LIBERAL ARTS – A course of study intended to expose a student to a broad sampling of academic studies. Liberal arts courses stress the development of reasoning, writing, and speaking skills.

LOWER DIVISION – Generally freshman and sophomore courses (100-200 level), as distinct from upper division (300-400 level).

MAJOR – A subject area in which a student chooses to specialize. Typically a major comprises one-third to one-half of a student’s four years of course work for a bachelor degree. A major is not required for an associate degree.

MATRICULATED – The term applies to a student who has successfully applied for and registered at a college or university.

MINOR – A secondary area of specialization.

NEW STUDENT – First time to register/attend OC.

OASIS – An online service that allows students to access their educational records (unofficial), find their student ID or time to register, plan their schedule, register online, pay tuition and fees, look up grades, print an unofficial transcript, or update their address.

ORIENTATION – A program through which entering students have an opportunity to familiarize themselves with the college or university, its programs and policies.

PART TIME – Students who enroll in 11 or fewer credits in one quarter are considered to be part time students.

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT/NMSQT) – A version of the Scholastic Aptitude Test generally taken in the junior year of high school. It is designed for counselors and college admissions officers as an early measure of scholastic aptitude. It is also a basic screening test for students who wish to compete for scholarships offered through the National Merit Scholarship Corporation.

PRE-REGISTRATION – The plan by which students select courses for the succeeding term in advance of the official opening date of the term.

PREREQUISITE – A requirement or necessary condition for enrollment in a course, including previous successful completion of another course or courses, assessment score or course grade, audition, admission status, concurrent enrollment or co-enrollment in a course or courses, or permission of the instructor.

QUARTER – A time period of 10 or 11 weeks constitutes a complete academic term under the quarter calendar (see semester). OC offers three quarters per year plus a summer session. A school year may consist of four quarters at some colleges or universities.

RECOMMENDED COURSE – A course that is not required but strongly advised to better prepare a student for a particular program.

REQUIRED COURSE – A course that is needed to fulfill a college major, degree requirement, or certification.

REGISTRATION – The procedure by which students are enrolled in courses.

RESIDENCY STATUS – In public institutions, the classification by the institution of a student as a resident or nonresident of the state in which the institution is located in order to determine how much tuition the student will be charged. Currently, one year residency is the basic requirement for Washington State resident tuition status.

S.A.T. – Scholastic Aptitude Test, a widely used test colleges use to determine a student’s ability to succeed in college-level courses. The Scholastic Aptitude Test of The College Board may be required for students entering some four-year schools.

SEMESTER – A time period of 14 to 16 weeks for each semester which constitute a complete academic term under the semester calendar (see quarter).

TRANSCRIPT – A copy of the permanent course record at an institution of higher education. The document becomes an official transcript when the seal of the institution is affixed (and unbroken) and the signature of the Registrar is appended.

TRANSFER STUDENT – A student who transfers credits earned at one college or university to another college or university.

Tuition – The amount of money charged by an institution of higher education for its instructional services.

TUITION, NON-RESIDENT – The tuition that a tax-supported institution assesses students whose domicile is outside the state from which it draws tax support.

PROFESSIONAL/TECHNICAL PROGRAMS – At OC, programs designed to provide entry into technical or semi-professional occupations, or provide additional training for those already working in a field who seek advancement.

UNIVERSITY – An institution of higher education with graduate and professional schools as well as undergraduate (bachelor’s level) schools or colleges.

UPPER DIVISION – Generally, junior and senior courses (300-400 level).

UPSIDE-DOWN DEGREE – When specific courses designed to complete a major are taken before (or concurrently with) lower division courses.

WITHDRAWAL – The dropping of a course from the student’s registration, either voluntary or required, which may be initiated only by a student.
Because the possession and use of any amount of marijuana at the college is necessary, in part, for OC to meet its mission and purpose of Olympic College and will not be tolerated. The College is committed to preventing and stopping discrimination, including harassment, on any of these unlawful bases, and any associated retaliatory behavior. All employees and students shall be allowed to work and learn in an environment free from discrimination.

A. This policy is based on the principle that all forms of harassment and/or discrimination are unacceptable and will be dealt with promptly and effectively. Students, faculty or staff who are determined to have violated this policy (following investigatory proceedings) are subject to disciplinary action up to and including termination of employment and permanent dismissal (students).

B. Applicants for admission or employment or any employees, students, or participants in College activities or programs who believe that they have been discriminated against may pursue an institutional complaint and/or may pursue other remedies provided by law.

C. Administrators, supervisors, and faculty members shall assist in ensuring that no retaliation occurs against persons who make complaints, persons who are complained against or persons who are involved in the investigation of complaints.

Responsibility
A. The President of the College, and all administrative employees, shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the College.

B. In addition, each vice president, executive officer, administrative officer, faculty member or other person with supervisory responsibility shall be required to report any complaint of discrimination, sexual harassment, or any harassment that violates this policy.

C. All members of the College community are required to cooperate in any investigation of the discrimination/harassment complaint.

Complaint Procedure
Persons who believe that they have been the subject of unlawful discrimination or harassment are encouraged to bring such issues to the attention of their supervisor, instructor, or Human Resource Services, or follow the established complaint procedures.

Recommended by Joan Hanten, Vice President of College Relations
Submitted to President’s Cabinet for Review, 01/14/2014
Approved by President, 01/14/2014
Submitted to Board of Trustees, 01/22/2014
Approved by Board of Trustees, (formerly part of 400-06) April 27, 2010
Revised by Board of Trustees, February 21, 2012 and March 18, 2014
Published in Washington Administrative Code, April 20, 2014.

Grievance Procedure
For Students with Disabilities
OC has adopted an internal grievance procedure providing for the equitable resolution, within a reasonable time, of complaints by students with disabilities alleging violations of their rights under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. All requests for access, accommodation, and academic adjustment should first be brought to the Office of Access Services (AS). If the student believes that a faculty member, an office or a program has refused to provide an accommodation in accordance with notice from AS, the student should first request the assistance of the AS Director in resolving the complaint. If the complaint cannot be resolved in this manner, or if it involves the AS Office, the student has the right to appeal through the following procedure:

• Submit a written appeal to the Vice President of Student Services, which should include:
  – The nature of the disability, with an explanation of its current impact and functional limitations in the academic setting;
  – Details of the reasonable accommodation being requested; and
  – A description of any/all accommodations provided or offered by the college and an explanation of why these accommodations are insufficient or ineffective.

• The Vice President of Student Services shall investigate the grievance and issue a written determination, which will specify resolution of the matter. Such written determination shall ordinarily be issued within 14 days of the filing of the grievance. Circumstances which may prolong the response of the Vice President include: the intervention of a quarter break and other such circumstances which may render unavailable persons necessary to an appropriate resolution of the complaint.

• In addition to the above described appeal process, any student who believes that he or she has been discriminated against on the basis of disability may file a formal discrimination complaint with the ADA/504 compliance officer. OC has adopted a Grievance Procedure, Policy # 200-05, that provides for prompt and equitable resolution of complaints alleging discrimination. Exceptions of the policy are published in this catalog and may also be obtained from the Office of Human Resource Services on the fifth floor of the College Service Center at OC Bremerton.

Students also have the right to file a complaint with the U.S. Department of Education and/or seek other legal remedies under state and federal law. The Department of Education requires complaints of discrimination to be filed within 180 days of the last know incident of discrimination. For further information regarding external complaint mechanisms, please refer to the RCW 28B.10.910 through RCW 28B.10.914 and the Washington Law against Discrimination, RCW 49.60.

Non-Discrimination and Harassment Grievance Procedure – Summary
(see the policy in full at www.olympic.edu/sites/default/files/files/260-05GrievancePolicy.pdf)
Consistent with Olympic College’s efforts to maintain a
learning and working environment in which the dignity and worth of all individuals are respected, the college will not tolerate discrimination or harassment on any of the prohibited bases outlined in the college’s Non-Discrimination Policy, located in this Catalog. Any member of the college community, including students, employees, applicants, visitors, and participants in any college-sponsored program, whether held on- or off-campus, who believes he or she has been the subject of discrimination or harassment, or who has knowledge of such violations, is encouraged to consult these procedures and report such incidents. All complaints will be taken seriously and addressed through formal or informal procedures, as summarized below.

The college encourages the timely reporting of any incidents of discrimination or harassment to the college’s Title IX administrator, the Vice President for Equity & Inclusion, or to the EEO coordinator - the Executive Director of Human Resource Services, in CSC 540A on the Bremerton campus. If the complaint is against that administrator or coordinator, the complainant should report the matter to the President’s Office, in CSC 503, for referral to an alternate designee. If the complainant suspects that a crime has been committed, she or he is encouraged to report it to Campus Safety, in HSS 101B. For complainants who wish to submit a written complaint, an electronic complaint form can be accessed through the OC, Report It! icon in the footer of the college website.

The college will seek to protect the privacy of the complainant to the fullest extent possible. Although it will attempt to honor complainants’ requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle such requests will be made by the Title IX administrator or EEO coordinator.

• **Discrimination:** Unfavorable treatment of a person based on that person’s membership or perceived membership in a protected class. Harassment is a form of discrimination.

• **Harassment:** A form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college’s educational and/or social programs (and/or student housing).

• **Sexual harassment:** A form of discrimination consisting of unwelcome, sex- or gender-based verbal, written, electronic and/or physical conduct. There are two types of sexual harassment:

  • **Hostile environment sexual harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of unreasonably altering the terms or conditions of employment or substantially limiting the ability of a student or participant to participate in or benefit from the college’s educational and/or social programs (and/or student housing).

  • **Quid pro quo sexual harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

  • **Sexual violence** is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

  • **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

  • **Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

  • **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

  • **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

  • **Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.


**Information Technology Procedures**

**IT Privacy Statement**
OC will make every attempt to maintain personal privacy and security. To maintain the integrity of the enterprise environment, OC monitors network traffic, services used and other computer related events to help manage service for all users. For more information review the following site: www.olympic.edu/privacy-policy

**Open Computer Lab Use Policy and Rules**

**Acceptable Use**
The OC student network is a Washington state resource. It is for instructional purposes only. It is not for commercial use.

**Food and Drinks**
No food or drink is allowed to be consumed next to the computers, their peripherals and other OC related technology equipment in the labs.

**Conduct**
While in the labs, students should conduct themselves according to the student code of conduct. See the office of Vice President of Student Services for questions.

**The Labs are Quiet Study Environments**
Please keep the noise volume at library levels. OC makes an exception for adaptive technology students using the voice recognition applications located in Business 100. Please respect the rights and property of others. Do not improperly access, misappropriate, or misuse any account or file. Do not share accounts. OC students are responsible for all activity on their accounts.

**Hacking**
Do not tamper with, copy, or hack network systems, software, or accounts.

**Viruses**
Do not intentionally infect any OC system with a computer virus. If students suspect a machine has been infected with a virus, they should contact the Information Technology Help Desk at 360.475.7600. Software tools are available to check and repair suspected files; OC cannot guarantee the integrity of any repaired file. OC reserves the right to delete any file from the servers and desktops if it is infected with a virus.

**Configuring Systems**
Do not move, reconfigure, or attempt to repair OC computers, printers, or peripherals. Do not install, reconfigure, or remove software on OC computers. Do not attach hardware to any of OC’s computers, electrical or networking outlets. This includes: laptops, smart phones, tablets, etc. It is permissible to attach certain USB devices such as USB flash drives (external USB hard drives that do not require additional software or drivers to use).

OC cannot be held responsible for any damage that may occur to any device that has been installed or is using OC resources. Do not install software, firmware or plug-ins to the network or any workstation. If a required application is not available, students should inform their instructor.

**Internet**
Internet use should be related to the student’s academic studies. Students should ask a lab tech if they have questions. Do not visit illicit or illegal web sites, such as pornographic, and hate or hacking sites not related to research for classes. Students must be able to prove that visiting such sites is class related.

**Consequences**
Abuse or disregard of these rules and policies may result in removal from the premises, denial of computer access, or both. Violations that are covered by law may be subject to arrest, fine, and prosecution as state and federal law allows. Olympic College Student Services will deal with disciplinary actions on a case by case basis.

**Paper Use Policy**
- Print jobs should be limited to school related tasks only.
- A print management system has been implemented that limits each student to approximately 500 pages (2,500 points) per quarter. This is tracked via the point system. Points do not roll over to the next quarter and are not refundable. The 2,500 points are set and re-set each quarter for every student. B&W prints count as 5 points and color prints count as 10 points. Additional points can be purchased through the OC Cashier’s office.
- Scanning to email is also available to help students in converting paper document to digital resources.

**Procedure for Students to Inspect Their Education Records**
To inspect or review an education record, a student must submit a written request to the college Registrar. The student must sign the request, describe the specific records to be reviewed and set forth the name under which the student attended the college, the social security number or student identification number, and the student’s last date of attendance. Proper picture identification must be presented before the documents may be reviewed.
Policies and Procedures

The Registrar will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given as soon as practical but no later than 45 days after receipt of the written request.

Student records will be maintained according to the retention policy set out by the State Board for Community and Technical Colleges.

Limits on rights to review, inspect, or obtain copies of education records:

- Financial statements of the student's parents;
- Confidential letters and confidential statements of recommendation placed in the education record if the student has waived his or her right to inspect and review those letters and statements and the letters and statements relate to the student's admission to a program, an application for employment, or receipt of an honor or honorary recognition;
- Confidential letters and statements placed in the education record except when these documents have been used for any purpose other than that for which they were originally intended;
- Records that contain information about other students;
- Documents excluded from the FERPA definition of education records.

Refusal to provide copies

The college reserves the right not to provide original transcripts it has received from other education institutions. It also reserves the right to deny copies of college transcripts if the student has an unpaid financial obligation to the college.

Mailed copies

If health reasons or extreme distance from the college prevents the student from inspecting the education record, then copies of the specific education record requested will be mailed to the student. The student must pay all copying and mailing expenses in advance of the release of the record. Official copies of the college’s transcript for the student shall be provided at the fee listed in the current catalog. All other copies shall be made at a cost of $3.50 per page copied. A complete copy of the FERPA policy is available at the Vice President of Student Services Office and at the Registration and Records Office.

Right to Know

OC makes an effort to comply with all state and federal reporting requirements. Information is collected and updated in print or online annually or biennially as required. Information can be found on the OC website at www.olympic.edu/about-olympic-college/public-information/your-right-know. Safety and Security information is available at www.olympic.edu/services/campus-safety.

OC’s policy on discrimination and harassment is specific and available in the policy section of the College website: http://www.olympic.edu/about-olympic-college/board-trustees/olympic-college-policy-manual/table-contents.

Sex Offender Notification Policy – Summary

Policy

Olympic College considers the protection of our community from sex offenders to be a matter of significant importance. The 1990 Community Protection Act allows the college to provide notice to the community concerning sex offenders who are, or will be, attending classes or working on the campus, and to assist our community members in developing constructive plans to prepare themselves and their children for residing near released sex offenders.

Pursuant to RCW 4.24.550 Olympic College is authorized to notify the college community when information is received that a registered sex offender may be expected on or near the college campus, including off-site buildings and associated college activities. Information that is relevant and necessary to protect the public and to counteract the damage created by a particular offender may be released pursuant to RCW 4.24.550.

The extent and content of the disclosure of relevant and necessary information shall be related to:

- The level of risk posed by the offender to the community;
- The location where the offender resides, expects to reside or, is regularly found; and
- The needs of affected community members for information to enhance their individual and collective safety.

Purpose of Notification

An informed public is a safer public. Notification is not intended to increase fear. Sex/kidnap offenders have always lived in our communities. The purpose of the Community Protection Act of 1990 was to assist local law enforcement agency efforts to protect communities by providing relevant and necessary information. By providing the public adequate notice and information, community members can develop constructive plans to prepare themselves and their children for the offender’s release.

Immunity

Public employees and/or public agencies are immune from civil liability for damages for any discretionary risk level classification decisions or release of relevant and necessary information, unless it is shown that the official, employee, or agency acted with gross negligence or in bad faith (RCW 4.24.550(7)).

Level I

The vast majority of registered sex offenders are classified as Level I offenders. They are considered at low risk to re-offend. These individuals may be first time offenders and they are usually known by their victims. They normally have not exhibited predatory type characteristics and most have successfully participated or are participating in approved treatment programs.

Level I offenders are generally not the subject of general public notification. Expect the following of notifications to be made: Security Services, President, Vice Presidents, Executive Director of Human Resource Services, Branch Campus Directors, Campus child care centers, Any individual college community member upon request.

Level II

Level II offenders have a moderate risk of re-offending. They generally have more than one victim and the abuse may be long term. These offenders usually groom their victims and may use threats to commit their crimes, and they have a higher likelihood of re-offending than the Level I offenders. They are considered a higher risk to re-offend because of the nature of their previous crime(s) and lifestyle (drug and alcohol abuse and other criminal activity). Some have refused to participate or failed to complete approved treatment programs. Typically these individuals do not appreciate the damage they have done to their victims. Washington State law may allow the Public Disclosure of Level II Registered Sex Offenders under certain conditions. Expect the following types of notifications to be made: All who receive Level I notifications, Faculty and staff in whose program and/or course the student is enrolled, Tutoring Center, child care, posting on bulletin boards, including security office.

Level III

Level III offenders are the greatest risk to the community. Most are predatory, have other violent crime convictions, refusing treatment and are known substance abusers. Community notification is the most extensive. Washington State law permits notifications about Level III offenders that include relevant, accurate and necessary information. The college community will receive the following notifications: All college employees via internal mail/e-mail, College bulletin boards, Faculty in whose course the Level III sex offender is enrolled, Students attending classes in which the Level III sex offender is enrolled. Olympic College has also developed specific procedures that assist in notifying the campus community of sex offenders on campus. According to these procedures, the Vice President of Student Services:

- Reviews all relevant and necessary information provided by law enforcement personnel and the office of Safety and Security; assesses the safety issues posed for students, employees, and all minors on campus;
- Interviews all Level III sex offenders attending Olympic College, as well as enrolled Level I and II sex offenders who are known to be attending Olympic College or for whom local law enforcement agencies have provided notice to the college.
- Releases the identity and information, according to the above guidelines.

The Safety and Security office maintains records of sex offenders. The Kitsap County Sheriff’s Office maintains an online registry of Level II and Level III sex offenders who are registered to live in Kitsap County at www.icrimewatch.net/search2.php?AgencyID=54474.

For Level II and III Sex Offenders registered in Mason County, go to www.icrimewatch.net/index.php?AgencyID=54479&div=

Using this public information to threaten, intimidate or harass sex/kidnap offenders will not be tolerated by Olympic College. For more information please contact Safety & Security at 360.475.7800.

IMPORTANT NOTE: All registered sex offenders should contact the office of the VP for Student Services prior to registering for classes at 360-475-7473 to arrange a meeting.

Student Conduct Code – Summary, WAC 132C-120-010

Statement of Purpose

Olympic College (OC), as a state supported institution of higher education, has a mission of providing excellence of instruction, responsiveness to community and individual needs, and open communication in a collegiate atmosphere to citizens of Kitsap and Mason counties. Sharing responsibility for this common mission, students and college personnel are joined in a voluntary college community.

Admission to OC carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the college, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the college community.

OC expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the college.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both.

To accomplish these purposes, the college is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

132C-120-065 Prohibited student conduct.

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

(1) Academic dishonesty. Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.
   (a) Cheating
   (b) Plagiarism
   (c) Fabrication.

(2) Other dishonesty. Any other acts of dishonesty. Such acts include, but are not limited to:
   (a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
   (b) Tampering with an election conducted by or for college students;
   (c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

(3) Obstruction or disruption.
   (4) Assault, abuse, threats, intimidation, harassment, and stalking.

(5) Cyber misconduct.

(6) Property violation. Damage to or theft or misuse of, real or personal property or money of:
   (a) The college or state;
   (b) Any student or college officer, employee, or organization;
   (c) Any other member of the college community or organization;
   (d) Possession of such property or money after it has been stolen.

(7) Failure to comply with directive

(8) Weapons. Possession, holding, wearing, transporting, storing, or presence of any firearm, dagger, sword, knife, other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
   (a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;
   (b) A student with a valid concealed weapons permit may store a firearm in his or her vehicle parked on campus in accordance with RCW 9.41.050, provided the vehicle is locked and the weapon is concealed from view.

(9) Hazing.

(10) Alcohol, drug, and tobacco violations.

(11) Lewd conduct. Conduct which is lewd or obscene.

(12) Discriminatory conduct. Discriminatory conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental, or physical disability; use of a service animal; gender, including pregnancy/family status; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran’s status; or any other legally protected classification.

(13) Sexual misconduct. The term "sexual misconduct" includes, but is not limited to, sexual harassment, sexual intimidation, and sexual violence. Use of alcohol or other drugs will not function as a defense to a violation of college policies regarding sexual misconduct. Cases involving allegations of sexual misconduct are subject to special discipline procedures; see WAC 132C-120-300 through 132C-120-315.
   (a) Sexual harassment. The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a person to participate in or benefit from the college’s educational programs/activities or that creates an intimidating, hostile, or offensive environment for other campus community members.

(14) Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person’s protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person’s race; color; national origin; sensory, mental, or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran’s status; or any other legally protected classification. See “Sexual misconduct” for the definition of “sexual harassment.” Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media, and electronic communications.

(15) Retaliation. Retaliation against any individual for reporting, providing information, exercising one’s rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies including, but not limited to, student conduct code provisions prohibiting discrimination and harassment. Retaliation is considered a separate offense, regardless of the outcome of the original complaint.

(16) Misuse of electronic resources.

(17) Unauthorized access.

(18) Safety violations.

(19) Violation of other laws or policies.

(20) Ethical violation.

132C-120-076 Classroom conduct.

Faculty have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

An instructor has the authority to exclude a student from up to three class sessions if the student is disruptive to the learning environment pending a meeting with the vice-president for student services or designee.

To obtain a complete copy of the Student Conduct Code, please contact the office of the Vice President of Student Services located in CSC 514 at OC Bremerton or by telephone at 360.475.7473.

Complete copies of the current Student Conduct Code may also be found at http://apps.leg.wa.gov/wac/default.aspx?cite=132C-120.

---

**College Policy Index**

Olympic College (OC) has a series of policies adopted by its Board of Trustees. Many of these policies have a direct effect on students. The following is a list of additional Board adopted policies that may be of particular interest to students:

- 200-06 Children on Campus
- 200-07 Smoking on Campus
- 200-13 Animal Control Policy
- 200-16 Parking Policy
- 200-19 Non-Discrimination Policy
- 200-20 Sexual Harassment Policy
- 200-22 Acts of Hate/Bias Policy
- 200-23 College Hours
- 600-01 Withholding Services for Outstanding Debt

The full text of each of these policies, and all other policies adopted by the Board of Trustees, is available on the College's website at [www.olympic.edu/Campuses/About/TOC/BoardOfTrustees/Policies/](http://www.olympic.edu/Campuses/About/TOC/BoardOfTrustees/Policies/).

Find the policy number in the list to read the policy online. NOTE: the policy documents are in Adobe PDF format.

**Emergency Communications**

If a decision is made to change or suspend operations at one or all campuses, notification is posted across multiple channels.

**OC Website**

A message is displayed on the front page regarding any changes in college operations.

**External Website**

During inclement weather or an emergency, messages are posted to FlashAlert.org.

**Text Messaging**

Sign up for text messaging alerts on your cell phone at [www.olympic.edu/alerts](http://www.olympic.edu/alerts).

**Social Media**

Messages are posted to the OC Facebook and Twitter pages.

**Media**

Watch/listen for messages on all local media outlets.

As in all emergencies or unusual situations, class attendance is a decision that should be based on personal safety and individual discretion.