-215 Supplemental appeal rights.

WAC 132N-125-220 Brief adjudicative proceedings—College record.

WAC 132N-125-225 Recordkeeping.

### **WAC 132N-125-005 Student responsibilities.**

(1) Clark College provides its community and students with education and services of the highest quality. We do this in a manner which exhibits concern and sensitivity to students, faculty, staff, and others who utilize our services and facilities. It is essential that members of Clark College exhibit appropriate and conscientious behavior in dealing with others.

(2) Clark College expects all students to conduct themselves in a manner consistent with its high standards of scholarship and conduct. Student conduct, which distracts from or interferes with accomplishment of these purposes, is not acceptable. Students are expected to comply with these standards of conduct for students both on and off campus and acknowledge the college's authority to take disciplinary action.

(3) Admission to Clark College carries with it the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, comply with policies, procedures and rules of the college and its departments, maintain a high standard of integrity and honesty, and respect the rights, privileges and property of other members of Clark College.

(4) It is assumed that students are and wish to be treated as adults. As such, students are responsible for their conduct. These standards of conduct for students promote Clark College's educational purposes and provide students a full understanding of their rights and responsibilities. Sanctions for violations of the standards of conduct for students will be administered under this chapter. When violations of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to proper authorities and in the case of minors, this conduct may be referred to parents or legal guardians.

### **WAC 132N-125-010 Authority.**

The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student affairs or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

### **WAC 132N-125-015 Definitions.**

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

(1) "ASCC" means the Associated Students of Clark College as defined in the constitution of that body.

(2) "Assembly" means any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.

- (3) "Board" means the board of trustees of Community College District No. 14, state of Washington.
- (4) "College" means Clark College and any other community college centers or facilities established within Washington State Community College District No. 14.
- (5) "College community" means trustees, students, staff, faculty, and visitors on college-owned or controlled facilities.
- (6) "College facilities" and "college facility" means and includes any and all real and personal property owned, rented, leased, or operated by the board of trustees of Washington State Community College District No. 14, and shall include all buildings and appurtenances attached thereto and all parking lots and other grounds. College facilities extend to distance education classroom environments, and agencies or institutions that have educational agreement with the college.
- (7) "College official" includes any person employed by the college performing assigned duties.
- (8) "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.
- (9) "Complainant" means any person who submits a charge alleging that a student violated the code of student conduct.
- (10) "Conduct review officer" is the vice-president of student affairs or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.
- (11) "Controlled substance" means and includes any drug or substance as defined in chapter 69.50 RCW as now law or hereafter amended.
- (12) "Day" means a weekday, excluding weekends and college holidays.
- (13) "Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the code of student conduct.
- (14) "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten days or an expulsion are heard by the student conduct committee. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.
- (15) "Faculty member" and "instructor" means any employee of Community College District No. 14 who is employed on a full-time or part-time basis as a teacher, instructor, counselor, or librarian.
- (16) "Filing" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
- (a) Hand delivery of the document to the specified college official or college official's assistant; or
  - (b) By sending the document by e-mail and first class mail to the specified college official's office and college e-mail address.

Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official.

(17) "The president" is the president of the college. The president is authorized to delegate any and all of his or her responsibilities as set forth in the chapter as may be reasonably necessary.

(18) "RCW" means Revised Code of Washington which can be accessed at <http://apps.leg.wa.gov/rcw/>.

(19) "Respondent" is the student against whom disciplinary action is initiated.

(20) "Service" is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:

- (a) Hand delivery of the document to the party; or
- (b) By sending the document by e-mail and by certified mail or first class mail to the party's last known address. It is the responsibility of each student to regularly check their official Clark College e-mail address.

Service is deemed complete upon hand delivery of the document or upon the date the document is e-mailed and deposited in the mail.

(21) "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who have been notified of their acceptance for admission, persons who withdraw after allegedly violating the code, or persons who are not officially enrolled for a particular term but who have a continuing relationship with the college, are considered "students."

(22) "Student conduct officer" is a college administrator designated by the president or vice-president of student affairs to be responsible for implementing and enforcing the code of student conduct. The president or vice-president of student affairs is authorized to reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.

(23) "Student organization" means any number of students who have met the formal requirements of clubs and organizations.

### **WAC 132N-125-020 Statement of jurisdiction.**

The code of student conduct shall apply to student conduct that occurs on college premises, to conduct that occurs at or in connection with college-sponsored activities, or to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

**WAC 132N-125-025 Students studying abroad.**

Students who participate in any college-sponsored or sanctioned international study program shall observe the following:

- (1) The laws of the host country;
- (2) The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying;
- (3) Any other agreements related to the student's study program in another country; and
- (4) Clark College's standards of conduct for students.

**WAC 132N-125-030 Statement of student rights.**

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

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

- (1) Academic freedom.
  - (a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
  - (b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).
  - (c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
  - (d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.
- (2) Due process.
  - (a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
  - (b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
  - (c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

**WAC 132N-125-035 Prohibited student conduct.**

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

- (1) Academic dishonesty. Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.
  - (a) Cheating includes using or any attempt to use, give or obtain unauthorized assistance relating to the completion of an academic assignment.
  - (b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment.
  - (c) Self-plagiarism may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
  - (d) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
  - (e) No student shall be allowed to withdraw from a course or from the college to avoid the consequences of academic dishonesty.
- (2) Other dishonesty. Any other acts of dishonesty, such acts include, but are not limited to:
  - (a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
  - (b) Tampering with an election conducted by or for college students; or
  - (c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
- (3) Obstruction or disruption. Obstruction or disruption of:
  - (a) Any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or
  - (b) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college. Participation in any activity which unreasonably disrupts the operations of the college or infringes on the rights of another member of the college community, or leads or incites another person to engage in such an activity.
- (4) Assault, intimidation, harassment. Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this subsection:
  - (a) Bullying is severe or pervasive physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.
  - (b) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such an intent.
- (5) Cyber misconduct. Cyberstalking, cyberbullying, or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites to harass, abuse, bully, or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized

monitoring of another's e-mail communications directly or through spyware, sending threatening e-mails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's e-mail identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

(6) Property violation. Attempted or actual damage to, or theft or misuse of, real or personal property or money of:

- (a) The college or state;
- (b) Any student or college officer, employee, or organization;
- (c) Any other member of the college community or organization; or
- (d) Possession of such property or money after it has been stolen.

(7) Failure to comply with directive. Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

(8) Weapons. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons, which can be used to inflict bodily harm or to damage real or personal property is prohibited on the college campus, at any other facilities leased or operated by the college, or at any activity under the administration or sponsorship of the college. Exceptions to this policy are permitted when the weapon is used in conjunction with an approved college instructional program, is carried by duly constituted law enforcement officer, or is otherwise permitted by law.

(9) Hazing. Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student.

(10) Alcohol, drug, and tobacco violations.

(a) Alcohol. The use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) Marijuana. The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(c) Drugs. The use, possession, delivery, sale, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.

(d) Tobacco, electronic cigarettes, and related products. Consistent with its efforts to promote wellness, fitness, and a campus environment conducive to work, study, and activities for staff, students, and the public, Clark College maintains a tobacco-free campus. The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college or in any location is prohibited. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.



- (11) Lewd conduct. Conduct which is obscene, lewd, or indecent.
- (12) Disorderly conduct. Conduct which disrupts campus operations or the educational environment, is disturbing the peace, or assisting or encouraging another person to disturb the peace.
- (13) Discriminatory conduct. Discriminatory conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.
- (14) Sexual misconduct. The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.
- (a) Sexual harassment. The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.
- (b) Sexual intimidation. The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
- (c) Sexual violence. "Sexual violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.
- (i) Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- (ii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
- (iii) Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family law, or anyone else protected under domestic or family violence law.
- (iv) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- (v) Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intended to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator

knows or reasonable should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

(vi) Consent: knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

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

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

(15) Harassment. Unwelcome and offensive conduct including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual misconduct" for the definition of "Sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media, and electronic communications.

(16) Retaliation. Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal state or local law, or college policies, including but not limited to, code of student conduct provisions prohibiting discrimination and harassment.

(17) Theft or misuse of electronic resources. Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

- (a) Unauthorized use of such resources or opening of a file, message, or other item;
- (b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
- (c) Unauthorized use or distribution of someone else's password or other identification;
- (d) Use of such time or resources to interfere with someone else's work;
- (e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
- (f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

- (g) Use of such time or resources in violation of applicable copyright or other law;
  - (h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
  - (i) Failure to comply with the student computing resources policy. [http://www.clark.edu/campus-life/student-support/computing\\_resources/policy.php](http://www.clark.edu/campus-life/student-support/computing_resources/policy.php)
- (18) Unauthorized access. Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.
- (19) Safety violations. Safety violations include any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
- (20) Abuse or misuse of any procedures. Abuse or misuse of any of the procedures relating to student complaints or misconduct including, but not limited to:
- (a) Failure to obey a subpoena;
  - (b) Falsification or misrepresentation of information;
  - (c) Disruption or interference with the orderly conduct of a proceeding.
  - (d) Interfering with someone else's proper participation in a proceeding;
  - (e) Destroying or altering potential evidence or attempting to intimidate or otherwise improperly pressure a witness or potential witness;
  - (f) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member; or
  - (g) Failure to comply with any disciplinary sanction(s) imposed under this code of student conduct.
- (21) Motor vehicles. Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.
- (22) Violation of other laws or policies. Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.
- (23) Ethical violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceedings for violation of the code of student conduct, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

#### **WAC 132N-125-040 Trespass.**

The vice-president of student affairs or designee shall have the authority and power to:

- (1) Prohibit the entry, or withdraw the license or privilege of any person or group of persons to enter onto or remain on any college premises or facility; or
- (2) Give notice against trespass by any manner provided by law, to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who

have been prohibited from entering onto or remaining upon all or any portion of college premises or a college facility; or

(3) Order any person, persons, or group of persons to leave or vacate all or any portion of the college premises or facility. Such power and authority may be exercised to halt any event which 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 individual remaining on or reentering the college premises or facility after receiving notice that his or her license or privilege to be on that property has been revoked shall be subject to disciplinary action and/or charges of criminal trespass.

### **WAC 132N-125-045 Disciplinary sanctions—Terms—Conditions.**

The following disciplinary sanctions may be imposed upon students found to have violated the code of student conduct. Depending upon the misconduct, more than one sanction may be required. Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions are not made part of the student's academic record, but are part of the student's disciplinary record. Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.

(1) Disciplinary warning. A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

(2) Written reprimand. Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

(3) Disciplinary probation. Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.

(4) Disciplinary suspension. Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.

(5) Dismissal. The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

(1) Educational sanction. The college may require the student to complete an educational activity or experience directly related to the violation committed, at the student's expense.

(2) Professional evaluation. Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional may be required. The student may

choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

- (3) Not in good standing. A student may be deemed "not in good standing" with the college. If so, the student shall be subject to the following restrictions:
  - (a) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
  - (b) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.
- (4) Restitution or monetary fine. Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, monetary fine, or other compensation.
- (5) Hold on transcript or registration. This is a temporary measure restricting release of a student's transcript or access to registration. Upon satisfactory completion of the conditions of the sanction, the hold is released.
- (6) Revocation of admission or degree. Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of standards of conduct for students in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- (7) Withholding degree. The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this chapter, including the completion of all sanctions imposed.
- (8) No trespass order. A student may be restricted from college property based on his/her misconduct.
- (9) No contact order. A prohibition of direct or indirect physical, verbal, or written contact (including electronic communication) with another individual or group.

## HEARING PROCEDURES

### WAC 132N-125-100 Initiation of disciplinary action.

- (1) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.
- (2) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer

will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting, the student conduct officer may take disciplinary action based upon the available information.

(3) Within ten days of the initial disciplinary meeting and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific code of student conduct provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.

(4) The student conduct officer may take any of the following disciplinary actions:

- (a) Exonerate the respondent and terminate the proceedings.
- (b) Impose a disciplinary sanction(s) as described in WAC 132N-125-045.
- (c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

#### **WAC 132N-125-105 Appeal from disciplinary action.**

(1) The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one days of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

(2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(3) The parties to an appeal shall be the respondent and the conduct review officer.

(4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

(5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.

(6) Imposition of disciplinary action for violation of the code of student conduct shall be stayed pending appeal, unless respondent has been summarily suspended.

(7) The student conduct committee shall hear appeals from:

- (a) The imposition of disciplinary suspensions in excess of ten days;
- (b) Dismissals; and
- (c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

(8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:

- (a) Suspensions of ten days or less;
- (b) Disciplinary probation;
- (c) Written reprimands; and
- (d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

#### **WAC 132N-125-110 Brief adjudicative proceedings—Initial hearing.**

(1) Brief adjudicative proceedings shall be conducted by a conduct review officer designated by the president. The conduct review officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(2) Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:

- (a) An opportunity to be informed of the college's view of the matter; and
- (b) An opportunity to explain the party's view of the matter.

(3) The conduct review officer shall serve an initial decision upon both parties within ten days of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one days of the initial decision, the initial decision shall be deemed the final decision.

(4) If the conduct review officer, upon review, determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

#### **WAC 132N-125-115 Brief adjudicative proceedings—Review of an initial decision.**

(1) An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within twenty-one days of the initial decision.

(2) The president shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reason for the decision and must be served on the parties within twenty-one days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty-one days after the request is submitted.

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

#### **WAC 132N-125-120 Student conduct committee.**

(1) The student conduct committee consists of five members:

- (a) Two full-time students appointed by the student government;
  - (b) Two faculty members appointed by the president;
  - (c) One faculty member or administrator, other than an administrator serving as a student conduct or conduct review officer, appointed by the president at the beginning of the academic year.
- (2) The faculty member or administrator appointed on a yearly basis shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.
- (3) Hearings may be heard by a quorum of three members of the committee, so long as a faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
- (4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

**WAC 132N-125-125 Appeal—Student conduct committee.**

- (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW, and by the Model Rules of Procedure, chapter 10-08 WAC. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.
- (2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.
- (3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
- (4) Upon request, filed at least five days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
- (5) The committee chair may provide to the committee members in advance of the hearing copies of (a) the conduct officer's notification of the imposition of discipline, or referral to the committee, and (b) the notice of appeal, or any response to referral, by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.
- (6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.



(7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.

(8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(9) Each party may be accompanied at the hearing by a non-attorney assistant of his/her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless at least four days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

### **WAC 132N-125-130 Student conduct committee hearings—Presentation of evidence.**

(1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:

- (a) Proceed with the hearing and issuance of its decision; or
- (b) Serve a decision of default in accordance with RCW 34.05.440.

(2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The student conduct officer, unless represented by an assistant attorney general, shall present the case for imposing disciplinary sanctions.

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.

### **WAC 132N-125-135 Student conduct committee—Initial decision.**

(1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.

(2) Within twenty-one days following the later of the conclusion of the hearing, or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the code of student conduct were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions, if any, as authorized in the student code. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

(4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

#### **WAC 132N-125-140 Appeal from student conduct committee initial decision.**

(1) A respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within twenty-one days of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.

(2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.

(3) The president shall provide a written decision to all parties within forty-five days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.

(4) The president may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.

(5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

#### **WAC 132N-125-145 Summary suspension.**

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

(2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:

- (a) Has violated any provision of the code of conduct; and
- (b) Presents an immediate danger to the health, safety, or welfare of members of the college community; or

- (c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
- (3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two days of the oral notice.
- (4) The written notification shall be entitled "Notice of Summary Suspension" and shall include:
  - (a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the code of student conduct or the law allegedly violated;
  - (b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
  - (c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassing from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.
- (5)(a) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.
- (b) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
- (c) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
- (d) If the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
- (e) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.
- (f) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.

### **WAC 132N-125-150 Classroom misconduct and authority to suspend for no more than one day.**

- (1) Faculty members have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course.
- (2) Bringing any person, thing, or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard, without the express approval of the faculty member is expressly prohibited.

(3) Faculty members or college administrators have the right to suspend any student from any single class or related activity for no more than one instructional day, if the student's misconduct creates disruption to the point that it is difficult or impossible to maintain the decorum of the class, related activity, or the learning and teaching environment. The faculty member or college administrator shall report this suspension to the student conduct officer or designee on the same day of the suspension. In consultation with the faculty member, the student conduct officer may set conditions for the student upon return to the class or activity.

## **DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT**

### **WAC 132N-125-200 Supplemental sexual misconduct procedures.**

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

Application of the following procedures is limited to code of student conduct proceedings involving allegations of sexual misconduct by a student. In such cases, these procedures shall supplement the student disciplinary procedures in WAC 132N-125-005 through 132N-125-145. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

### **WAC 132N-125-205 Supplemental definitions.**

The following supplemental definitions shall apply for purposes of code of student conduct proceedings involving allegations of sexual misconduct by a student:

- (1) A "complainant" is an alleged victim of sexual misconduct, as defined in subsection (2) of this section.
- (2) "Sexual misconduct" has the meaning ascribed to this term in WAC 132N-125-035(14).

### **WAC 132N-125-210 Supplemental complaint process.**

The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student:

- (1) The college's Title IX coordinator or designee shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
- (2) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.
- (3) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.

(4) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions, if any, that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

(5) The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant and respondent of their appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection is given.

### **WAC 132N-125-215 Supplemental appeal rights.**

(1) The following actions by the student conduct officer may be appealed by the complainant:

- (a) The dismissal of a sexual misconduct complaint; or
- (b) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.

(2) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one days of the notice of the discipline decision provided for in WAC 132N-125-210(5). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.

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

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

(5) An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative proceeding:

- (a) Exoneration and dismissal of the proceedings;
- (b) A disciplinary warning;
- (c) A written reprimand;
- (d) Disciplinary probation;
- (e) Suspensions of ten days or less; and/or
- (f) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

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

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

(8) In proceedings before the student conduct committee, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the committee chair, who will act as an intermediary and pose questions on the parties' behalf.

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

(10) The chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights.

(11) Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.

(12) The president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

#### **WAC 132N-125-220 Brief adjudicative proceedings—College record.**

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

#### **WAC 132N-125-225 Recordkeeping.**

(1) The record in a brief adjudicative proceeding shall consist of all documents as required by law and as specified in RCW 34.05.476.

(2) The office of the vice-president of student affairs shall maintain records of student grievance and disciplinary proceedings for at least six years.

(3) The disciplinary record is confidential.

(4) Students may request a copy of their own disciplinary record at their own reasonable expense by making a written request to the vice-president of student affairs. Personally identifiable student information is redacted to protect another student's privacy.

- (5) Students may authorize release of their own disciplinary record to a third party in compliance with FERPA, 20 U.S.C. Sec. 1232g, by making a written request to the vice-president of student affairs.
- (6) The college may inform the complainant of the outcome of any disciplinary proceeding involving a crime of violence or nonforcible sex offense, as permitted by FERPA, 20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99.
- (7) The college may not communicate a student's disciplinary record to any person or agency outside the college without the prior written consent of the student, except as required or permitted by law. Exceptions include, but are not limited to:
- (a) The student's parents or legal guardians may review these records if the student is a minor or a dependent, if the student is a minor and disciplinary action involves the use or possession of alcohol or controlled substance, or in connection with a health or safety emergency regardless if the student is a dependent or a minor, as permitted by FERPA, 20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99.
  - (b) To another educational institution, upon request, where the student seeks to, intends to, or has enrolled.
  - (c) Information concerning registered sex offenders.

## Academic Standards Policy

Clark College is committed to the academic success of its students. The primary purpose of the Academic Standards Policy is to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance.

This policy applies to all students. Some individual college programs/funding sources may have additional requirements. Students in these programs should contact the appropriate program advisor for information regarding these requirements or check with an academic advisor if they have questions.

Students must maintain a quarterly and cumulative grade point average (GPA) of 2.0 or better to remain in good academic standing. The following consequences will be imposed progressively for students who are not in good academic standing.

- Academic Concern the first time the quarterly GPA falls below 2.0.
- Academic Intervention the second time the quarterly GPA falls below 2.0.
- One-Quarter Academic Dismissal if quarterly and cumulative GPA are below 2.0 and student had previously been placed on Academic Concern and Academic Intervention statuses.
- Four-Quarter Academic Dismissal if quarterly and cumulative GPA are below 2.0 and student had previously been placed on Academic Concern, Academic Intervention and One-Quarter Academic Dismissal statuses.

## Academic Standards Procedure

### Academic Concern

The first time the quarterly GPA falls below 2.0, students will be placed on Academic Concern.

- The college will send an e-mail to students' Clark e-mail accounts that offers information about the Academic Standards Procedure and explains what happens at each stage.
- Students will receive a list of college resources and a recommendation to take advantage of campus support services.

### Academic Intervention

The second time the quarterly GPA falls below 2.0, students will be placed on Academic Intervention.

- By the third week of the subsequent quarter, students must attend a group workshop or meet with a designated staff member.
- Students must complete an academic success plan that outlines steps for improving academic performance.
- Students may lose the ability to carry a full course load.
- If students do not attend the workshop or meet with a designated staff member, they will be blocked from registering for classes.

### One-Quarter Academic Dismissal

If students have previously been placed on Academic Concern and Academic Intervention statuses, and both their quarterly and cumulative GPAs are below 2.0, they will be placed on One-Quarter Academic Dismissal.

- Students will be blocked from registering for classes while on One-Quarter Academic Dismissal status.
- Students may appeal One-Quarter Academic Dismissal.
  - o Students may appeal to the Academic Standards Committee for immediate reinstatement.
  - o The college will send an e-mail to students' Clark e-mail accounts that outlines the appeal process. The Appeal Form for One-Quarter Dismissal is available online.
  - o Students must submit a personal statement and all documents requested, and any documentation that supports their statements. The Academic Standards Committee's decisions will be made and communicated to students before the first day of classes.
  - o Factors considered in determining an appeal may include academic aptitude, change of major, extenuating circumstances, lapse of time and relevant experience since suspension that will predict academic success.
- If students do not appeal or if their appeals are denied, they will be administratively dropped from classes and paid tuition will be refunded.



- Students will receive information about how to return from One-Quarter Academic Dismissal. They must complete a Request to Return to College Form no later than three weeks before the first day of classes for the quarter in which they plan to return. Students will be notified about the process, expectations and timeline to make an appointment with a designated staff member. Students must prepare a written plan in advance that includes the following items for discussion with the staff member:
  - o Short-term educational goals
  - o Specific plans to overcome barriers and improve academic progress
  - o A proposed course schedule
  - o The designated staff member will review the plan with the student and outline specific conditions he or she must meet for return from One-Quarter Academic Dismissal. Once the plan is finalized, the student will be placed on Return from One-Quarter Dismissal status.
- Upon returning from One-Quarter Academic Dismissal, students must earn a quarterly GPA of 2.0 or higher in order to be approved to register for the subsequent quarter. If they do not earn a quarterly GPA of 2.0 or higher upon return from One-Quarter Academic Dismissal, they will be placed on Four-Quarter Academic Dismissal.

## Four Quarter Academic Dismissal

If students have previously been placed on Academic Concern, Academic Intervention, and One-Quarter Academic Dismissal statuses, and both their quarterly and cumulative GPAs remain below 2.0, they will be placed on Four-Quarter Academic Dismissal.

- Students will be blocked from registering for classes while on Four-Quarter Academic Dismissal.
- There is no appeal process for Four-Quarter Dismissal.
- Students will be administratively dropped from registered classes and paid tuition will be refunded.
- Students will receive information about how to return from Four-Quarter Academic Dismissal. They must complete a Request to Return to College Form no later than three weeks before the first day of classes for the quarter in which they plan to return. Students will be notified about the process, expectations and timeline to make an appointment with a designated staff member. Students must prepare a written plan in advance that includes the following items for discussion with the staff member:
  - o Short-term educational goals
  - o Specific plans to overcome barriers and improve your academic progress
  - o A proposed course schedule
  - o The designated staff member will review the plan with the student and outline specific conditions he or she must meet for return from Four-Quarter Academic Dismissal. Once the plan is finalized, the student will be placed on Return from Four-Quarter Dismissal status.
- Upon returning from Four-Quarter Academic Dismissal, students must earn a quarterly GPA of 2.0 or higher in order to be approved to register for the subsequent quarter.

If they do not earn a quarterly GPA of 2.0 or higher upon return from Four-Quarter Academic Dismissal, they will be placed on One-Quarter Academic Dismissal.

## Grade Change/Academic Appeal Procedures

An academic appeal refers to a claim by a student that a specific grade assigned to the student by an instructor is the result of an arbitrary or capricious application of otherwise valid standards of academic evaluation or to a student's claim that the instructor has made an arbitrary or capricious decision or taken an arbitrary or capricious action which adversely affects the student's academic standing.

The student must file a written complaint within ninety (90) calendar days after termination of the course. The appropriate instructional dean or supervisor may suspend this rule only under exceptional circumstances such as extended illness, sabbatical leave, or absence of one or both parties involved in the complaint. Grade appeal process forms are available through the instructional dean's offices or the Office of Instruction.

Students having complaints relative to academic performance evaluation should follow the steps below:

- Step 1: The student should complete a grade appeal process form and discuss the complaint with the instructor. If the complaint is not resolved, proceed to step 2.
- Step 2: The student should speak to the appropriate division chair. The division chair must notify the student within fifteen (15) working days of the resolution after the meeting with the student. If the student is not satisfied with the resolution, the student should proceed to step 3.
- Step 3: The student will provide a written statement describing the nature of the appeal to the instructional dean or supervisor. A meeting will then be scheduled with the student, the instructional dean or supervisor, and the instructor to discuss the appeal. The instructor will receive a copy of the student's written material prior to the meeting. A decision by the dean or supervisor will be made within fifteen (15) days of the meeting. The decision by the dean or supervisor will be final and cannot be appealed further.

## Academic Honesty

Clark College takes academic honesty very seriously. It is a breach of the Code of Student Conduct for a student to submit any work product that the student fraudulently represents to the faculty member as the student's work for the purpose of fulfilling any assignment or task required by the faculty member as part of the student's program of instruction. Students who are referred to the Student Conduct Officer for any offense related to academic honesty are subject to the full range of disciplinary sanctions.

## At a Glance Calendar

<b>September 2016</b> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td> </tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<b>October 2016</b> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<b>November 2016</b> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td> </tr> </tbody> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<b>December 2016</b> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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NOTE: On the following calendar pages, holiday and event dates marked with an asterisk (\*) may vary based on local or regional customs.

## Clark College Quick Dial Directory

Department	Building	Phone Number
Welcome Center .....	GHL .....	360-992-2078
Admissions .....	GHL .....	360-992-2107
Campus Visits .....	GHL .....	360-992-2078
Adult Basic Education/ESL .....	TBG .....	360-992-2741
Advising .....	GHL .....	360-992-2345
High School Completion .....	GHL .....	360-992-2274
Worker Retraining .....	GHL .....	360-992-2274
WorkFirst Programs .....	GHL .....	360-992-2915
Affirmative Action/Equal Opportunity .....	GHL .....	360-992-2053
Archer Gallery .....	PUB .....	360-992-2246
Assessment Center .....	PUB .....	360-992-2588
Athletics .....	OSC .....	360-992-2691
Bookstore .....	GHL .....	360-992-2149
Career Services .....	PUB .....	360-992-2902
Career Center .....	PUB .....	360-992-2155
Cooperative Education .....	PUB .....	360-992-2391
Employment Services .....	PUB .....	360-992-2902
Cashier .....	GHL .....	360-992-2177
Child Care .....	CFS .....	360-992-2393
Counseling and Health Center .....	HSC .....	360-992-2614
Credential Evaluations .....	GHL .....	360-992-2805
Dental Hygiene Clinic .....	HSC .....	360-992-2158
Disability Support Services .....	PUB .....	360-992-2314
Video Phone .....		360-991-0901
Discrimination/Harassment .....	GHL .....	360-992-2355
Diversity Center .....	GHL .....	360-992-2672
Economic and Community Development .....	ECD .....	360-992-2939
Event Services .....	BRD .....	360-992-2713
eLearning .....	LIB .....	360-992-2654

Department	Building	Phone Number
Financial Aid	GHL	360-992-2153
Sponsored Programs	GHL	360-992-2307
Work Study	GHL	360-992-2969
Fitness Center (Thompson)	OSC	360-992-2808
Food Service	GHL	360-992-2304
Information	GHL	360-992-2000
International Students/Programs	GHL	360-992-2390
Library Services		
Cannell (Main Campus)	LIB	360-992-2151
Information Commons	CTC	360-992-6138
Lost and Found	GHL	360-992-2429
Mature Learning	CCE	360-992-2939
Registration	GHL	360-992-2183
Running Start	GHL	360-992-2366
Security	GHL	360-992-2133
Student Life	PUB	360-992-2441
Tutoring Services		360-992-2773
Language & Writing	HKH	360-992-2253
STEM	BHL	360-992-2694
Accounting & Business	AA4	360-992-2445
Transitional Studies (ABE/ESL/GED)	TBG	360-992-2750
Tutoring Commons	CTC	360-992-6137
Veterans Resource Center	GHL	360-992-2073
Volunteer Adult Literacy Tutoring	TBG	360-992-2750

Life-Threatening Emergency (main campus and Columbia Tech Center): dial 911 directly from any campus phone, then call Security by dialing 2133. If you are at Clark College at WSU Vancouver, please follow WSU Vancouver's security procedure.

Non-Life Threatening Emergency (main campus only): to call Security from campus phone, dial 2133. From personal or cell phone outside the Portland or Vancouver area codes, dial 360-992-2133. If you are at Clark College at WSU Vancouver, please follow WSU Vancouver's security procedure.



### Clark College Main Campus

1933 Fort Vancouver Way, Vancouver, WA 98663



### Economic and Community Development

Columbia Bank Building, 500 Broadway St., Vancouver, WA 98660



### Clark College at WSU Vancouver

14204 NE Salmon Creek Ave., Vancouver, WA 98686



### Clark College at Columbia Tech Center

18700 SE Mill Plain Blvd., Vancouver, WA 98683

The college affirms a commitment to freedom from discrimination for all members of the college community. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Harassment is a form of discrimination. The following person has been designated to handle inquiries regarding non-discrimination policies: Special Advisor for Equity and Diversity, Gaiser Hall, 360-992-2355, or 360-991-0901 (video phone).

Alternate format of this document is available upon request. Please contact Disability Support Services at 360-992-2314, or 360-991-0901 (video phone).

# Clark College Campus Map

## Building Codes

- AA1 Applied Arts
- AA2 Applied Arts
- AA4 Applied Arts
- AA5 Applied Arts
- APH Pechanec Hall
- BAS Baseball field
- BHL Bauer Hall
- BRD Baird Administration
- BMH Beacock Music Hall
- BRH Brown House
- CCF Foundation
- CFS Child & Family Studies
- CTS Tennis courts
- DSL Diesel
- FAC Frost Arts Center
- FLD Practice Field
- FHL Foster Hall
- FST Facilities Services
- GHL Gaiser Hall
- GRH Greenhouse
- HHL Hanna Hall
- HKH Hawkins Hall
- HSC Health Science
- JSH Joan Stout Hall
- LIB Cannell Library
- OSC O'Connell Sports Center
- PUB Penguin Union Building
- SCI Science Building Complex
- SHL Scarpelli Hall
- SOC Christensen Soccer Field
- SOF Softball field
- SBG STEM
- TBG "T" Building

- Christensen Soccer Field
- Tennis Courts Field
- Baseball Field
- Softball Field
- Practice Field
- Silver Parking Lot



## CLARK COLLEGE

1933 Fort Vancouver Way, Vancouver, WA 98663-3598

### KEY

- |                    |                 |                 |                             |                |
|--------------------|-----------------|-----------------|-----------------------------|----------------|
| Accessible Parking | Bus Stop        | Computer Lab    | Fitness Center              | Theatre        |
| Bike Racks         | Carpool Parking | Dining          | Health, Dental & Counseling | Welcome Center |
| Bookstore          | Coffee          | Emergency Phone |                             |                |



Student *Life*  
CLARK COLLEGE

[www.clark.edu/student-life](http://www.clark.edu/student-life)