Welcome to BMCC

Blue Mountain Community College (BMCC) is a comprehensive community college committed to providing a premier learning environment and support for student success. Program areas include:

- Career and Technical certificates and degrees
- College transfer degrees
- College preparatory and adult basic skills training
- Workforce development programs
- Continuing education
- Community education
- Early College Credit

Though its taxing district comprises Baker, Morrow, and Umatilla counties, BMCC serves all of northeastern Oregon - including Grant, Union, and Wallowa counties - through its locations in Baker City, Boardman, Hermiston, John Day, La Grande, Milton-Freewater, and Pendleton. In addition, BMCC provides selected on-site services to the Confederated Tribes of the Umatilla Indian Reservation. BMCC uses distance education learning modalities to serve residents throughout the region, as well as a small number of students from around the world.

Typical of many community college student populations, the average age of all BMCC students is 31. 36% of students identified themselves as belonging to minority populations, nearly 5% of students identified themselves as veterans, and 30% are working at least part time. Class size average is 15.

Vision Statement

Blue Mountain Community College will be a recognized educational leader in achieving student success, completion, and advancement.

Mission Statement

Blue Mountain Community College provides responsive and high quality innovative educational programs and services that promote personal and professional growth to strengthen our communities.

In support of our vision and mission, Blue Mountain Community College values:

- **Integrity** that promotes trust, honesty, ethical behavior, and professionalism
- **Communication** that is open, honest, and encourages a cooperative exchange of thoughts and ideas
- **Compassionate** relationships based on empathy, kindness, and reliability
- **Access** to all in an equitable manner
- **Respect** of individuals for their uniqueness and diversity
- **Excellence** in an educational environment that engages, challenges, advances intellectual curiosity, and fosters lifelong learning

"It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinators, Room M-150 or Room M-217, Morrow Hall, Blue Mountain Community College, 2411 NW Carden Pendleton OR 97801, Phone 541-278-5796 or 541-278-5850, ddrebin@bluecc.edu or tparker@bluecc.edu. For hearing impaired assistance please call Oregon Relay at 7-1-1."
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<td><a href="mailto:getinfo@bluecc.edu">getinfo@bluecc.edu</a></td>
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Registration

Students ages 16 and over are required to register online using BMCC’s student portal, WolfWeb. Students under the age of 16 must register using a paper registration form to include at least one parents’ signature.

Registration Deadlines

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Waitlisted Courses

Students that have been placed on a waitlist, will be notified by email (sent to the students assigned BMCC email account) if space is available. At the time a space becomes available the student will be moved from the waitlist into the class. It is the student’s responsibility to ensure their status in any waitlisted courses. Students may not attend the course unless they have been officially enrolled in the course. To check the status of a waitlisted course the student should check their term schedule on the WolfWeb. Students should also check their BMCC student email.

Receiving Grades

Grades are available online by logging on to WolfWeb after 12:00 noon on the Monday following finals week.

Schedule Changes

Prior to dropping or withdrawing from a course, students should meet with their instructor to explore acceptable alternatives. Additionally, students should meet with their faculty advisor or success coach to understand the possible affect these schedule changes could have on their academic plan or current or future financial aid eligibility.

- **Adding a course:** Students may add a course online through the WolfWeb up through Friday of the 1st week of the term. Note— for summer term – the last day to add is Thursday of the first week of the term. Athletes please meet with the athletic department or your Success Coach prior to changing your schedule as it may effect your eligibility.

- **Dropping:** Students may drop from a course online through the WolfWeb through 11:59 p.m. on Friday of the 1st week of the term. Courses that you drop from on or prior to the 100% refund date will not be noted on your transcript. Note— for summer term – the last day to drop a course is Thursday of the first week of the term.

- **Withdrawing from a course:** Action taken after the 5th day of the term. The student must withdraw online within the stated withdraw deadline date for the term. Please see the academic calendar for these deadline dates. Students withdrawing from courses will still be responsible for tuition and fees and a "W" will show on the transcript.

**Note:** Financial aid eligible students should check with the Financial Aid office when considering adding, dropping, or withdrawing from classes as their financial aid may be impacted. Financial aid is issued based on the schedule in place as of the 6th day of the term. Drop dates for all classes are reflected on the student schedules and bills.

Requesting Transcripts

Unofficial transcripts are available by logging on to the WolfWeb. Official transcripts may be requested online.
Registration

Changing Personal Information
To change your last name or Social Security Number, or to correct your date of birth, you will need to complete a Student Information Correction Form found on our web site, under Enrollment Services, Students section, then click ‘Forms’. Take the completed form to any BMCC location. Valid proof of personal identification is required to initiate a name, date of birth, or Social Security Number change/correction. All other personal information may be changed by accessing your student account online.

Graduation and Commencement Information
Please be sure to complete and return your Application for Graduation at least two terms prior to the term and year you plan to complete your studies. Example: if you plan to complete at the end of spring 2020 you should turn in your application no later than November 1, 2019. Application forms are available on our web site. Go to Enrollment Services, under the Students section, then click ‘Forms’.

How to Calculate Your Grade Point Average (GPA)
Use the link below to find the GPA calculator to calculate term and cumulative GPA’s.
https://www.bluecc.edu/enrollment-services/forms-and-information

Residency Information
To determine your residency status for tuition purposes, please review the information below.

In-State Residency: You, the student, must meet at least one of the following requirements to be considered "in-state" for tuition purposes:

1. Resided in the state of Oregon at least ninety (90) continuous days prior to the first day of the term.
2. You or a member of your immediate family, hold title to property as a permanent Oregon residence.
3. Filed an income tax statement with the Oregon Department of Revenue for the most recent reporting year.
4. Been a veteran that has established residence within the college district within one (1) year of separation or discharge from the Service.
5. A dependent of parents or legal guardian who has established residency within Oregon.
6. A resident of one of the following states: Washington, Idaho, Nevada, Montana, and California

Out-of-State Residency: Students will pay out-of-state tuition if they list their state of legal residence as a state other than Oregon, Idaho, Washington, Nevada, Montana, or California. This excludes students who have provided documentation to establish In-State residency as indicated by this policy.

To apply for In-State residency, complete BMCC's Proof Of Oregon Residency web form below.

International: Students who are citizens of another country and are attending BMCC on a F-1 or M-1 student or other visa will pay the international tuition rate.

Guidelines: Students who graduate from a high school other than in Oregon, Idaho, Washington, Nevada, Montana, or California within the last two years will be considered out-of-state residents and may be required to provide proof of Oregon residency.

Residency criteria requirements apply to readmission of students who have established residency in another state since their last enrollment at the college. This will be checked at the time of readmission to the college.

Students attending on F-1 or M-1 Visa's do not qualify for in-state residency.

Students that establish their 90-day residency requirement during their current term of enrollment will be granted in-state residency status for their following term of enrollment for the academic year in which they applied for residency. (Example: student meeting 90-day residency requirement during fall term 2018 will be eligible for in-state residency winter term 2019 or their next term of enrollment for the 2018- 19 academic year).

Alaska residents who wish to receive the Alaska Permanent Fund Dividend while attending BMCC should consult their state agency prior to applying for in-state residency as it may affect their ability to receive these funds. Need to apply for residency? Click here > https://www.bluecc.edu/enrollment-services/getting-started/residency-in-state-vs-out-of-state/-fsiteid-1
Paying for College

Tuition and Fees
All tuition and fees listed are current as of this document being published; however, tuition and fees are subject to change. Additional fees may be implemented. Check online for the most current fee schedule. Students are considered to be full-time when they are enrolled for 12 credit hours or more.

In-State Residents
For tuition purposes, Oregon residents and residents of California, Idaho, Nevada, Washington and Montana are charged at the in-state resident rate.

Out-of-State Residents
The tuition rate for out-of-state students (other than the states listed above) can be found on the BMCC website. Need to apply for residency? Click here > https://www.bluecc.edu/enrollment-services/getting-started/residency-in-state-vs-out-of-state/

International Students
The tuition rate for international students can be found on the BMCC website.

Senior Citizens
The tuition rate for a resident who is sixty-five years of age or older is fifty percent of the regular tuition rate for credit classes. Fees for credit classes are at the full rates published in the current academic catalog and on our web site. Seniors who elect to audit credit classes will not be charged tuition; only applicable fees will be charged.

Tuition is not charged for non-credit classes. Senior fees for non-credit classes are $34 per class (additional fees may apply for some classes where materials are especially costly). Please check the current Schedule of Classes or our website for additional information.

Fees
All credit courses, and certain other courses may include fees, such as a lab or physical education fee, in addition to tuition. Students may find a listing of current fees on our website under College Costs, on the Registration page. Non-credit class fees may be found in the online schedule of classes.

Paying Tuition
Tuition and fees are payable in full by cash, check, credit card, or debit card (Visa or Master Card) by the fifth (5th) class day of each term (or the equivalent day of terms or classes of varying length). Students may also use financial aid funds or third party agency funds to pay their tuition and fees if they are eligible for these funds. If financial aid or agency funds are not received by the last day to pay tuition, it is the student’s responsibility to pay their tuition and fees.

Tuition Installment Plan:
The Tuition Installment Payment Plan is designed to assist you in paying your tuition and fees by setting a reasonable timetable and structure for payment.

You may sign-up for a Tuition Installment Plan at any BMCC location, or through the BMCC web site. An agreement is not binding for the college until a representative of the Business Office has signed the completed form. Upon signature, BMCC will return a copy of the document to you. The Plan will consist of a down payment of $100 plus a $20 non-refundable processing fee. The balance of tuition and fees will be paid in two installments due at the fourth and seventh week of the term. Interest penalties of $15 will be charged for each late payment.

Late Payment Fees:
If you have not paid or set up a Tuition Installment Plan by 5:00 p.m. of the fifth (5th) day of class in fall, winter and spring terms or the equivalent day of terms or classes of varying length you will be assessed a late fee of 3% of the balance due that will be assessed monthly until the balance is paid in full. The minimum charge is $10.00, and the maximum is $75.00 per term.
Paying for College

Tuition Refund Policy

If you drop a course and have complied with regulations governing drops, you are entitled to certain tuition refunds depending on the time of drop. Tuition refunds are calculated as follows:

First five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length: 100%

As of the 6th day of the term (or the equivalent day of terms or classes of varying length): 0%

IMPORTANT NOTE: YOU WILL NOT BE DROPPED AUTOMATICALLY FROM CLASSES FOR NONPAYMENT OF TUITION AND FEES OR NON-ATTENDANCE. ONCE THE DEADLINE FOR DROPPING FROM CLASSES HAS PASSED, IF YOU DECIDE NOT TO ATTEND BMCC AFTER REGISTERING, YOU MUST OFFICIALLY DROP FROM THE CLASS. IF YOU DO NOT DROP FROM CLASSES BY THE DEADLINE, YOU WILL BE RESPONSIBLE FOR ALL TUITION AND FEES.

Student Financial Aid

SCHOOL CODE: 003186

For more information, visit www.bluecc.edu/enrollment-services/financial-aid, call us at 541-278-5759 or email us at FinancialAid@bluecc.edu

Types of Aid

The Student Financial Aid office is always available to assist students in applying for the following federal and state aids:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Loans
- Federal PLUS Loans
- Federal Work-Study
- Student Employment
- Oregon Opportunity Grant
- Veteran and Dependent’s Benefits
- Oregon Promise
- BMCC Tuition Waiver

The Financial Aid office encourages all students to apply for federal and state aid by completing the Free Application for Federal Student Aid (FAFSA.) The number one reason students do not apply for financial aid is because they don’t think they qualify. Don’t miss out! Do it NOW even if you are attending part-time!

Applying for financial aid

- Complete and submit the FAFSA or the ORSAA
  - Students can start to submit OCTOBER 1 each year

- Complete and submit any BMCC documents. Processing of files can take anywhere from 6-12 weeks during peak times. Visit our website for more information or contact us.

Some of the programs have limited funding (Oregon Opportunity and Oregon Promise) so students are strongly encouraged to complete the FAFSA or the ORSAA soon after OCTOBER 1
Paying for College

Financial Aid Student’s Responsibilities

As financial aid recipients, students are responsible for knowing policies and other information that could impact their ability to keep their financial aid. It is highly recommended that students review dates and deadlines, disbursement, tuition payment, and policies including the academic progress (AP.) The financial aid office will review student’s AP before making awards each academic year and again at the end of the term. The standards of AP apply to all state and federal financial aid programs.

Students are evaluated on all of the following standards:

- Cumulative Grade Point Average (cGPA) of at least 2.0
- Cumulative Credit Completion Rate (cCCR) of at least 67%
- Maximum Time Frame (150% Rule)

Military/Service Members & Dependent Benefits

BMCC offers tuition and partial-tuition waivers for dependents of fallen or 100% disabled Oregon service members, returning Oregon veterans, and the immediate family members of deployed service members. Please check our website for details at https://www.bluecc.edu/enrollment-services/veterans-military-service-members-dependents

Scholarships

The Financial Aid office makes every effort to post scholarship opportunities on the college website and keep the list up-to-date; however, specific details and deadlines should be verified on individual application forms.

BMCC Foundation Scholarships

The BMCC Foundation offers both need-based and academic scholarships to degree-seeking students. These scholarships are funded from contributions and endowment earnings. The application will be available early winter term and announced on our website at https://www.bluecc.edu/enrollment-services/financial-aid/paying-for-college/scholarships

Always check the BMCC scholarship page and your favorite scholarship search engine.

New scholarship opportunities can be posted at any time!

WWW.BLUECC.EDU, CLICK ON ENROLLMENT SERVICES, Under FINANCIAL AID, CLICK ON PAYING FOR COLLEGE THEN CLICK ON SCHOLARSHIPS
Book Store and Print Center

Book Store
The BMCC Bookstore offers students the course materials and supplies needed to be successful in class. They also provide clothing and accessories to show your BMCC pride!

Books
As a general rule, books are available for purchase two weeks prior to the start of each new term.

New Book Refund Policy—The Bookstore will gladly give you a full refund on textbooks purchased from us provided:

- The current original receipt is presented.
- The book is unmarked, in original condition and in original packaging or shrink wrap.
- The book is returned no later than the second Friday after classes begin.

Sales of study guides, supplies and non-required items are returnable only if defective and you have your receipt.

Used Book Buyback—Book buyback is scheduled during finals week of Fall, Winter, and Spring term. Books are purchased if:

- The book is adopted by faculty for the next term.
- The Bookstore needs additional stock.
- The student provides a current driver’s license or state ID card.

Books are purchased on a first-come, first-served basis. When quantity limits are reached, students have the option of selling their books at lower wholesale prices or holding the books until the next scheduled buyback. Not all books will have a buyback value.

Price Comparison: We know that you’re searching for the best deal on your course materials. That’s why we’ve done the work for you. Use the Price Comparison feature on our website (www.bookstore.bluecc.edu) to view our pricing right alongside pricing for books in any format from online vendors like Amazon®, Chegg®, and many more! If we’re the best price, buy it directly from us. But if you choose one of our competitors, click “Add to Cart” next to the price you pick and you can buy directly from any vendor right through our website. Make us your one-stop resource to find the best prices for your textbooks!

Food and the Coffee Cart (Pendleton Campus)
Thirsty? You can get a variety of bottled drinks, teas, juices, and lattes in the Bookstore at the Coffee Cart. Hungry too? There are all types of cookies, muffins, candies, and other snack items available. Also available are frozen food and ice cream treats. Make a trip to Pioneer Hall and visit the Bookstore.

Our centers have vending and beverage machines on location

Student Print/Copy Accounts
In order to print or photocopy at BMCC, you’ll need to set up a Print/Copy Account. Visit the BMCC Bookstore or the Student Service Center to set up your account. Funds can be added in the Bookstore or at Student Services. Once you have money on your account, you’ll be able to print or copy. Printing is linked to your Student ID Number. Log into the computer using your Student ID Number and you’ll be able to print normally. Funds will be deducted from your account. To make photocopies, enter the PIN number you set up when you created your account into the copy machine. Funds will be deducted from your account.
Student Services

Library & Services
The Library provides both computer access and a comfortable study space where you can work individually or on group projects in one of our reserve-able study rooms. Whether you are on or off campus, the Library has an array of print and online resources from books to journals as well as research databases to meet your needs. Our dedicated staff is on hand to help you with all of your research needs—don’t hesitate to ask! To take full advantage of all the Library has to offer and activate your borrowing privileges you will need to first create a Library Account. If you are a student on our Pendleton campus simply pick up your student card in Morrow Hall and then bring it to the Library and we’ll create your Library Account. If you are an online student or at another BMCC campus, you can request a Library account via the Library webpage. All of our online resources are available 24/7—take advantage of these! Your BMCC Library card gives you access to most college and public libraries in eastern Oregon and entitles you to free Interlibrary Borrowing Services. Questions? We’re here to help!
Email us at library@bluecc.edu or call 541.278.5915.

Student Union
The Pendleton campus houses the BMCC Student Union (SU), located in Pioneer Hall. The Student Union is open to students, staff and visitors. The SU is a place where student and staff can find food options along with a place to relax and study. The SU also offers a game room for recreation. The SU food service is operated by a local, privately run business and offers catering services to support the college faculty, staff, and students by assisting with special events and college catering. If you need any of these services, please call 541-278-5946. Hours are Monday – Thursday 10:30am-1:30pm. Payment method includes: cash, check, and debit. (Please note that the SU is closed during summer term.)

Service Center
Please visit one of our BMCC Service Centers - your “One-Stop” location for student service. We are here to help you with general customer service needs such as account payments, general questions about admission and registration, financial aid questions, WolfWeb password resets and much more. How may we help you? Service hours are posted on our website.
Pendleton: (541) 278-5759
Hermiston: (541) 567-1800
Milton-Freewater: (541) 938-7176
Baker Hours: (541) 523-9127
Boardman Hours: (541) 481-2099
Email us at getinfo@bluecc.edu

Testing Services
Testing services are available at all BMCC locations. Services will vary by site. Students should contact the BMCC center nearest to them for schedules, appointments, and details.
TRiO Support Services

TRiO/Student Support Services is here for you!

The Blue Mountain Community College (BMCC) TRiO program exists to increase our student retention and graduation rates; facilitates student transfer from two-year to four-year colleges; and fosters an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. Nationwide, students who are part of a TRiO program tend to have higher GPAs and earn more credits than those who are not involved with TRiO.

The TRiO program is FREE!

To Qualify:

Student must be a U.S. citizen or permanent resident and enrolled in a degree program at Blue Mountain Community College Pendleton campus.

Eligibility

- Students must be low-income, first-generation college students (*mom and/or dad did not receive a bachelor’s degree or higher*), and/or college students with a documented disability.
- All students must be enrolled or accepted for enrollment at BMCC.

In addition, students must have been determined to have an academic need to be determined by the TRiO staff where *pace of progression* will be considered (*students who enroll as full-time status will be granted priority*).

Program services may include:

- Assigned student success coaching, peer mentoring and comprehensive advising
- Individualized academic tutoring
- Career exploration and major and course selection
- Information on various types of financial aid available and grant opportunities
- Study skills assistance: note-taking, textbook reading, time management, financial management education, workshops on study strategies and time management, and book and calculator loans
- Assistance with transfer to four-year university or college, plus campus visits
- Students are provided opportunities to attend yearly theatre, museum, art, and community events

Additionally, students are encouraged to join the TRiO Club, an ASG club focused on community service and leadership opportunities while providing fun and exciting college experiences.

To apply

If you think you qualify and would like to join the program.

**Step 1:** Print an application and income verification form (found under forms below).

**Step 2:** Submit your completed application and income verification in person at BMCC Pendleton, Morrow-141.

For more information or to see if you qualify, drop by the TRiO/Student Support Services offices on the Pendleton campus in Morrow Hall, Room M-141, or call 541-278-5853. TRiO/Student Support Services information is available on-line at [http://www.bluecc.edu/home/showdocument?id=4416](http://www.bluecc.edu/home/showdocument?id=4416)
Student Success Center

The Student Success Center is located in Morrow Hall. The Director of the Student Success Center, Native American Liaison and Success Coach, Success Coaches, and TRiO Student Support Services. The following services are available to students in the SSC:

- Career planning, tutoring, academic planning, transfer guidance and much more
- Degree auditing information
- Veterans Office
- Professional and Peer tutoring

Advising

All degree-seeking students, whether full or part-time, are assigned a faculty advisor and a success coach upon admission to the college. Faculty advisors and success coaches are available for all students at BMCC, whether degree-seeking or not. Faculty Advisors and Success Coaches work together to help students effectively meet their educational goals. If you do not have a faculty advisor, are not sure who your faculty advisor is, or would like to change faculty advisors contact the Student Success Center at 541-278-5853. If you have been assigned a faculty advisor and a success coach, you may also refer to the Student WolfWeb as their names will be listed on your schedule.

Success Coach

Success Coaches provide students with support, information, and access to important resources. New students to BMCC will meet with a Success Coach to plan their first term of classes. The Success Coach will assist the student with their first-time registration procedure and assist them with connecting with their faculty advisor. Success Coaches help students learn how to navigate college systems and act as a liaison between the student, academic advising, and all student services offered at BMCC. Some of these services include orientation to college life, veterans’ assistance, transfer guidance, career guidance, tutoring, health and wellness resources, and disability support services.

Faculty Advisor

Faculty Advisors meet with students every term or, at a minimum, every two terms, to help students plan, develop, and stay on track with their academic career paths. Faculty Advisors work with students to help ensure they are taking classes that are appropriate for the students’ level of readiness and apply to their chosen degree plans.

Academic Progress

Students seeking a degree or certificate are considered to be in good academic standing if they making satisfactory academic progress defined as at least a 2.0 cumulative grade point average (GPA) and a minimum cumulative credit completion rate of 67%. Additionally, federal/state aid recipients, must be able to complete the declared degree or certificate within 150% of the program length (maximum time frame)

Degree and certificate seeking students will be evaluated using the following criteria:

1) Cumulative GPA of at least 2.0
2) Cumulative credit completion rate of at least 67% (Completed BMCC credits, divided by attempted BMCC credits)
3) Able to complete within 150% of declared degree or certificate program’s length (Federal and State aid recipients)

To see the full policy visit: https://www.bluecc.edu/home/showdocument?id=9757
Health and Wellness

Disability Services
BMCC’s provision of special services gives access to and equalization of educational opportunities on a college-wide basis. You may request services any time by contacting the Health & Wellness Resource Center (HWRC) Coordinator who will walk you through a simple process. It is helpful if you provide current documentation of your disability. If you do not have documentation, our Coordinator will work with you to explore options.

For more information on how to apply for services go to the “Students” tab and click the “Disability Services” link. All assistance is arranged on an individual basis. Those requiring assistance with this process may work with the HWRC Coordinator, located at the Pendleton campus but available to all students at any BMCC location. Advanced notice is required for some accommodations.

Student Health and Wellness Resource Center and Garrett Lee Smith Memorial Library
The Student Health & Wellness Resource Center (HWRC) is located in the Garrett Lee Smith Memorial Library in Morrow Hall. The HWRC uses a proactive approach to well-being through life coaching, peer mentoring, counseling, disabilities accommodations, informational workshops, group connections, and referral to community resources. Counseling services through the Health & Wellness Resource Center provide assistance in the areas of problem solving, adjustment issues, crisis intervention and other matters of personal concern that may interfere with your academic success at BMCC. We offer short-term individual counseling, (approximately 5 sessions). The services at the HWRC include:

- Mental, emotional, spiritual, and physical concerns of students
- Anxiety, Bipolar Disorder, Depression, and Eating Disorders
- Post-Traumatic Stress and Suicide
- Sexual Assault Awareness for Students
- Problem solving, adjustment issues, crisis intervention and other matters of personal concern that may interfere with student academic success at BMCC

We are also working to develop a safe college atmosphere through drug and alcohol education, sexual assault and violence awareness, and life balance. Students are welcome to drop in for a quiet place to study, relax, or seek assistance.

Availability of Service
Personal counseling services are available at the Pendleton Campus during regular business hours each academic term. The department prefers to use appointments as the basis for seeing the counselor; however, if they are not scheduled with other students, meeting on an unscheduled, ‘drop-in’ basis is acceptable.

Appointments to see the counselor may be scheduled with our counselor at 541-278-5965, or the Student Success Center at 541-278-5853. If you require emergency services when BMCC staff are unavailable, you are advised to contact Lifeways (Comprehensive Mental Health Services) at   541-276-6207.

Lifeways also provides a 24-hour Crisis Services Line at: 866-343-4473.
Student Life

Student Government

The Associated Student Government (ASG) at BMCC has an active student government. ASG is responsible for planning various cultural, governmental, and entertainment events, as well as contributing to college governance committees. ASG sponsors a variety of events each quarter (Fall-Spring). The events include a Ski trips, De-Stress fest, Christmas Eve Dinner, American Red Cross blood drives, an Arts and Culture Festival BBQ, and more. The executive committee of the ASG consists of the president, vice president, secretary, treasurer, club coordinator, outreach coordinator, and publicity coordinator. The remaining members of the ASG are student senators. If you would like to apply to ASG, applications are located on the BMCC website and are due during spring term of each year for the following year. If you are interested in ASG or would like additional information, please contact the Student Life Coordinator at 541-278-5967 or stop the office Morrow Hall on the Pendleton campus. All BMCC students are encouraged to become involved. ASG also accepts applications throughout the year on an ongoing basis.

Intramural Sports

Intramural sports are offered each term. Thanks to the leadership of Associated Student Government (ASG), intramural sports will include: Basketball, Soccer, Volleyball, Dodgeball as well as other shorter term sports (ping-pong for example).

Clubs

A variety of student activities are available which enhance the cultural atmosphere of the campus and provide educational, recreational, social, and leadership opportunities for interested students. Some of these clubs include:

- TRiO Club, Smoke and Mirrors, Phi Theta Kappa Honor Society, Running club, cycling club, and Collegiate FFA.

For a full list of BMCC active clubs visit: https://www.bluecc.edu/support-services/student-life/clubs

Bike Shop

The BMCC Bike Shop is located on the bottom floor of the MAC next to the racquetball courts. If you have an old bike that needs fixing or need to check out a bike for mountain biking class, stop by and talk to one of our student workers and they will be able to hook you up. You can also check in at the Student Life office in Morrow Hall for more information.

Student Ambassadors

Student Ambassadors represent various regions, programs, and interests of the student body. They participate in recruitment events and college fairs, visit high schools, give campus tours, communicate with potential students, and represent BMCC to the community. The Student Ambassadors’ primary function is to provide leadership, assistance, and information to prospective BMCC students. The program is an exciting opportunity that helps students develop their leadership skills, while making lifelong relationships. By becoming an Ambassador, you can make a difference in a prospective student’s outlook by giving him/her information about the transition into college life and how to make the most out of the college experience. In exchange for weekly service, Student Ambassadors receive scholarships and leadership training. Each spring, the college selects Ambassadors for the following academic year. For more information contact the Student Outreach and Leadership Department at 541-278-5921.

Student Ambassador Mascot

BMCC has an amazing mascot named TIMBER. Each spring, in coordination with the Student Ambassador selection, one student is picked to be “Timber” for the school year. This student will bring the spirit to all home athletic events as well as campus events/activities. Timber is larger than life and provides an amazing atmosphere for everyone in attendance. In exchange for these services, the mascot receives a scholarship and leadership training.
Athletics

“BMCC athletics is an integral part of the Division of Student Affairs and is committed to representing strategic direction and aspirations of the college by providing educational opportunities in which they can achieve their academic and athletic goals. Athletics will enrich the campus and foster positive community relations through the recruitment. We are committed to the sustainable continuous improvement of our college and its services.

BMCC has a well-rounded athletic program for both men and women. We understand that many students enjoy participating in organized athletics or watching athletic contests as a part of campus life. All athletics are within Student Affairs. BMCC is a member of the Northwest Athletic Association of Community Colleges and the National Intercollegiate Rodeo Association. Athletes, both male and female, interested in athletics should contact the BMCC Athletic department or fill out our online questionnaire on our athletic website at bmcctimberwolves.com

BMCC participates in both the Northwest Athletic Conference (NWAC) and the National Intercollegiate Rodeo Association (NIRA). The NWAC is the parent organization for 36 community colleges in Oregon, Washington, Idaho and British Columbia. BMCC sponsors athletic teams under the NWAC including:

- women’s volleyball
- men’s and women’s basketball
- women’s softball
- men’s baseball
- men’s and women’s soccer
- men’s and women’s Rodeo

The BMCC rodeo team competes in the NIRA Northwest Region with universities and colleges from Oregon, Washington, and Idaho. NWAC and NIRA colleges provide a variety of academic and vocational offerings as well as many enrichment activities for their students.
FERPA

FERPA at BMCC

Family Educational Rights and Privacy Act (FERPA)

The college abides by and honors all state and federal laws pertaining to the privacy and confidentiality of student directory information and student academic records. If a student elects to do so, they have the right to restrict access to their information.

The following information is considered “directory information” and may be released without written permission from a student:

- Students name(s).
- Address
- Telephone number
- Field of study
- Class level
- Dates of attendance
- Degrees, honors, and awards.
- Athletic participation (including the height and weight of team members)
- Most recent previous educational institution attended.

FERPA allows colleges to disclose a student’s directory information without consent. Students that do not want this information released, must update their response to “May BMCC release your directory information” question within the Personal Information area of the WolfWeb, or complete, sign, and return a Directory Exemption Request form along with a picture ID to any BMCC location.

Placing a directory exemption on a student file will result in:
- Calls to Blue Mountain Community College: The response to the student from the person answering will be “There is no information available on that person”.
- In Person Service: Students that come for service in person, will be asked for a photo identification to verify their identity.
- Honor Roll/Commencement Program: Students name will not appear on either list or publication.
- Enrollment or Degree Verification: When employer or other individuals use the National Clearinghouse service to verify attendance or degrees, the student’s information will not be available.

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students, certain rights, privileges, and protections relative to individually identifiable student educational records that are maintained by BMCC. In general students are afforded the following rights:

- The right to inspect and review their own individual educational records.
- The right to have some control over the disclosure of information from their own educational records (by authorizing or denying access in writing).
- The right to file complaints of alleged failures to comply with the requirements of FERPA (with the U.S. Department of Education).

A student’s educational records (with the exception of directory information) will be released to third parties only with the written consent of the student.

Consent to Release Student Records: Students may allow others to access to their student record information by completing the Authorization to Release Information form online by logging on to the WolfWeb.

Release of Records: In accord with Federal Law (The Family Education Rights and Privacy Act of 1974, as amended) “FERPA”, students may see and review all official records, files, and data pertaining to themselves with these exceptions: confidential financial information reported by the parent/guardian unless the parent/guardian has explicitly granted permission for the student’s review; and medical, psychiatric, or similar records used for treatment purposes. Access to a student’s own records will be provided as early as possible, but not longer than 45 days from the time of the student’s official written request.
FERPA

A student may challenge the content of a record that she or he considers inaccurate, misleading or in violation of the student’s privacy or other rights. If such a challenge is not resolved with the custodian of the records, the student has the right to an appeal. Further information is available in the Enrollment and Student Financial Services/Student Records Office.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which a student’s education record and personally identifiable information (PII) contained in such records — including the students Social Security Number, grades, or other private information — may be accessed without their consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to the a student’s records and PII without their consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported educational programs. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student’s education records and PII without the students consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student’s consent PII from their education records, and they may track a student’s participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

For more information or to request a review of student record information, contact the Registrar’s Office at 541-278-5757.
Student Rights, Responsibilities, & Conduct

Blue Mountain Community College reserves the right to make changes to the rights, regulations, procedures, and information contained herein as educational, financial, and legal considerations or mandates require. Academic policies in the BMCC catalog supersede the academic policies listed in this document if in conflict. Additionally, some academic programs may have additional student conduct requirements in addition to the policies contained in this document.

Statement of Student Rights and Responsibilities

Students at Blue Mountain Community College (BMCC) have the right to various freedoms and protections, such as the right to: freedom of association, inquiry, expression, and learning in an educational environment that is free from harassment and discrimination of all types. Students in good standing at BMCC have the right to participation in institutional governance, co-curricular activities, student clubs, and other student life activity. Students are afforded the right to due process, to file a grievance, or to make a complaint. A student’s admission to the College obligates them to be personally responsible for their conduct and to comply with the policies and regulations of the College.

I. Freedom of Association

A. Students shall be free to organize and join associations to promote their common interests subject to the following considerations:

i. Students have the right to form student clubs and organizations under the provisions of the Associated Student Government (ASG) constitution and bylaws, and the right to carry out fund-raising activities for these clubs. All fund-raising activities for ASG and student clubs must be approved by the Student Life Coordinator or designee.

ii. Students and recognized student clubs and organizations have the right to have access to BMCC facilities, subject to ordinary schedules, policies and regulations governing the use of each facility. Recognized student clubs and organizations have access to facilities at no cost unless additional services (custodial, safety, table and chair set-up, etc.) are required. BMCC procedures for reserving spaces in BMCC’s buildings for meetings, speakers, or demonstrations must be followed.

iii. Campus life organizations, including those affiliated with an extramural organization shall be open to all students without respect to race, color, sex, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical/learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law.

iv. Any chartered student club or officially recognized student organization acting through the Associated Student Government (ASG) of BMCC may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

v. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers and a certified number of active members as a condition of institutional recognition.

vi. Club Advisors must be approved faculty or staff currently employed full-time by BMCC. Employees serve the college community when they accept the responsibility to advise and consult with student organizations, and provide guidance to the group on college procedure and policy.

II. Freedom from Harassment and Discrimination, Right to File a Complaint or Grievance

A. BMCC does not tolerate unlawful discrimination based on race, color, religion, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity, or operation of the college. BMCC complies with applicable federal, state, and local civil rights laws and regulations prohibiting discrimination. Equal opportunity for employment, admission, and participation in BMCC’s benefits and services shall be extended to all persons, and BMCC shall promote equal opportunity and treatment through application of this policy and other efforts of BMCC designed for that purpose.

i. Any person who believes they have been discriminated against or harassed by a BMCC employee, representative, or student is encouraged to file a complaint through the Office of Human Resources, Pendleton Campus, Morrow Hall, or through the online incident reporting link.

ii. Any person who believes that they have been discriminated against on the basis of disability under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act ("ADA"), including believing that they have not been provided with a reasonable accommodation or modification to which they are entitled, may discuss these concerns with a disability services staff member in the Success Center or submit a complaint through the online incident reporting link.
B. The College recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. A formal complaint process is provided in matters that can’t be resolved informally in order to assure impartial and equitable resolution for those conflicts.

i. Any student that feels they have been treated unfairly may submit a report through the online complaint reporting link.

ii. Students will have the ability to present their concerns and have the right to be heard fairly and promptly.

iii. The informal/formal complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity.

iv. Matters which are not grievable through the formal complaint process include Federal and State laws, employment and personnel decisions, policies of the BMCC Board of Education, rules and procedures adopted by the Oregon, Higher Education Coordinating Council (HECC).

III. Freedom of Inquiry and Expression

A. Students, faculty, and staff are obligated to respect freedom of inquiry and expression and to take appropriate action when illegal prevention or disruption of this right occurs.

i. Students have the right to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for learning the content of any course of study in which they are enrolled.

ii. Students have the right to conduct orderly demonstrations in approved free expression space unless the participants of those demonstrations threaten to endanger the safety of any member(s) of the College community, pose a threat to physical facilities, or substantially obstruct or disrupt regular and essential operations.
   a. The college recommends that those intending to conduct an outdoor demonstration consult with the Vice President of Student Affairs or designee to identify allowable space that accommodates the reasonable needs of both the College and those engaged in acts of speech or protest.
   b. Individuals and groups holding an indoor demonstration must comply with campus policies and procedures for requesting space. Advance notice and approval is required for indoor demonstrations to allow the College to make appropriate and reasonable logistical arrangements for the demonstration.

iii. Students have the right to distribute free publications not in violation of federal or state laws, and/or College policies and procedures, such as books, magazines, newspapers, handbills, leaflets, and similar materials. Distribution of these materials in classrooms, hallways, libraries, offices or other College facilities used primarily for educational and instructional purposes must not interfere with the work or study of persons in those facilities.
   a. Any persons desiring to post or distribute publications must comply with campus policies and procedures. All handbills, leaflets, newspapers, posters, and similar materials must bear the name and address of the organization and/or individual distributing the materials.
   b. Information on submitting items for posting may be obtained through the Vice President of Student Affairs Office.

IV. Right to Participate in Institutional Governance

A. Students have the right to be appointed representatives on selected College councils and committees and to participate in institutional governance. Appointment to participate is by invitation of the acting committee Chair through the ASG, Student Life Office. Students must be in good standing with the college to serve on a council or committee.

V. Right of Access to and Protection from Improper Disclosure of Student Records

A. The college strictly adheres to and with all applicable state and federal laws, rules, and regulations that apply to student records. All information contained in College records that is personally identifiable to any student will be kept confidential and not released except upon prior written consent or as allowed by the Family Educational Rights and Privacy Act (FERPA).
Student Rights, Responsibilities, & Conduct

i. Student information may be shared among College faculty and staff when it has been determined that there is a legitimate educational interest in the information.

ii. The confidentiality of student record information obtained by counseling and advising services will be strictly maintained, except when the College is legally permitted or required to disclose student record information.

iii. Students have the right to access their educational record as reflected in the Family Educational Rights and Privacy Act.

VII. Right of Access to College Facilities

A. Students have the right of access to college facilities and are subject to published business hours, schedules, and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use.

i. Designated college staff have the authority to prohibit entry or ask the student to leave the premises if the student’s behavior is disruptive, threatening to the health and welfare of the College community, or interferes with the ingress and/or egress of persons.

VIII. Right of Sale and Distribution of Material, Right to Conduct Fund-raising Activities

i. The use of college grounds or facilities for the purpose of commercial or private gain is prohibited except where such activity contributes to the operation of the instructional program or where limited sale is specifically authorized by the college for the benefit of an approved student activity.

ii. Students have the right to engage in legal incidental sales of personal private property in private transactions, provided College facilities are not expressly used for this purpose.

iii. All fund raising activities by clubs and organizations must be approved in accordance with Student Life.

iv. All merchandise, periodicals, magazines and books offered for commercial sale may be sold only through the College bookstore and food services, except when approved by Vice President of Student Affairs.

IX. Right to Protection from Improper Academic Evaluation

A. Student academic performance will be evaluated on an academic basis (which may include attendance), and the ability to apply skills, and not on a student’s opinions or conduct in matters unrelated to academic standards.

i. The course syllabus will contain and articulate the evaluation standards and grading criteria by which student performance is measured for that particular course.

ii. Students are responsible for meeting the standards of academic performance established for each course in which the student is enrolled.

iii. A student may dispute their academic evaluation under the Colleges Grade Appeal Procedure if the student believes that the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor or were imposed in an arbitrary or capricious manner.
Student Code of Conduct

Each member of the BMCC community must adhere to a code of responsible behavior. This Code of Conduct communicates the expectations that the College has of students and is intended to educate and guide students to understand their responsibilities. This Code is aligned with the College’s Non-Discrimination Statement and shall not be administered in a discriminatory manner. Every effort will be made to balance the needs and rights of the individual with the welfare of the community as a whole.

This Code applies to all BMCC students, recognized student organizations, and groups of students. In addition, students who are enrolled in specific educational programs with additional standards of behavior are also expected to follow those related academic and conduct standards.

Definitions:

- **Adjudicate**: a method of resolving alleged student misconduct which employs a fact-finding, impartial adjudicator to render a binding decision in the matter.
- **Administrative Hearing**: a meeting held by a Student Conduct Officer to (a) investigate or (b) gather more information about a possible Code violation.
- **Appellate Officer**: the Vice President of Student Affairs or designee, has the authority to consider an appeal of a Student Conduct Officer’s decision.
- **Code**: this Student Code of Conduct.
- **College**: Blue Mountain Community College; BMCC; or any physical space or virtual environment being used by Blue Mountain Community College.
- **College Official**: any person employed, contracted, or assigned by the College, including, on some occasions, students performing assigned administrative or professional responsibilities.
- **College Premises**: includes all physical space (buildings, facilities, and other property, including adjacent streets and sidewalks) and the virtual environment in the possession of, owned, used, or controlled by the College.
- **Educational Record**: any record directly related to a student and maintained by the College or by a party acting for the College, as defined by the Family Educational Rights and Privacy Act. This includes academic records and disciplinary records.
- **Faculty Member**: any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty or instructional staff.
- **Member of the College Community**: any person who is a student of, employee of, or who is contracted to perform services of any kind for the College.
- **Policy**: the written rule or regulations of the College as found in, but not limited to, the Code, as well as contracts, academic catalogs, administrative procedures, and any other documents that are deemed by the College to express College policy.
- **Preponderance of Evidence**: a decision whether the Responding Party more likely than not engaged in an alleged violation of this Code.
- **Reporting Party**: an individual or group who brings forward an allegation of a Code violation. The College may be the “Reporting Party.”
- **Responding Party**: any student or group charged with an alleged violation in this Code.
- **Student**: any person who is registered for one or more credit or non-credit hour(s), including online learning courses, or who has applied for admission, received financial aid, or received any other service or benefit provided by the College which requires student status. Any person who has withdrawn or who is not enrolled in any courses, but who has a continuing relationship with the College, may be considered a “student” for the purposes of this Code.
Student Rights, Responsibilities, & Conduct

- **Student Conduct Officer:** an official authorized by the Vice President of Student Affairs or designee(s) to be responsible for administration of the Code and to conduct an Administrative Hearing. This official is also authorized to impose sanctions when it has been determined that a violation has occurred.

- **Student Organization:** any student or group of students formally recognized by the College as a Student Organization, or any group with student membership that uses College spaces, funds, or materials.

- **Support Person:** any person that attends an Administrative Hearing or proceeding under this Code with a student, including, but not limited to, a parent, a friend, a Success Coach or Faculty Advisor, a Disability Services practitioner, another College staff person, or an attorney.

**Authority:**

A. The Board of Directors delegates to the College President the authority to oversee the administration of conduct standards.

B. Administration of the Student Code of Conduct is the responsibility of the Vice President of Student Affairs or designee(s), who shall develop procedures to carry out the Code.

C. Student Conduct Officers (Vice President, Dean, Center Director, or designated Student Affairs Director) shall serve as the principal investigators and administrators for alleged violations of the Code, and shall interpret and implement procedures to carry out the Code. Decisions made by a Student Conduct Officer shall be final, pending the appeal process set forth in this Code.

D. The Students First Advisory Council (SFAC) is responsible for reviewing the Student Code of Conduct policy and Student Rights and Responsibilities Statement as set forth in administrative procedures XXXXX, XXXXX. All revisions to these policies must be approved by the SFAC, the Vice President of Student Affairs, Vice President of Instruction, President’s Cabinet, and the College President.

**Jurisdiction:**

A. The Code shall apply to student conduct on College premises; at or in connection with College-related or sponsored events and activities, regardless of location, including but not limited to international or domestic travel, activities funded by the Associated Student Government, athletic events, trainings, online learning, supervised academic/work experiences, or any other College-sanctioned social or club activities; and off-campus during non-College-related or sponsored events and activities, when the College, in its sole discretion, determines that the alleged off campus misconduct adversely affects the College community or the pursuit of the College’s objectives.

B. The Code shall apply to student conduct at all hours during each term, between terms, and during periods in which a student is not enrolled but has a continuing relationship with the College, from the time a student applies for admission to the College through the student’s receipt of a degree, completion of program, or withdrawal from the College. Proceedings under the Code may continue if a student withdraws while a disciplinary matter is pending, whether or not the student has a continuing relationship with the College.

C. All persons, including persons who are not students, must comply with all applicable College policies and procedures when attending or participating in any activity connected with the College.

D. At the discretion of the Student Conduct Officer(s), allegations of misconduct by students or student groups may be adjudicated prior to, concurrent with, or following any civil or criminal proceedings.

**Conduct Subject to Disciplinary Action:**

The following constitutes conduct prohibited by the College for which a student or student organization is subject to disciplinary action:

A. **Academic Misconduct.** Actions constituting violations of academic integrity include, but are not limited to the following:
Student Rights, Responsibilities, & Conduct

1. **Cheating.** Includes but is not limited to use of any unauthorized assistance for academic work and use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

2. **Collusion.** Includes but is not limited to assisting another to commit an act of academic misconduct, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, unauthorized group work, use of unauthorized electronic devices, or allowing someone to do these things for one’s own benefit.

3. **Fabrication.** Includes but is not limited to falsifying data, information, or citations in completing an academic assignment or other institutional document, and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

4. **Plagiarism.** Includes but is not limited to use of someone else’s language, ideas, or other original material (not common knowledge) without attribution to the source. This definition applies to all student work, not limited to print materials, online materials, manuscripts, oral discussion, and the work of other students. Examples include submitting someone else’s language, ideas, or materials as one’s own; inadequate paraphrasing, copying words and changing them a little, even if you give the source; carelessly or inadequately citing ideas and words borrowed from another source; self-plagiarism, including the unauthorized submission for credit of academic work that has been submitted for credit in another course.

B. **Alcohol, Drug, and Tobacco Violations.** See BMCC’s Drug and Alcohol-Free College and Prohibited Use of Tobacco Products or Inhalant Delivery Systems policies

1. **Alcohol.** The use, possession, delivery, sale, or being under the influence of any alcoholic beverage is prohibited on College premises and during College-related or sponsored events and activities, except as permitted by law and applicable College policies.

2. **Drugs.** The use, possession, delivery, sale, or being under the influence of any illegal drugs is prohibited at all times. This includes unauthorized use of prescription drugs.

3. **Marijuana.** The possession, consumption, being under the influence of, or furnishing marijuana, cannabis, or any of its derivatives is prohibited on College premises and during College-related or sponsored events and activities.

4. **Tobacco.** Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all BMCC grounds and property. This includes, but is not limited to: in facility buildings, at facility-sponsored activities, in vehicles on facility grounds on the main campus and at all centers, including satellite properties. Tobacco is permitted in outdoor areas (unless posted otherwise), in smoking areas that are located 20 feet away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities.

C. **Assault, Endangerment, Harassment, and Intimidation.** Unwelcome physical contact that obstructs or disrupts a person from engaging in individual activities; puts a person in reasonable fear for personal safety; or causes or creates a substantial risk of personal injury or property damage. Non-physical contact, including but not limited to, bullying, intimidating, or threatening behavior, that obstructs a person from engaging in individual activities; puts a person in reasonable fear for personal safety; causes or creates a substantial risk of personal injury or property damage; or causes or is intended to cause emotional or physical distress. Non-physical contact includes all forms of direct or indirect contact with another person, including, but not limited to, written, electronic, or telephonic communication of any form.

1. **Hazing.** An act which endangers or jeopardizes the mental or physical health or safety of a student or other College community member, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. This includes, but is not limited to all violations of applicable hazing laws. The express or implied consent of the person subject to the hazing does not relieve an individual or group from responsibility for violating the Code. Apathy or acquiescence in the presence of hazing are not neutral acts but are violations of this rule.
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2. Harassment. Unwelcome verbal, nonverbal, visual, or physical conduct that is so severe, persistent, or pervasive that it interferes with or limits the ability of a student, faculty, or staff member to participate in, or benefit from, the College’s educational and/or employment opportunities, programs, or activities. A single, serious incident may also constitute harassment. At the College’s sole discretion, harassment may be addressed through the College’s (Also see BMCC’s Nondiscrimination and Non-harassment Policy).

3. Sexual Misconduct. Unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), stalking, and includes related acts of retaliation. Relevant definitions and the procedures for addressing possible sexual misconduct are included in the College’s Gender-Based Misconduct Policy. At its sole discretion, the College may address possible sexual misconduct through this Code or its Gender-Based Misconduct Policy instead of, or in addition to, this Code.
   i. Sexual Harassment: is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature.
   ii. Sexual Assault: a forcible or non-forcible sexual act or sexual contact that occurs without the consent or permission of the other person. Consent is words or overt actions indicating a freely given agreement to the sexual act or sexual contact in question. Consent is not an absence of no.
   iii. Domestic Violence: An intra-family offense that results in physical injury, including physical pain or illness, or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.
   iv. Dating Violence: An offense against an intimate partner (romantic, dating, or sexual relationship) that results in physical injury, including physical pain or illness or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.
   v. Stalking: A course of conduct directed at a specific individual with the intent to cause that individual (or where the person knows or should have known that it would cause the individual) to fear for his or her safety or the safety of another person; feel seriously alarmed, disturbed, or frightened; or suffer emotional distress.

Note: Students at any BMCC location who believe they have been subjected to harassment or offensive conduct of any type should file an incident report via the College website or may report the alleged act immediately with the Office of the Vice President of Student Affairs, 2411 NW Carden Ave., Pendleton, Oregon, 97801; Telephone: 541-278-5796, Morrow Hall, Room M-151.

D. Disruptive Behavior.
   1. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures, other College-related or sponsored activities, including the College’s public service functions, or other authorized activities on College-owned or controlled property.
   2. Obstruction or disruption interfering with the freedom of movement, including obstruction of the free flow of pedestrian or vehicular movement on College property or at a College activity.
   3. Leading or participating in any activity that unreasonably infringes on the rights of another member of the College community or that is intended to or reasonably may incite another person to unreasonably infringe on the rights of another member of the College community.
   4. Interfering with someone else’s participation in a College activity, event, or process.

E. Failure to Comply.
   A. Failure to comply with reasonable directions of College officials, acting in the scope of their duties. In some cases “officials” may be students employed to act on behalf of the College.
   B. Failure to comply with any disciplinary sanction imposed under the Code.

F. Falsification of Information. Includes, but is not limited to:
   1. Knowingly furnishing false information, or failing to furnish correct information, in response to request or requirement of a College Official.
2. Forging, altering, or misusing BMCC documents, records, or identification cards, including electronic documents and records.

3. Unauthorized use of another individual's identification or password, or sharing one's personal identification or password with an unauthorized user.

4. Knowingly reporting a false emergency.

5. Knowingly making a false accusation of misconduct.

G. **Fire and Life Safety.** Includes, but is not limited to:

   A. Tampering with fire safety equipment, generating a false alarm, or engaging in behavior that constitutes a fire or safety hazard.

   B. Failure to evacuate a College building after an alarm has sounded.

   C. Failure to follow the fire and/or life safety-related directives of a person authorized to give such directives.

H. **Property Theft and/or Damage.** Attempted or actual theft of, unauthorized use or possession of, and/or damage to property of the College or of a member of the College community.

I. **Recording.**

   1. Using, obtaining, or attempting to obtain, electronic or other means to photograph or record the likeness of another without the individual's consent, in any situation in which there is a reasonable expectation of privacy, is prohibited. This includes, but is not limited to, recording another person in an intimate situation.

   2. Recording in any College locker room or restroom is strictly prohibited.

   3. Recordings of lectures and presentations may not be used for any reason other than personal educational purposes and may not be shared publicly.

J. **Retaliation.** Retaliating, or attempting to retaliate, against any individual for exercising one’s rights or reporting, providing information, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or College policy, including, but not limited to, the provisions of this Code.

K. **Unauthorized Access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to College Premises, or unauthorized entry onto or into College premises.

L. **Violation of College Policy.** Violation of any College policy, rule, or regulation that is posted by a College Official or available electronically on the College website.

M. **Violation of Law or Regulation.** Engaging in conduct that is contrary to any federal, state, or local law when such violation interferes with, or poses a risk to, the College or interferes with other students’ participation in College programs, activities, or events.

N. **Weapons and Dangerous Materials.** Possession or use of firearms, explosives, instruments, or other weapons including replicas of weapons, or dangerous chemicals on College premises or use of any item in a manner that harms, threatens, or causes disruption to the educational environment. Exceptions to this policy are permitted when the weapon and/or dangerous materials are used in conjunction with an approved College instructional program, is carried by a duly constituted law enforcement officer, or is otherwise permitted by law. (See BMCC’s Possession of Firearms, Destructive Devices, Weapons, and Knives policy)

**General Misconduct Procedures:**

A. **Temporary Removal of Registered Students.** If a student is engaging in disruptive behavior, a course instructor may temporarily restrict a student’s participation in class or temporarily block access to the digital learning management system. Before allowing the student to return to class, the instructor, Department Chair, and/or Dean will clarify with the student the behavioral standards that must be met in order to continue in the class. This clarification will occur as expeditiously as possible, preferably before the next class session or equivalent. During the period of restriction, the student must be provided the opportunity to maintain access to the educational/course content. Instructors must facilitate an alternate method for this to occur. A Student Conduct Officer can provide consultation and coordination throughout the classroom management process. If the disruptive behavior is not resolved through the clarification process, the situation must be referred to a Student Conduct Officer. Any permanent removal from class must be in accordance with the procedures of this Code.
B. **Removal of Unauthorized Individuals.** Instructors may restrict persons who are not registered from attending class sessions. Exceptions on the basis of disability must be approved by the College’s Disability Services Office. Other exceptions may be made by a College official.

C. **Administrative Hearing Process.**


2. **Preliminary Review.** The Student Conduct Officer may gather further information to determine whether the reported conduct, if substantiated, may constitute a possible Code violation. If the Student Conduct Officer determines that the reported conduct, even if substantiated, likely would not amount to a Code violation, the Student Conduct Officer may choose to close the report or address the report through another College administrative process.

3. **Interim Action.** Student Conduct Officer may impose an appropriate sanction as reflected in the Code with the exception of Expulsion, including (a) immediate suspension; (b) restricting access to College premises, the virtual learning environment, and/or all other College activities or privileges; or (c) any other action approved by the Vice President for Student Affairs deemed as reasonable to prevent the recurrence of the alleged Code violation or to protect the integrity of the investigation. The interim action(s) does not replace the Administrative Hearing process as outlined in this Code. The student will be notified in writing of any interim action and the rationale. As soon as practical following implementation of the interim action, in most cases within three (3) days, the Student Conduct Officer shall provide the student an opportunity to address the action and supporting information in person, by phone, or through written communication. Based on that information, the Vice President for Student Affairs or the Student Conduct Officer/Coordinator may maintain, revoke, or modify the interim action.

4. **Notice of Hearing.** After the preliminary review by the Student Conduct Officer, a Hearing Notice may be sent to the Responding Party. The notice shall include: (a) a brief description of the reported allegation(s), (b) the section(s) of the Code the Responding Party is alleged to have violated, (c) the range of possible sanctions for the alleged violation(s), (d) a specific date to schedule a meeting by, (e) information about having a Support Person attend, (f) information on how to request accommodations for a disability, and (g) information on the Administrative Hearing procedures. The Administrative Hearing typically occurs within ten (10) days from the date on the Hearing Notice. Requests for extensions by the Responding Party may be granted at the discretion of the Student Conduct Officer.

5. **Administrative Hearing and Investigation.**
   a. The Responding Party may elect to participate in the Administrative Hearing in person, by telephone, by videoconference, and/or by submitting a written statement.
   b. If the Responding Party elects to not participate in this hearing, the Student Conduct Officer may decide the matter in the party’s absence. Failure to cooperate or appear will not delay the outcome of the matter.
   c. The Student Conduct Officer will review the alleged violation(s) with the Responding Party at the hearing. The Responding Party will be provided a reasonable opportunity to share the party’s perspective, provide information to the Student Conduct Officer, and respond to the information presented.
   d. The College and/or the Responding Party may seek legal advice at the party’s own expense. The Responding Party may consult the party’s Support Person, including an attorney, during the Administrative Hearing, but the Support Person may not participate in the meeting in any other manner, including speaking on behalf of the student. The Responding Party must notify the College within forty-eight (48) hours prior to the Administrative Hearing if the Support Person will be an attorney.
   e. The Student Conduct Officer may gather additional information after the meeting, such as by conducting interviews and reviewing documents. The Student Conduct Officer may need to meet with the Responding Party about information gathered after the initial Administrative Hearing. In general, this may take up to ten (10) days after the hearing, or longer as appropriate under the circumstances.
   f. The Student Conduct Officer will make reasonable efforts to communicate to all relevant parties any anticipated delays of more than ten (10) days.
6. Decision.
   a. The Student Conduct Officer’s decision will be based on a preponderance of the evidence.
   b. After the hearing and the conclusion of any investigation, a decision letter will be sent to the Responding Party’s College email explaining (i) the decision of the Student Conduct Officer, (ii) the sanction(s) imposed, if any, and (iii) information about the appeal process, if a Code violation is found.
   c. In accordance with FERPA, the Reporting Party may be notified of the decision and if an appeal is filed.
   d. The decision of the Student Conduct Officer is final unless an appeal is filed in accordance with the appeal procedures set forth in this Code.

7. Sanctions.
   a. Sanctions may be imposed upon any student, student organization, or student group found to be responsible for violating the Code.
   b. More than one sanction may be imposed for a single violation.
   c. Expulsion will become a part of the Responding Party’s disciplinary record and permanent academic record. All other sanctions will become part of the Responding Party’s disciplinary record but may not be a part of the party’s permanent academic record.
   d. Sanctions, including, but not limited to, the following, are intended to be educational and developmental in nature:
      i. Administrative Removal from a Class. The Responding Party will be removed from a specific class but be allowed to continue in all other courses, unless otherwise restricted. The Responding Party is responsible for any tuition and fees associated with the administrative withdrawal process.
      ii. Community Service. The Responding Party must provide a designated number of hours of service to a designated entity.
      iii. Educational Sanctions. The Responding Party must complete tasks such as assignments, interviews, reflection papers, educational meetings, or other educational activities.
      iv. Expulsion. The sanction of Expulsion is by recommendation of the Vice President of Student Affairs to the President and will result in the permanent separation of the Responding Party from the College. This means that the Responding Party may not, at any time in the future: enroll in the College; be a member of any student club or organization; or register for, or participate in, any program, activity, or event sponsored or organized, in whole or in part, by the College. The Responding Party is trespassed from College Premises, which means the party may never again be present on College owned or controlled property, or access the virtual learning environment. The Responding Party’s rights and privileges as an enrolled student at the College are immediately revoked. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process, including any financial aid status implications.
      v. Loss of Privileges. The Responding Party is denied specified privileges of being a student for a designated period of time.
      vi. No Contact Directive. The Responding Party is prohibited from contacting a specified person(s) related to the Code violation. This includes contact initiated through any means (including personal, electronic, and telephonic) as well as contact initiated by any third parties on the Responding Party’s behalf or request. This restriction applies both on and off campus. Failure to abide by the terms of this sanction will result in further disciplinary action.
      vii. Notation on Transcript. A notation may be placed on the Responding Party’s academic transcript related to the party’s disciplinary standing only if there is a sanction of Expulsion.
      viii. Probation. For a specified period of time, any additional Code violations by the Responding Party will result in progressive disciplinary action. During the period of probation, the Responding Party is not considered in good disciplinary standing. Upon expiration of the probation period and fulfillment of other sanctions imposed (if any), the disciplinary probation will be lifted.
      ix. Restitution. For violations involving damage to, destruction of, or theft of property, the Responding Party may be required to make monetary restitution and/or return any stolen or misappropriated property in an amount not to exceed the actual expenses, damages, or losses incurred.
      x. Registration Hold. Students who do not complete assigned sanctions within the time provided may be prevented from registering for classes until completion of those sanctions.
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i. **Suspension.** The temporary separation of the Responding Party from the College for a specific period of time. During the suspension period, the Responding Party is not eligible for the privileges and services provided to enrolled students, including but not limited to registering, attending class, or accessing the virtual learning environment. The Responding Party is trespassed from the College, including from all College owned or controlled property, services, and facilities. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process including any financial aid status implications. Upon expiration of the suspension period, the Responding Party must submit in writing a request for reinstatement to the Vice President of Student Affairs, or designee. The Responding Party may be asked to provide a statement demonstrating readiness to return and successfully re-engage with the College community. If the Student Conduct Officer confirms that all terms of the suspension have been met and the suspension is lifted, the Responding Party may be reinstated with or without additional conditions, at the discretion of the Vice President of Student Affairs.

ii. **Warning.** Written notice that the Responding Party has been found responsible for violating the Code. Additional Code violations may result in progressive disciplinary action. A warning does not affect the Responding Party’s disciplinary standing.

8. **Appeals.**
   a. Appeals must be submitted electronically via email to the Vice President of Student Affairs through the link provided in the Responding Party’s decision letter and received within five (5) days of issuance of the decision letter.
   b. The request for an appeal must state the specific grounds for the appeal. Dissatisfaction with a decision is not grounds for an appeal. Grounds for an appeal are limited to:
      i. Demonstrating that the Administrative Hearing deviated from the procedures outlined in the Code; however, deviation from these procedures shall not invalidate a decision or result in any other remedy unless it materially affected the Student Conduct Officer’s decision.
      ii. Demonstrating that the imposed sanction(s) was inappropriate for the Code violation.
      iii. Considering directly relevant information that was not known to the Student Conduct Officer and was not known, and that could not reasonably have been known, to the Responding Party at the time of the Administrative Hearing.
   c. The Vice President of Student Affairs will assign an Appellate Officer who will review the appeal request, together with any other information the Appellate Officer deems relevant, which may include reviewing the Administrative Hearing record and consulting with the Student Conduct Officer, to determine whether an appeal hearing would assist the Appellate Officer in deciding the appeal. The Appellate Officer, using best judgment may grant an appeal hearing, or not.
   d. If an appeal hearing is granted, the Appellate Officer may limit the subject of the hearing to matters that will assist the officer in deciding the appeal, which may include a request to the Responding Party for additional information. The Appellate Officer may ask questions of the Responding Party at the hearing. The Responding Party’s failure to cooperate or appear at the appeal hearing will not delay the outcome of the appeal. The Appellate Officer may dismiss the appeal if the Respondent fails to appear at the hearing.
   e. The College and/or the Responding Party may seek legal advice at the party’s own expense. The Responding Party may consult the party’s Support Person, including an attorney, during the appeal hearing, but the Support Person may not participate in the hearing in any other manner, including speaking on behalf of the student.
   f. The Appellate Officer will make one of the following decisions on the appeal:
      i. Refer the case back to the original Student Conduct Officer for reconsideration or additional proceeding if the Appellate Officer determines that new information provided by the Responding Party, as set forth above, is directly relevant and may alter the findings of the Student Conduct Officer.
      ii. Deny the appeal. In this case, the decision of the Administrative Hearing, including any sanctions imposed, is affirmed.
      iii. Grant the appeal. In this case, the Appellate Officer may render a new decision, including amending the findings and/or sanctions of the original decision.
   g. The decision to grant or deny the appeal will be based on the preponderance of the evidence.
   h. The Appellate Officer’s decision will be issued in writing to the Responding Party and is final. The decision shall be issued within five (5) days after receipt of the appeal.
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Academic Misconduct Procedures

A. **Report.** Anyone may submit information about a possible academic misconduct Code violation at [https://www.bluecc.edu/academics/academic-portals/academic-dishonesty-cheating](https://www.bluecc.edu/academics/academic-portals/academic-dishonesty-cheating). Academic misconduct allegations not involving instruction, grades, academic programs, and/or classroom matters will be facilitated through the General Misconduct Procedures described above.

B. **Review.** Allegations of academic dishonesty or disruptive classroom behavior are first addressed by the instructor. Instructors are expected to make a reasonable effort to discuss the allegations with the Responding Party prior to submitting an Academic Dishonesty report.

C. **Sanctions:** Instructors may impose one of the following academic sanctions after discussing the incident with the Responding Party:

1. A score of 0 for the assignment or test
2. Require the student to redo the assignment or test
3. Lower the grade on assignment or test
4. Assign a failing “F” grade for the course
5. Dismissed from the course
6. Dismissal from a program (as approved by the corresponding Instructional Department Chair and Dean)

D. **Grade Appeals:** In accordance with the BMCC Blue Mountain Faculty Association (BMFA) contract, (Article 12.B), should a student feel that they have been graded unfairly, after discussing the issue with the instructor, the student may appeal to the Vice President of Instruction for a change in grade in accordance with the following grade appeal process:

1. The student shall complete a grade appeal form which shall include all the particulars of the situation surrounding the grade given, what grade change is requested, and a statement that substantiates the perception of the student that the grade assigned is unfair.
2. The form shall be submitted to the Vice President of Instruction (or designee) who shall review the appeal with the instructor. The instructor shall respond to the statement of the student in written form.
3. If the instructor’s decision is to change the grade in agreement with the student’s request, it will be so recorded and the process will be complete.
4. If the instructor’s decision is not to change the grade and the student is not satisfied with the decision the appeal process may be continued.
5. All documentation surrounding the grade appeal shall be reviewed by a committee of three faculty members in accordance with the BMCC BMFA contract. The committee shall be authorized to change a grade and the committee’s decision shall be final.
6. A permanent record of the grade change shall be maintained in the Registrar’s Office.

**Concurrent Proceedings:** Nothing in this Code shall preclude or in any way restrict additional actions in any College department, educational program, or activity related to academic, professional, or similar standards specific to the department, program, or activity.
Time and Schedule Management

- College classes require more time than many new students expect. Plan to spend 1 ½ to 2 hours outside of class doing homework for every hour you are in class. This means a 4-credit class which requires 4 hours in class each week, will likely demand up to 8 additional hours of time each week. If you are enrolled in 12 credits homework could demand 24 hours = 36 hours/week. It’s a full-time job!

- If you are working, even part-time, consider starting off with only one or two courses per term. This will give you time to adjust to the demands of college classes and have greater chance for success from the start.

- Create a weekly and hourly schedule for your term. This will show you when you have class or labs to attend. Block out hours for homework also. Block off time for travel and other non-flexible commitments.

- Workplace flexibility can make class choices easier, give you more time to study, and possibly bring you to graduation sooner! Communicate with your employer about what you are doing.

- Review your daily life. Eliminate any unnecessary distractions, extraneous activities, and additional pressures before you start your college career.

- Include your family/roommates in your college success plan and schedule. If you have had a lead role in household chores, this is an opportunity to allow others to assume tasks. Some daily/weekly household chores may need to be managed differently.

Education and Career Planning

- Take the time to investigate and identify career interests. Even if you are somewhat undecided, your ideas can help guide you and those who will help you continue your research.

- Talk to a Success Coach and/or your Faculty Advisor for more information on career resources. Utilize online resources as well.

- Become familiar with degree and certificate options that will prepare you for the career you desire.

- Take advantage of opportunities to explore careers and get to know people who enjoy their work.

- Work closely with your Faculty Advisor and/or Success Coach to create a career and educational plan that will lead you to your goal.

Study Strategies and Resources

- Set up a study place—one that’s off limits to others. This can be your primary study location but make sure you have multiple places to study including at the college, the library and other locations. You need to have options so you can take full advantage of your study time.

- College work requires access to computers and the internet. There are computers available at all college centers and on campus but students need to have a computer at home and ideally at all study locations.

- College instructors have office hours when you can connect for individual help or talk to them before or after class. Instructors can be

- Take advantage of tutors, the library, learning centers, classmates and advisors.

- Examine and expand your study techniques. Notetaking can be done many ways. Find out what methods work best for you. Know that different courses and different instructors sometimes demand using different methods.

- Get together with other students in your classes. You can share study techniques and get new ideas from others. Reviewing notes and test preparation is good use of study group time.

- Improving your reading skills can make a big difference. There are many resources to help us learn to read more quickly, to read more effectively for information, understanding and recall.

- Stay up-to-date on assignments. Learn the material and review as you continue through the course.
Test-Taking Skills

Preparing for an exam

- Start preparing for your exams the first day of class. This can be done by reading your syllabus carefully to find out when your exams will be given, how many exams will be administered, and how much each exam weighs towards your final grade.

- Plan reviews as part of your regular weekly study schedule rather than just before the exam.

- Reviews are much more than reading and re-reading all assignments. You need to review your lecture notes and question yourself on the material you don’t accurately recall. You may want to create a study group to reinforce your learning.

- Review for several short periods rather than one long period. You will better retain information and become less fatigued.

- Turn the main points of each topic or heading into questions. Check to see if the answers come to you quickly and correctly. Try to predict examination questions, and outline your answers.

- Flashcards are a helpful way to review courses that have many unfamiliar terms. Review the cards in random order using the terms that you have difficulty remembering.

- Ask the instructor about the test. Find out what information will be stressed and the kinds of questions that will be asked. Review the text and lecture notes to develop a study strategy.

The Test Itself

- Listen attentively to last minute instructions given by the professor. Instructors often make last minute changes. Missing instructions can cause extreme anxiety and/or a mistake on the test or paper.

- If you are taking a computer-based test, be sure to ask the proctor any questions you have before you start.

- Scan the entire test.

  - How long is it? Are there questions on the back of the paper?
  - Notice the type of questions—objective true/false, multiple choice, fill in, etc. and/or short or long answer essay.
  - Estimate how long you can spend on each section of the test

- Breathe. Exhale. Repeat this to keep yourself relaxed and focused. Keep your thoughts positive.

- Plan to finish early and have time for review. Return to difficult questions you marked for review.

- Proofread your essays; check grammar and spelling.

- Make sure you answer all questions. Don’t change answers at this point. Most often your first answer is correct.

After the Test

- When you receive your graded test paper, review it to determine strengths and weaknesses in your test-taking skills. Always analyze your test to determine how you can improve future test results.

- Attend exam reviews. This is an opportunity to hear what the instructor was expecting to see in the answers. These reviews can assist you on the next exam.
Glossary of Terms

**Academic Calendar:** Start and end dates of the academic year and of each quarter. The calendar reflects deadlines and other information related to payment schedules, add/drop options, graduation applications, and related policies.

**Academic Records:** The official listing of courses attempted and completed by a student at BMCC, including the credits accepted as a result of the BMCC registrar’s evaluation of official transcripts from other institutions. This information is listed in the student management module of the integrated administrative system, accessible to the student through WolfWeb.

**Course/Class:** An organized unit of instruction within an academic discipline or subject of study, or one of the instructional subdivisions of a discipline or subject area.

**Credit:** A measurement of course work and time spent in an academic endeavor. One credit generally equates to fifty minutes (a clock hour) of instruction and two hours of preparatory work outside the instructional classroom each week, or the equivalent thereof. Credits and clock hours may vary depending upon the type of course.

**Credit Load:** The total number of credits taken in a given term.

**CWE:** Cooperative work experience. CWE is a program of study in a work environment for which students, instructors, and participating businesses develop written training and evaluation plans to guide student development within specific programs. Students receive course credit for their work experience, whether or not they are paid a wage.

**Distance Education:** The delivery of instruction to students located throughout the district, state, nation, and the world using a variety of technologies and telecommunications networks. Delivery systems include interactive television (ITV), video recorded instruction, online instruction, guided instruction, and hybrid courses with ZOOM technology.

**Drop:** The process of removing one’s name from the class roster within the 100-percent refund period for a course or courses. This procedure results in a full refund. After dropping, there is no record of the student’s having ever registered for the class and no grade is reflected on the transcript.

**Enrollment:** The placement of a student within a credit or non credit course. Enrollment and registration are interchangeable terms from a student standpoint. From an institutional standpoint, registration is the process of enrollment and enrollment is a status.

**FAFSA:** The federal form entitled “Free Application for Federal Student Aid.” A completed FAFSA is required for students to be considered for federal financial aid.

**Financial Aid Package:** A combination of financial student-support mechanisms (such as scholarships, grants, loans, and work-study) determined by the BMCC Student Financial Aid office.

**First-Generation College Student:** Defined at BMCC as a student whose parents have not earned an associate’s degree or higher. Defined by the federally funded TRiO-Student Support Services program as a student whose parents have not earned a bachelor’s degree or higher.

**Full-Time Student:** A student enrolled in 12 or more credits during any one term as of the FTE (full-time equivalent) reporting date established by the Oregon Community College Unified Reporting System (OCCURS). Definitions for financial aid and veterans’ services programs may vary.

**Honors:** An official recognition of students with exceptional academic qualifications; such students may graduate with honors or high honors. For honors designation, students must have a cumulative GPA of 3.40 to 3.84 in all courses that meet degree requirements. The high honors designation requires a cumulative GPA of 3.85 or higher in all courses that meet degree requirements. The cumulative GPA calculation will include all courses taken at BMCC and other institutions as long as they apply to the degree requirements.

**New Student:** A student that has not attended BMCC, has attended BMCC but has not attended within the most recent two academic years or has earned credits at BMCC prior to completing high school.

**Non-Traditional Student:** A student in credit classes or developmental education classes not fitting the traditional student definition.

**New Student Orientation:** An activity for students that is intended to acquaint them with campus resources and thereby better prepare them for successful learning and navigation within the educational system.

**Out-of-State Resident:** A term used to assess tuition for a student who is a U.S. citizen or national whose primary residence lies outside Oregon, Idaho, Washington, Nevada, Montana, or California.

**Part-Time Student:** For most purposes at BMCC, and consistent with national definitions, a degree-seeking student who is enrolled in fewer than 12 credit hours in a term as of the FTE (full-time equivalent) reporting date established by the Oregon Community College Unified Reporting System (OCCURS). Definitions for the financial aid and veterans’ services programs may vary.

**Peer Tutor:** A trained student who works with fellow students to provide, at no additional cost to the recipients, additional instruction in course work that he or she has completed with a grade of B or better.

**Prerequisite:** A course or instructional program that students are expected to complete successfully as a necessary requirement before they are permitted to enroll in another course or instructional program that is more advanced.

**Registration:** The placement of a student within a credit or non credit course. Enrollment and registration are interchangeable from a student standpoint. From an institutional standpoint, registration is the process of enrollment and enrollment is a status.

**Resident:** For tuition purposes, a student whose primary residence is in Oregon; residents are charged in-state tuition. At BMCC, students who reside in Idaho, Washington, Nevada, Montana, and California are also considered residents.

**Returning student:** Student that has graduated from high school or is over 18 and has attended BMCC within the most recent two academic years.

**Withdraw:** The process of filing the required paperwork when a student abandons an attempt to earn the credits associated with a given course. Both the course and a grade of W appear on the student’s transcript. The grade of W is not calculated for GPA; however, a W may affect a student’s financial aid. Students dropping classes do not receive a refund of tuition or fees.