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HOME PAGE

Catalog of College Information, Curricula and Courses

2025-26

Glen Oaks is a public community college serving south central Michigan, a member of the Michigan Community College Association and the American Association of Community Colleges

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Glen Oaks is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602; 800-621-7440/312-263-0456 • www. (<https://www.hlcommission.org/>)hlcommission.org (<https://www.hlcommission.org/>) and approved by State Department of Education, State of Michigan

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ABOUT US

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Welcome to Glen Oaks Community College

Dear Students,

Welcome to Glen Oaks Community College! Whether you are just beginning your academic journey, returning to continue your education, or exploring new career opportunities, we are honored to be a part of your path.

At Glen Oaks, we are committed to providing a high-quality, student-centered education in a supportive and inclusive environment. Our dedicated faculty and staff are here to help you succeed—both in the classroom and beyond. With a wide range of academic programs, career training, and support services, we strive to meet the diverse needs of our students and prepare you for the next step in your journey, whether that be transferring to a four-year institution or entering the workforce.

As a college deeply rooted in the community, we take pride in fostering strong connections and providing opportunities that enrich both our campus and the surrounding region. Your success is our mission, and we look forward to celebrating your achievements along the way.

Thank you for choosing Glen Oaks Community College. We're excited to be part of your story!

Sincerely,

Dr. Bryan Newton
President
Glen Oaks Community College

Vision, Mission, Values and Strategic Plan

Vision

Transforming Lives and Advancing Communities

Mission

The mission of Glen Oaks Community College is to provide opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

Value – “Glen Oaks CARES”

C – Communication and Civility: Glen Oaks values the open and responsible exchange of ideas. We uphold the importance of interacting in ways that demonstrate caring, civility, and respect while encouraging improved models for using technology to connect and improve the linkages among individuals and communities.

A – Access and Academic Success: Glen Oaks values having an open door to all students and believes that appropriate support is vital to the success of all students. Holding students and ourselves to high expectations, we celebrate learning within an educationally transformative environment: one that embraces diverse perspectives and creates meaningful connections between students, faculty, and student affairs professionals.

R – Responsiveness and Service: Glen Oaks values targeted actions to address community needs and internal needs. Recognizing that existing needs change dynamically, we value the role of the college in helping our communities prepare for the future as they develop, succeed and prosper.

E – Ethical Conduct and Transparency: Glen Oaks values acting on the basis of mutual respect. We hold ourselves accountable to the communities we serve and seek to model integrity in all we do. Information related to the college and its performance is understood as public and is made accessible and transparent.

S – Sustainability and Stewardship: Glen Oaks values the ability to acquire, develop, use, and manage resources to sustain the college's mission. We exercise appropriate control over the college's human, financial, and academic and support services, and physical plant as essential to effective public stewardship.

Strategic Plan Summary 2023-26

Goal 1: Our students will succeed.

Objective 1: By August 2026, of those testing at a pre-college level in math, increase the proportion of credential-seeking students who successfully complete college level math by 3%. The 2020 VFA* baseline is 17.6%

Objective 2: By August 2026, increase the proportion of credential seeking part-time students attaining an associate degree or certificate by 3%. The VFA 2023 baseline is 40.3%.

Objective 3: Objective 3: By August 2026, decrease the performance gap to ≤ 0.35 for the following items on the Student Satisfaction Inventory (SSI):

(a) *Receive ongoing feedback about progress toward my academic goals.*

(b) *Faculty provide timely feedback about my academic progress.*

Objective 4: By August 2026, meet or exceed the national benchmark (50th percentile) for Engaged Learning on the Survey for Entering Student Engagement (SENSE). The 2022 baseline rate is 43.2%.*

Objective 5: By August 2024, establish pathways for all programs of study.

Objective 6: By August 2026, implement three additional features of Watermark to enhance communication and track key engagements with prospective and enrolled students.

Objective 7: By August 2026, eliminate the gap between student-athletes' mean GPA and that of the overall student population. The 2022-23 baseline is 2.95 for student-athletes and 3.19 for the overall student population.

The Voluntary Framework for Accountability (VFA) is a national system of accountability designed for community colleges by community colleges. Its measures were defined to reflect the unique mission of community colleges and the diversity of the student body, including serving students in need of remedial education. In 2020, 23 of Michigan's community colleges participated in VFA. Glen Oaks has participated annually since 2014.

Goal 2: We will become a Community model committed to the values of Diversity, Equity, and Inclusion

Objective 1: By August 2025, improve overall employee satisfaction related to the college's commitment to diversity, equity, and inclusion, as evidenced by achieving a minimum satisfaction rate of 60% on the PACE survey for the following items:

(a) *The College maintains a campus culture that values diversity of opinion.*

(b) *The institution effectively promotes diversity in the workplace.*

Objective 2: By August 2024, the college will revise and enact an employee recruitment plan aimed at diversifying the faculty and staff to better match the student profile.

Objective 3: By August 2026, implement a diversity lecture series for students. *

Objective 4: By August 2026, increase student engagement in college committees to seek ideas, perspectives, and voices of the community we serve. Achieve and maintain a minimum of two student committee members per academic year. *

Objective 5: By August 2026, support faculty and staff by providing two new professional development opportunities in cultural competency and inclusion. *

Objective 6: By August 2026, create and invest in spaces that value diversity.*

Objective 7: By August 2026, increase both curricular and co-curricular learning opportunities that advance cultural competence, diversity, and inclusion.*

Goal 3: We will continue to grow in stability and innovation.

Objective 1: New: By August 2026, overall enrollment (as measured by fiscal year equated students, or FYES) will reach or exceed the pre-pandemic level of 760, representing an increase of 9.4% from 2022-23.

Objective 2: By August 2024, plan and conduct a Summer College for Kids program enrolling twenty-five area middle school students to begin building a college going culture within traditionally non-college attending families.

Objective 3: By August 2024, establish a new and/or update an existing vocational certificate and/or degree program that aligns with one of the "Southwest Michigan Career Outlook (through (2030))" high-wage or

in-demand careers established through the Michigan Bureau of Labor Market Information and Strategic Initiatives.

Objective 4: By August 2024 migrate the Ellucian Colleague ERP to the cloud.

Objective 5: By December 2024, complete Phase Two of the five-year capital outlay plan via a 7.7 million-dollar USDA loan.

Objective 7: By June 2024, the college will investigate the potential for solar energy installation on campus.

Objective 8: Increase revenue opportunities during the summer term by offering housing for local business internships and summer camps for the college and community. * Baseline for 2023 is three individuals served.*

Objective 9: By August 2024, conduct a compensation study to promote growth, consistency, and transparency. *

Objective 10: By January 2025, publish a digital dashboard on the college website reflecting key performance indicators (KPIs) related to student success. *

Objective 11: With Foundation support, secure funding to procure and install an irrigation center pivot on the Hagen Farm and utilize the equipment to explore additional curriculum related to irrigation and water management. *

Goal 4: We will expand and strengthen our collaborative relationships.

Objective 1: By August 2024, provide wide community access to diverse perspectives and relevant national issues via the Viking Speaker Series, reaching a minimum of 600 attendees each year.

Objective 2: By January 2025, increase the faculty presence in high schools to promote academic programs to both CTE and traditional GOCC student populations.

Objective 3: By January 2024, a minimum of four courses will have been taught in county high schools using synchronous educational technology made available through the GOCC Center for Rural Sustainability grant.

Objective 4: By January 2025, expand advisory meetings to include additional students, business and industry partners, and the ISD (as appropriate) at bi-annual advisory committee meetings.

Objective 5: By January 2025, increase the number of articulation agreements by 25% and communicate transfer pathways to students through multiple sources.

Objective 6: By July 2025, conduct a minimum of 29 Going Pro Talent Fund (GPTF) trainings for area manufacturers and businesses, reflecting an increase of 38% over 21 training sessions offered in 2022-23. *

Objective 7: By July 2025, under the GPTF, hold a Sales and Leadership Summit in which a minimum of 20 individuals will engage (i.e., 10 for each, sales and leadership). *

Objective 8: By July 2025, a minimum of two new Michigan New Jobs Training Program (MNJTP) contracts will be secured. *

Objective 9: By December 2024, increase the number of Motorcycle Safety Program – Basic Rider course by 25%. Baseline for 2023 is 16 sessions. *

*** Denotes new objectives**

Approved by BOT, 9/14/23

The most recent version of the Strategic Plan Summary was approved by the GOCC Board of Trustees in September, 2023. This is a working document as goals and objectives are reviewed monthly.

Directions to Campus

Coming from the north:

Take U.S. 131 south from Kalamazoo to Three Rivers. At Three Rivers take Business 131 into the city. Stay on Main Street to M-86 (at south end of city). Take M-86 to Centreville (10 miles). At the east end of Centreville, take Shimmel Road south about 1.5 miles. Glen Oaks is on the left. **Or** from Battle Creek, take Hwy 66 to M-86 (right or west) to Shimmel Road south at Centreville. Go 1.5 miles south to Glen Oaks on left side.

Coming from the south (Indiana):

If on S.R. 13 through Middlebury, go north (turns into U.S. 131) in Michigan to U.S. 12. Go east toward Sturgis on U.S. 12 past Klinger Lake Country Club, turn left (north) on Shimmel Road for seven miles. GOCC is on right side. **Or** take Hwy 9 north into Sturgis and turn left (west) on U.S. 12 to Shimmel Road. Then go right (north) seven miles. GOCC is on right side.

Find us on Google Maps (<https://www.google.com/maps/place/Glen+Oaks+Community+College/@41.8924364,-85.4968205,15z/data=!4m5!3m4!1s0x0:0xfe8cc330428a05c!8m2!3d41.8924364!4d-85.4968205/>)

Learning Outcomes

Institutional Learning Outcomes

Learning is the central dimension of your college experience. Your education comes through the courses you take in the formal curriculum and from the co-curricular experiences you have beyond the classroom.

At GOCC, both the curriculum and the co-curriculum are designed to help you learn to think critically, communicate effectively, recognize diverse perspectives, and exhibit information competently. Each of these learning outcomes is assessed in your courses and in your student activities to ensure that you gain the full benefit of your education at Glen Oaks.

Our students will think critically:

- Analyze information beyond their opinions and beliefs, and be able to recognize bias.
- Translate theory into practice and apply prior knowledge to new situations.
- Locate needed information, know when it is necessary to do so, and judge source credibility.
- Solve problems logically.

Our students will exhibit information competency:

- Determine the extent of information needed in order to accomplish a specific purpose.
- Know where and how to find and appropriately use sources and information.

- Evaluate the credibility and relevance of sources.
- Know how to legally and ethically use sources and information.
- Retain an objective stance.

Our students will communicate effectively:

- Express themselves orally, in writing and visually.
- Express beliefs, thoughts and actions in a manner that is understood by participants.
- Be active listeners.
- Convey reasoning and understanding in a clear, convincing and precise manner in a given discipline.

Our students will recognize diverse perspectives:

- Our students will be able to recognize their own worldview.
- Our students will be able to recognize others' worldviews.

General Education

At Glen Oaks Community College, our Institutional Learning Outcomes (ILOs) and General Education Learning Outcomes (GELOs) reflect the essential knowledge, skills, and abilities all graduates are expected to develop. These outcomes serve as a foundation for lifelong learning and career success, supporting our mission to provide quality education that empowers students.

Institutional Learning Outcomes (ILOs) are assessed across all courses and co-curricular activities, ensuring a comprehensive educational experience. General Education Learning Outcomes (GELOs) align with the Michigan Transfer Agreement (MTA) and are primarily measured in courses designed to transfer to four-year colleges and universities.

Learning Outcomes

Through their educational journey at Glen Oaks, students will develop the following core competencies:

Think Critically

Students will:

- Analyze information objectively, recognizing bias and distinguishing facts from opinions.
- Apply theoretical knowledge to real-world situations.
- Identify when additional information is needed and assess the credibility of sources.
- Approach problem-solving with logical reasoning and sound judgment.

Communicate Effectively

Students will:

- Express ideas clearly through oral, written, and visual communication.
- Convey thoughts and actions in a way that is understandable to diverse audiences.
- Actively listen and engage in meaningful dialogue.

- Present well-reasoned arguments with clarity and precision within their field of study.

Exhibit Information Competency

Students will:

- Determine the type and amount of information necessary for a given purpose.
- Locate, evaluate, and ethically use sources of information.
- Assess the credibility and relevance of information.
- Maintain an objective, research-based approach in academic and professional work.

Recognize Diverse Perspectives

Students will:

- Understand and reflect on their own worldview.
- Recognize and respect the perspectives of others.

These learning outcomes represent the core of a Glen Oaks education, preparing students for academic success, career readiness, and engaged citizenship.

General College Information

Glen Oaks is nestled in the rolling hills of Sherman Township

In 1827, the first election held in White Pigeon, polled 14 votes; four years later, over 200 votes. In 1829, as growth continued, St. Joseph County was organized and local government established on the township system.

In the pioneering tradition of their forefathers, the progressive citizens of St. Joseph County, in April of 1965, sought and received approval from the State of Michigan to organize a community college for their county. On June 14, 1965, St. Joseph County voters authorized the establishment of Glen Oaks Community College by electing a Board of Trustees and approving a charter millage for its operation and support. Glen Oaks Community College opened its doors in the fall of 1967.

Glen Oaks is located just outside Centreville, equidistant between Three Rivers and Sturgis, St. Joseph County's two largest towns. Nestled in the hills of Sherman Township, the college overlooks Lake Templene.

The college is located about 30 miles south of Kalamazoo, Michigan, and 45 miles from South Bend and Angola, Indiana. Western Michigan University, Kalamazoo College, Trine University and The University of Notre Dame are within easy driving distances for advanced educational opportunities for St. Joseph County's 62,000 residents.

The area is primarily agricultural, with heavy to light industry focused in Sturgis and Three Rivers. Located midway between Chicago and Detroit on the "Chicago Trail," it has the potential for vast economic and population growth. The area also abounds in lakes and rolling hills, affording many opportunities for a variety of recreational activities year round. Citizens are fortunate to be served by modern medical facilities and by well-supported public educational facilities. An energetic civic outreach program supports the educational, cultural, and economic community and assures growth and progress.

The character of the college, its communities, and its people are shaped by its pristine rural location, the nearby influence of one of the Midwest's largest Amish populations, a widespread acceptance of a traditional work ethic, a history of solid community support for the college, and continual opportunities for educational and community service which have presented themselves.

Points of Pride

Glen Oaks received a \$2 million grant in February 2024 to enhance student success initiatives, including academic advising, career services, and expanded mental health support.

In Fall 2024, Glen Oaks introduced an 8-week Medication Aid course, allowing CNAs with 2,000 hours of experience to advance their careers with employer-sponsored tuition.

In Glen Oaks maintained the highest percentage of dual enrollment among Michigan community colleges, with more than 600 high school students enrolled annually.

In January 2024, the nursing program achieved a 100% pass rate on the NCLEX exam for the second consecutive year, reinforcing its ACEN-accredited status and commitment to student success.

In December 2023, two Glen Oaks eSports teams won their first national championships playing Call of Duty Modern Warfare 2 4v4 and all of Duty Gunfight.

Glen Oaks Community College received national accreditation for its nursing program from the ACEN (Accreditation Commission for Education in Nursing) in October 2023. Glen Oaks is now one of 15 of the 28 community colleges in the state that is ACEN accredited

In 2023, the Glen Oaks nursing graduate pass rate on the NCLEX (National Council Licensure Examination) was 100 percent.

Glen Oaks Community College was featured nationally in 2023 on "Viewpoint with Dennis Quaid," an award-winning, short documentary series, featuring how education is changing lives for today's high school students.

Renovations were made to the north side of campus through a \$7.3 million state capital outlay project in 2022 that included a totally reimagined E. J. Shaheen Learning Commons, formerly known as the library; work on instructional spaces; and a completely new exterior wall system to improve the appearance and provide significant energy savings.

The college was a recipient of a \$900,000 federal technology grant in 2022 for the purchase and installation of videoconferencing technology to allow instructors to broadcast synchronous live instruction from their classrooms. The project greatly expands educational options, particularly for dual-enrolled students in area high schools.

Glen Oaks implemented the Watermark Student Success and Engagement software program in 2021 which provides early alert warnings that notify faculty and advisors so that they can reach out to offer guidance and support to those students who are struggling academically.

In 2022, the college entered the increasingly popular Esports arena which is now sanctioned as a sport by the NJCAA (National Junior College Athletic Association).

In 2019, the college celebrated the 50th anniversary of the campus building as well as a major renovation of the grand concourse.

The \$6.5 million David H. and Patricia A. Devier Student Suites opened in August 2017 and features two- and four-bedroom suites. There are 106 beds in all and the facility was the first of such projects in Michigan to be funded by a USDA Rural Development loan.

Glen Oaks is the only Agricultural Equipment Technology program offered by a community college in the state of Michigan where students learn to repair and maintain farm-related equipment and machinery.

Students in the Glen Oaks agricultural programs, in conjunction with Michigan State University, are engaged in hands-on learning by farming over 65 tillable acres on the campus.

Glen Oaks operates a food pantry to assist students with both food and necessary items.

Glen Oaks hosts the Viking Speaker Series featuring speakers on a wide range of topics. The series is co-sponsored by the Glen Oaks Foundation.

The college and the Glen Oaks Foundation recognize alumni, community members, students, and employees through numerous awards including the E. J. Shaheen Teaching Excellence Award, Part-Time Faculty Teaching Excellence Award, Distinguished Alumni Award, Up and Coming Distinguished Alumni Award, Fellows Award, Outstanding Alumni Award, Nursing Hall of Fame, Arts Hall of Fame Award, President's Award and Athletic Hall of Fame.

In 2017, the Glen Oaks Foundation provided 75 students with over \$83,000 in scholarship funding.

Each year the college hosts St. Joseph County College night with admission representatives from over 55 institutions of higher education in attendance.

The College inducts members annually in the Epsilon Pi Tau honorary society for students in the technology professions.

The Glen Oaks Pi Theta Kappa Chapter has one of the highest percentages of inducted PTK students in the state of Michigan.

Each year, a number of students in each of the eight area high schools in St. Joseph and Branch Counties in Michigan; and students attending high schools in LaGrange, Elkhart, Steuben, and St Joseph Counties of Indiana apply for and receive President's and Dean's scholarships.

Glen Oaks, in conjunction with the St. Joseph County ISD, offers high school students the option to participate in the Early Middle College program which provides students the opportunity to earn an associate degree or occupational certificate program in their "13th" year of high school, with funding paid for by the state.

The College partners with the Intermediate School District to offer student Career and Technical Education programs including Graphic Design, Welding, Computer Coding and Gaming, Medical Occupations, Automotive Technologies, Computer-Aided Design, Marketing, and Information Technology.

The College enrolls more than 600 high school students each year and this generates the highest percentage of dual enrollment of any Michigan community college.

Over the last five years, high school dual enrollment students have transferred to 127 different colleges and universities.

Members of the community are invited to join students and faculty on annual Study Abroad programs each year. Recent trips have included Peru, France, the British Isles, Greece, and Italy.

ACADEMIC CALENDARS

Summer 2025

Event	Date
Classes Commence	May 19
Memorial Day - College Closed	May 26
Last Date to Drop for a Refund	May 29
Juneteenth - College Closed	June 19
Mid-Term Grades Due	June 26 - 4pm
Independence Day Observed - College Closed	July 3
Last Date to Drop for a W grade	July 31
Classes End	August 11
Final Grades Due	August 13 - 4pm

Fall 2025

Event	Date
All-College Meeting	August 22
Classes Commence	August 25
Labor Day - College Closed	September 1
Last Date to drop for a Refund	September 5
Mid-Term Grades Due	October 17, 4 p.m.
WN26 TRIO Priority Registration Begins	November 10
WN26 EMC Priority Registration Begins	November 13
Winter 2026 Registration Begins	November 17
Thanksgiving Break	November 26-28
Last Date to Drop for a W grade (full semester classes)	November 28
Classes End	December 12
Final Grades Due	December 16, 4 p.m.
College Closed	December 24 - January 2

Fall 2025 - 8 Week Course Dates

Event	Date
1st Session	August 25 - October 17
1st Session Grades Due	October 21, 4 p.m.
2nd Session	October 20 - December 12

Winter 2026

Event	Date
All-College Meeting	January 9
Classes Commence	January 12
Martin Luther King Jr. Day - College Closed	January 19
Last Date to drop for a Refund	January 23
Mid-Term Grades Due	March 6 - 4 p.m.
SM26 TRIO Priority Registration	March 9
SM26 EMC Priority Registration	March 12

Summer 26 Registration begins	March 16
Spring Break - (no classes)	March 30 - April 3
Good Friday - College Closed	April 3
26FL TRIO Priority Registration Begins	April 6
26FL EMC Priority Registration Begins	April 9
Fall 26 Registration Begins	April 13
Last Date to drop for a W grade	April 23
Classes End	May 7
Graduation - College Closes at 2 p.m.	May 8
Final Grades Due	May 11, 4 p.m.

Winter 2026 - 8 Week Course Dates

Event	Date
1st Session	January 12 - March 6
First Session Grades Due	March 10 - 4 p.m.
2nd Session	March 9 - May 7

Summer 2026

Event	Date
Classes Commence	May 18
Memorial Day - College Closed	May 25
Last Date to drop for a Refund	May 29
Mid-Term Grades Due	June 17 - 4 p.m.
Juneteenth Observed - College Closed	June 18
Independence Day Observed - College Closed	July 2
Last Date to drop for a W grade	July 30
Classes End	August 12
Final Grades Due	August 17 - 4 p.m.

Fall 2026

Event	Date
All-College Meeting	August 28
Classes Commence	August 31
Labor Day - College Closed	September 7
Mid-Term Grades Due	October 23 - 4 p.m.
Thanksgiving Break - College closed	November 25-27
Classes End	December 18
Final Grades Due	December 22 - 4 p.m.
College Closed	December 24 - January 3

Fall 2026 - 8 Week Course Dates

Event	Date
1st Session	August 31 - October 23
1st Session grades due	October 27 - 4 p.m.
2nd Session	October 26 - December 18

Winter 2027

Event	Date
All College Meeting	January 8
Classes Commence	January 11
Martin Luther King, Jr., - College closed	January 18
Mid-Term Grades Due	March 5 - 4 p.m.
Good Friday - College closed	March 26
Spring Break - No classes	March 29 - April 2
Classes End	May 6
Graduation - College closes 2 p.m.	May 7
Final Grades Due	May 10 - 4 p.m.

Winter 2027 - 8 Week Course Dates

Event	Date
1st Session	January 11 - March 5
1 Session grades due	March 9 - 4 p.m.
2nd Session	March 8 - May 6

Summer 2027 - 12 Week Session

Event	Date
Classes Commence	May 17
Memorial Day - College closed	May 31
Mid-Term Grades Due	June 16 - 4 p.m.
Juneteenth Observed - College closed	June 17
Independence Day Observed - College closed	July 5
Classes End	August 9
Final Grades Due	August 11 - 4 p.m.

Fall 2027

Event	Date
All-College Meeting	August 27
Classes Commence	August 30
Labor Day - College Closed	September 6
Mid-Term Grades Due	October 22 - 4 p.m.
Thanksgiving Break - College closed	November 24-26
Classes End	December 17
Final Grades Due	December 21 - 4 p.m.
College Closed	December 24 - January 3

Fall 2027 - 8 Week Course Dates

Event	Date
1st Session	August 30 - October 22
1 Session grades due	October 26 - 4 p.m.
2nd Session	October 25 - December 17

Winter 2028

Event	Date
All College Meeting	January 7
Classes Commence	January 10
Martin Luther King, Jr., - College closed	January 17
Mid-Term Grades Due	March 5 - 4 p.m.
Spring Break - No classes	March 27 - March 31
Good Friday - College closed	April 14
Classes End	May 4
Graduation - College closes 2 p.m.	May 5
Final Grades Due	May 8 - 4 p.m.

Winter 2028 - 8 Week Course Dates

Event	Date
1st Session	January 10 - March 3
1 Session grades due	March 7 - 4 p.m.
2nd Session	March 6 - May 4

Summer 2028 - 12 Week Session

Event	Date
Classes Commence	May 15
Memorial Day - College closed	May 29
Juneteenth Observed - College closed	June 19
Mid-Term Grades Due	June 23 - 4 p.m.
Independence Day Observed - College closed	July 4
Classes End	August 4
Final Grades Due	August 8 - 4 p.m.

Approved by the Board of Trustees - 3/13/25

BECOMING A GOCC STUDENT

- Acceptable Use Policy (p. 12)
- Admissions (p. 14)
- At Your Fingertips - Online Services (p. 15)
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Acceptable Use Policy

Policy 360

Purpose

Information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the college's technology resources. This policy is designed to guide students, faculty, and staff in the acceptable use of computer systems, networks, and other information technology resources at Glen Oaks Community College.

Guiding Principles

1. **Non-public Forum.** Information technology at Glen Oaks Community College is a non-public forum. The College reserves the right to restrict access to and the use of information technology resources in a manner consistent with federal and state law.
 2. **Creativity Encouraged.** The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes.
 3. **Copyrighted Materials.** Glen Oaks Community College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software, digital media, and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies. Using information technology resources in a manner violating these protections or furthering the unauthorized use or sale of protected intellectual property, is prohibited.
 4. **Offensive Material.** Glen Oaks Community College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.
 5. **Use IT Wisely.** Information technology resources are provided to support the College's scholarly, educational, and administrative activities in fulfilling the mission of the College. Information technology resources are limited and should be used wisely and with consideration for the rights and needs of others.
 6. **Privilege, Not a Right.** The use of Glen Oaks Community College computer systems, networks and other information technology resources is a privilege, and not a right. Inappropriate use of such resources may result in suspension or termination of privileges and/or other discipline. The College further reserves the right to monitor Internet use and determine if specific uses are consistent with this Acceptable Use policy, and to deny access to prevent unauthorized or unacceptable activity.
- appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources. Convenience of file or printer sharing is not a sufficient reason for sharing computer accounts and passwords. Ensure your password meets or exceeds complexity requirements. If MFA is available, use it.
2. **College Image.** Users should remember that information distributed through the College's information technology resources may be considered a form of publication. Although Glen Oaks Community College does not take responsibility for material issued by individuals, users must recognize that third parties may perceive anything generated at Glen Oaks Community College as in some manner having been produced under Glen Oaks Community College auspices. Accordingly, users are reminded to exercise appropriate language, behavior, and style in their use of information technology resources.
 3. **Prohibited Practices.** The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by Glen Oaks Community College, or to which Glen Oaks Community College is connected:
 - a. Modifying system or network facilities or attempting to crash systems or networks.
 - b. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts.
 - c. Tampering with software protections or restrictions placed on computer applications or files.
 - d. Using College information technology resources for personal for-profit purposes.
 - e. Impersonating another user or otherwise falsifying a username in email;
 - f. Degrading or disrupting the network, hindering access to the network, or otherwise excessively using resources in a manner which effectively denies service to other users.
 - g. Sending chain letters, junk mail, "spam," or other similar types of broadcast messages or messages that use pyramid schemes to distribute communications to an exponentially growing collection of recipients.
 - h. Sending mail that is deliberately designed to interfere with proper mail delivery or access.
 - i. Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution.
 - j. Using information technology resources to access, store, or transmit pornographic or obscene material in violation of Michigan criminal laws, including, but not limited to Michigan obscenity laws MCLA 752.361-752.374 and other Michigan statutes and cases concerning obscenity.
 - k. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening.
 - l. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password to gain access to computers or network systems, data, or information. Obtaining access to an account name or password through the negligence or oversight of another is considered to be a specifically prohibited use.
 - m. Intentionally introducing computer viruses, worms, or other rogue programs into information technology resources that belong to,

User Responsibilities

1. **Protect your Password.** Users are expected to use computer and network resources in a responsible manner. Users should take

are licensed to, or are leased by Glen Oaks Community College or others.

- n. Physically damaging information technology resources.
- o. Using, or encouraging others to use, information technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
- p. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.

4. **Incidental Use.** Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for learning what authorizations are necessary and for obtaining them from the appropriate supervisor before proceeding. Incidental use is defined as occasional, limited, and without significant cost in time or college resources. Supervisors are expected to use professional judgment to determine whether an employee's personal use is incidental. Incidental use of college-owned computer systems for personal purposes is permitted if:

- 1. Use occurs outside of the employee's work schedule.
- 2. Use does not interfere with work being performed by another employee.
- 3. Use is not for pay or profit.
- 4. Use does not consume excessive supplies—as determined by a supervisor, employees may be asked to replace supplies consumed beyond an incidental level.
- 5. Use does not violate software licensing agreements.
- 6. Use does not expose confidential or personnel information to others who should not have access to such information.

Policy Administration

- 1. **College Access to Your Files.** The College encourages all members of its community to use electronic resources in a manner that is respectful of others.

Generally, the College will not make the contents of electronic mail available to those other than the originator and intended recipient. While respecting users' privacy to the fullest extent possible, however, the College reserves the right to examine any computer files. The College reserves this right for *bona fide* purposes, including, but not limited to:

- Enforcing policies against harassment and threats to the safety of individuals.
- Protecting against or limiting damage to College information technology resources.
- Complying with a court order, subpoena, or other legally enforceable discovery request.
- Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media, or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law.
- Safeguarding the integrity of computers, networks, hardware, software and data.
- Preserving information and data.
- Upgrading or maintaining information technology resources.
- Cooperating with law enforcement authorities in reporting and investigating suspected criminal activity.

2. **Servers.** All servers and cloud services must be approved by the College. Root/Admin access must be given to the Vice President of Finance & Administrative Services or designee for all servers on the Glen Oaks Community College network.

3. **Terminating Your Use of Computers.** The College may suspend or terminate the use of its computers and network systems when presented with evidence of a user's violation of College policies, or federal or state laws, or when it is necessary to do so to protect the College against potential legal liability. The College reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on College information technology resources.

4. **Disciplinary Action.** All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary action as established by applicable College policies and/or collective bargaining agreements.

5. **Bound by Public Law.** The College and users must recognize that all members of the College community are bound by federal and state laws pertaining to civil rights, harassment, copyright, security, and other statutes governing the use of electronic media. This policy does not preclude enforcement under such laws.

Indemnification and Warranties

- 1. Glen Oaks Community College makes no warranties of any kind whether expressed or implied, for the computer services it provides.
- 2. Glen Oaks Community College assumes no responsibility for any direct or indirect damage arising from the user's connection to the Internet. The College is not responsible for the accuracy of information found on the Internet, but rather merely facilitates the accessing and dissemination of information through its systems. Unless the College expressly authors content, it has no editorial control over the content distributed or disseminated on the network and users are solely responsible for any material that they access and disseminate.
- 3. Users hereby agree to indemnify and hold Glen Oaks Community College and its officers, Trustees, employees, and agents harmless for any loss, damage, expense, or liability resulting from any claim, action or demand, arising out of or related to the users' use of Glen Oaks Community College owned technology resources and network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortious interference with contract or prospective business advantage, unfair completion, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Reporting Violations

Allegations of student conduct that is believed to violate this Acceptable Use policy should be reported in writing to the Vice President of Student Services. Allegations of faculty or staff conduct that is believed to violate this Acceptable Use Policy should be reported in writing to the Vice President of Finance & Administration or designee. To ensure the fairness of any proceedings that may follow a reported violation, the individual filing the report should not discuss or provide copies of the allegations to others.

Policy History: Adopted by Board of Trustees 5/14/08, revised 9/17/14, 1/20, reviewed 3/9/23

Admissions

Policy 301

All high school graduates and those who have satisfactorily completed the General Education Development How (GED) Examination are eligible for admission to Glen Oaks Community College. Others may be admitted if they demonstrate the interest and capacity to benefit from the programs and courses offered by the College. Students admitted to Glen Oaks may be required to complete a placement test in reading, writing and/or math, and the college reserves the right to require special courses when deemed to be in the best interest of the student's academic success.

New student orientation is mandatory for all new students (first time in college, previously dual enrolled, returning students who have not attended for three or more years, college guest students, and transfer students). Orientation is available on campus or online each term and must be completed prior to registering for the student's first semester of classes.

New students must register three business days prior to the first day of classes at the beginning of each semester or accelerated semester.

New Students

A person desiring admission to Glen Oaks Community College must submit a completed application for admission to the Admissions Office. Admission to Glen Oaks does not necessarily guarantee admittance to a specific course or program of study.

A minor student under the age of 18 who has earned a high school diploma or GED, may be admitted as a new student with signed consent by a parent or guardian; each applicant will be handled on a case-by-case basis.

An official high school transcript or GED score report should be mailed directly from the high school or GED-granting institution to the Admissions Office or may be submitted through an electronic transcript service. Transcripts are used for academic advising, course placement, and acceptance into specific programs. The request for a high school transcript applies to students who have graduated within the last 10 years unless special circumstances require a transcript on file.

Transfer Students

A student who has attended another college or university must apply for admission by completing the Glen Oaks Community College admission application.

Transfer students must submit an official high school transcript or GED score report as well as an official college transcript from each college previously attended. Transcripts are used for academic advising, course placement, acceptance into specific programs, and transfer of credit. Transcripts must be mailed directly from the high school/college(s) to the Admissions Office or may be submitted through an electronic transcript service. Students who have previously earned an associate's or bachelor's degree must provide only a copy of their college transcript.

A minimum of fifteen (15) academic semester hours of Glen Oaks credit must be earned if a degree or certificate is to be granted.

Former Students

Students who are returning to Glen Oaks after a three-year absence must reapply for admission to update student and program information.

Former students should see an academic advisor before they register so they can be apprised of any changes in degree or certificate requirements. The Registrar should also be notified of any address or name changes.

College Guest Students

Students attending another college or university who wish to study at Glen Oaks Community College as a guest student must submit either a Glen Oaks Admissions Application or a completed Michigan Uniform Undergraduate Guest Application. The guest application is available at the Glen Oaks Admissions Office or the college/university last attended by the applicant. A Guest Application is valid for only one semester.

International College Guest Students

International students attending another college or university who wish to study at Glen Oaks Community College as guest students must do all of the following:

1. Submit either a Glen Oaks Application for Admissions or a completed Michigan Uniform Undergraduate Guest Application. The Guest Application is available at Glen Oaks or the college/university last attended by the applicant. Note: A Guest Application is valid only for one semester.
2. Be evaluated to determine skill levels in writing, reading and mathematics.
3. Meet with the international student advisor to address any immigration issues and for approval. (Admission to Glen Oaks is subject to compliance with U.S. Immigration Regulations.)
4. Meet with the International Student Advisor for academic advisement.
5. Enroll in the courses recommended by the International Student Advisor.

International Students

Applicants from foreign countries must submit a completed application for admission as well as an International application and packet:

Some requirements for International Admission are:

1. A certified English translation of all courses completed on the secondary and/or university level.
2. Certification of proficiency in the English language based on the test of English as a Foreign Language (TOEFL) or Duolingo for non-native English speakers.
3. A statement of financial solvency from the bank, parent, or guardian while in the United States or an affidavit of support.

A complete set of requirements and standards are available from the Student Services Office.

International Students admitted to Glen Oaks are expected to maintain full-time status and comply with all Federal Institutional Student regulations.

High School Students

Students who are under the age of 18 and have not yet earned a high school diploma may apply for admission and enroll in college courses provided they have met eligibility requirements and have completed processes for the specific high school program in which they enroll.

High School Guest

1. Complete the Application CTE-DE-HS Form
2. Complete the Course Placement Evaluation and/or submit qualifying SAT/ACT scores
3. Meet with a Glen Oaks advisor who will:
 - a. Review the results of Course Placement Evaluations
 - b. Determine whether course prerequisites are met

Dual Enrollment

Students wishing to dual enroll must complete appropriate paperwork with their high school and meet with their counselor prior to completing an application.

1. Complete the Application CTE-DE-HS Form
2. Submit High School Transcript to Dual Enrollment Coordinator
3. Complete the Course Placement Evaluation and/or submit qualifying ACT/SAT scores
4. The Dual Enrollment Coordinator will:
 - a. Review the results of Course Placement Evaluations, test scores, and High School Transcript
 - b. Determine whether course prerequisites are met

Early Middle College (EMC)

1. Meet with High School Advisor
2. Complete the EMC – Application Form
3. Submit High School Transcripts
4. Complete the Course Placement Evaluation and/or submit qualifying SAT/ACT scores
5. Meet with the EMC Coordinator
 - a. Review the results of Course Placement Evaluations
 - b. Determine whether course prerequisites are met
6. Attend EMC Bootcamp

Career & Technical Education (CTE) Direct Credit

1. Enroll in a CTE program through the St. Joseph County ISD
2. Complete the Application CTE-DE-HS Form
3. Meet with the CTE Coordinator who will:
 - a. Determine eligibility for direct credit
 - b. Assist with enrolling in direct credit

Military Students

Glen Oaks Community College is a military-friendly institution and has designed a transfer process to allow individuals in the armed forces to minimize the loss of credit and to avoid duplication of coursework. Students who have served in the military must apply for admission and are encouraged to supply a military transcript for evaluation of transfer credit. For more information, contact the College's School Certifying Official or Veteran Advisor.

Per Department of Defense regulations, the college prohibits high-pressure recruitment tactics for the purpose of securing enrollment of Service members and does not offer or accept any reward or remuneration from a secondary school, college, university, agency, or organization for placement or recruitment of military students.

GOCC also participates in the Concurrent Admissions Program (ConAP). This program allows soldiers to be admitted to Glen Oaks Community College at the same time they enlist in the U.S. Army or Army Reserve.

The admission agreement is in effect for two years following the completion of active military service.

Readmission of Military Service Members

The college recognizes that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Service members who are called to active duty or who are required to report for military service while enrolled at GOCC should present documentation of their orders to the Veteran Advisor in Student Services prior to leaving for duty.

In order to be readmitted to the college, the cumulative length of the absence and all previous absences for military service may not exceed five years. The student must submit a written notification of intent to re-enroll to the Veteran Advisor within three years after the completion of service or within two years after recovery from an illness or injury incurred during the service.

A returning service member will be readmitted in the same academic program and with the same academic status held when last attending the college or when last accepted for admission. The service member may resume their program in the next scheduled semester unless the student requests a later date for re-enrollment. Every reasonable effort to enable the student to resume their program will be made. If such efforts are unsuccessful, and it is determined the student is not prepared or is unable to reenroll in the same academic program with the same academic status, or if placing the student in the program will place an undue hardship on the college, GOCC is not required to readmit the student.

If the service member pays in-district tuition rates, the college will allow the student to continue to pay in-district rates as long as the individual is continuously enrolled, even if there is a subsequent change in the permanent duty station of the service member to a location outside of the district. If veteran education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

Returning military service members may be required to provide supporting documentation.

Policy History: Adopted by the Board of Trustees 1/13/93, revised 4/10/96, 9/14/05, 4/12/06, 7/19/11, 9/17/14, 11/1/19, 5/20, 5/20, 8/11/22, reviewed 3/9/23

At Your Fingertips - Online Services

Glen Oaks Community College provides several online services to support student success. Students are expected to become familiar with and utilize these resources to manage their academic and financial responsibilities with GOCC.

Our primary services include:

MyGOCC

MyGOCC is the online portal for GOCC students, faculty, and staff. Upon admission, each student is issued an email address, a user name, and a temporary password. Students are required to change this temporary password for ongoing access to the MyGOCC portal. Students access the MyGOCC portal and its related services by using a single sign-on of their username and password. Students are responsible for the security of their electronic credentials. Usernames and passwords should not be shared with anyone else.

By logging into MyGOCC, students can access personal information related to their academic attendance and planning, campus work information, finances/accounts and financial aid, grades, and tax information. Students can log into their GOCC accounts by visiting the MyGOCC site (<https://mygocc.glenoaks.edu/Student/Account/Login/>).

Canvas

Canvas is a learning management system that supports students' online coursework. This software platform requires use of the student single sign-on credentials and is used by faculty members to post the course syllabus, assignments, grades and other course related information.

Scores for individual assignments or examinations may be posted in Canvas but official mid-term and final exam grades are posted in MyGOCC. Sign in to Canvas here (<https://gocc.instructure.com/login/canvas/>).

Etrieve

Etrieve is the document management system at Glen Oaks. It contains electronic forms needed to request specific services and stores document that are part of your student record at the College. Using your student sign-on credentials, you can access and submit electronic forms through the Etrieve system. Sign into Etrieve here (<https://etcentral.glenoaks.edu/>).

Watermark

Watermark is a student success and engagement software that serves as an early alert system and communication tool. Students may connect with advisors, instructors, and staff to schedule appointments, request assistance, complete assigned tasks, and explore college and community resources. Sign into Watermark here. (<https://www.glenoaks.edu/current-students/advising/watermark-app/>)

Maxient

Students, employees, and community members who want to notify the college of conduct issues, safety concerns, faculty/staff concerns, or suspicious activity are encouraged to report the concern by using the Report a Concern button on the college's homepage at glenoaks.edu. All reports go through Maxient, a record management and communication software that allows a convenient and confidential way to express concerns. In addition, licensed counselors are available in the Student Services office to speak directly with students who have concerns. Learn more about Maxient here (<https://www.glenoaks.edu/public-safety/report-a-concern/>).

Alerts

Students may register to receive text or email alerts about weather, emergencies, class cancellations, or campus event reminders. Sign up for alerts at <https://www.glenoaks.edu/services/text-alerts/>. Students can

also visit www.glenoaks.edu (<https://www.glenoaks.edu/>) for the latest information on classes, schedules, campus events, sports, and more.

Campus Closure

If severe weather or other emergency conditions cause the college to close for day and/or evening classes, notification of the decision is made (generally by 6 a.m.) over radio stations WLKM (96FM), WBET (99.3FM), WNWN (98.5), WNDU (U93FM and Channel 16), WKFR (103.3FM), WLKI (100 FM), WRKR (107.7FM), WMEE (97.3FM), WTHD (105.5 FM) and television stations WWMT (Kalamazoo, Channel 3) and WOOD-TV (Grand Rapids, Channel 8).

Protecting Your Identity

- Access to Student Academic Records, Files, and Data (p. 16)
- Directory Information (<https://catalog.glenoaks.edu/becoming-a-glen-oaks-student/protecting-your-identity/directory-information>)
- Notice of Right to Access and Privacy of Records (p. 18)
- Social Security Usage (p. 20)

Access to Student Academic Records, Files, and Data Policy 348

Glen Oaks Community College recognizes the importance of maintaining records for each individual student which present authentic evidence of the events and actions which both contribute to and confirm the student's educational progress and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

The release and disclosure of student records maintained by Glen Oaks are in a large measure governed by state and federal laws. It is the purpose of these guidelines to provide reasonable interpretations of privacy. These guidelines are effective as of January 1, 1975, but are subject to change as federal guidelines are subsequently developed. The Family Educational Rights and Privacy Act of 1974 basically provides for the following:

1. To protect a student's rights to the privacy of information which Glen Oaks has in its possession concerning the student, and
2. To provide a reasonable guideline for the release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student (this "directory" information can be located in the academic files): name of student, the student's local phone, e-mail, the student's local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the most recent previous educational agency or institution attended by the student, class (freshman, sophomore), academic majors, information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data

in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

All personally identifiable information not covered by the aforementioned is confidential and shall only be disclosed by Glen Oaks Community College as provided herein. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past, or present, or any parent/guardian of a student under 18 years of age or the parents of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student's record without the student's consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications.)

The procedure for access to Student Record Files will be handled through the Registrar and the Registration Office with verification of identity by the student.

Records can be shown to school officials for legitimate educational purposes. For the purposes of this policy, legitimate educational purposes are those which would facilitate the official in delivering service to the student.

The college will annually notify the student of certain of their rights with the College Catalog (available free of charge and on the College's website). If the student objects to the release of such information, he/she must notify the Registrar of his/her objection to directory information release within two weeks of the annual notification.

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent must be presented with a copy of the records if requested.

Records may be disclosed to certain federal and state officials acting within their functions in connection with financial aid requests, to testing agencies to administer and validate their tests and to accrediting institutions, in compliance with a court order, and in health and safety emergencies.

All confidential information shall be disclosed only on a need-to-know basis. That is, an official requesting information must have a legitimate need to have the requested information for the effective function of the position or office. Determinations as to whether the need-to-know requirement has been satisfied shall be made by the head administrator of the area retaining the information. Existing policies and procedures adequately cover these circumstances.

A request for copies of the record will be denied when the student/parent can effectively review the records without copies.

No student/parent will be required by the college to waive any rights but may be requested to do so.

Exemptions to the access of student record files and data are the following. Students may be denied access to notes and observations kept by counselors, staff, and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists' and psychiatrists' records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional

practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics.) Students may be denied access to disciplinary records which relate to the student as an individual or citizen. (A file on any incident may contain several names including both students and non-students. In Michigan such records are not accessible to the individual until a complaint has been signed and a warrant issued.) In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of the confidentiality or personally signed letters of recommendation to which students have waived their right to access.

A student may be allowed, but not required, to waive his or her right of access to letters of recommendation received after that date. Further, students do not have access to the Parent's Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the student.

A student shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student. The student/parent may request a change. If denied the change, the student/parent shall be notified of the right to a hearing to challenge the content of such records to ensure that the record is not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student. (The substantive judgment of a faculty member about a student's work, expressed in grades assigned in a course and other evaluations of a student's work, is not within the scope of such hearings.) Hearings shall be limited to the factual accuracy of the record. The hearing official will be designated by the College President and shall have no direct interest in the outcome. Should the student/parent challenge any of the contents of the student's records on the grounds indicated.

NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Glen Oaks Community College. Parents of dependent students over age 18 may also exercise these rights.

These rights include:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration agrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent or students, or when being used by school personnel for school business. Certain official agencies may also request records.
4. The following information will be made available for publication in directories, sport programs, and so forth*:
 - Name of student
 - Student's local address
 - Student's local phone, e-mail address
 - Student's permanent address
 - Date of birth, place of birth
 - Whether or not a student is currently enrolled
 - Class (freshman or sophomore)

- Academic major
 - Information pertaining to honors achievements
 - Degree(s) and/or certificates earned from Glen Oaks and dates
 - Participation in officially recognized college activities and sports
 - Weight and height of athletic team members
5. The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Vice President of Academics or Vice President of Student Services.
 6. The right to protest to

The Family Educational Rights and Privacy Act Office
 Department of Health, Education and Welfare
 300 Independence Avenue, SW
 Washington, DC 20201

If the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules.

**If a parent or student does not wish this information to be available for publication, notice must be given to the Registrar.*

Policy History: Revised 1/12/77, 1/79, 9/14/05, 7/02, reviewed 9/17/14, revised 1/20, reviewed 3/9/23

^[1] For the purposes of this section, student/parent refers to the independent student or the parent of a student under age 18 or over 18 who is still a dependent.

Directory Information

Directory Information. The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student (this "directory" information can be located in the academic files): name of student, the student's local phone, e-mail, the student's local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the most recent previous educational agency or institution attended by the student, class (freshman, sophomore), academic majors, information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

Notice of Right to Access and Privacy of Records

Policy 348

Glen Oaks Community College recognizes the importance of maintaining records for each individual student which present authentic evidence of the events and actions which both contribute to and confirm the student's educational progress and to facilitate the intelligent and

purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

The release and disclosure of student records maintained by Glen Oaks are in a large measure governed by state and federal laws. It is the purpose of these guidelines to provide reasonable interpretations of privacy. These guidelines are effective as of January 1, 1975, but are subject to change as federal guidelines are subsequently developed. The Family Educational Rights and Privacy Act of 1974 basically provides for the following:

1. To protect a student's rights to the privacy of information which Glen Oaks has in its possession concerning the student, and
2. To provide a reasonable guideline for the release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student (this "directory" information can be located in the academic files): name of student, the student's local phone, e-mail, the student's local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the most recent previous educational agency or institution attended by the student, class (freshman, sophomore), academic majors, information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

All personally identifiable information not covered by the aforementioned is confidential and shall only be disclosed by Glen Oaks Community College as provided herein. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past, or present, or any parent/guardian of a student under 18 years of age or the parents of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student's record without the student's consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications.)

The procedure for access to Student Record Files will be handled through the Registrar and the Registration Office with verification of identity by the student.

Records can be shown to school officials for legitimate educational purposes. For the purposes of this policy, legitimate educational purposes are those which would facilitate the official in delivering service to the student.

The college will annually notify the student of certain of their rights with the College Catalog (available free of charge and on the College's website). If the student objects to the release of such information, he/

she must notify the Registrar of his/her objection to directory information release within two weeks of the annual notification.

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent must be presented with a copy of the records if requested.

Records may be disclosed to certain federal and state officials acting within their functions in connection with financial aid requests, to testing agencies to administer and validate their tests and to accrediting institutions, in compliance with a court order, and in health and safety emergencies.

All confidential information shall be disclosed only on a need-to-know basis. That is, an official requesting information must have a legitimate need to have the requested information for the effective function of the position or office. Determinations as to whether the need-to-know requirement has been satisfied shall be made by the head administrator of the area retaining the information. Existing policies and procedures adequately cover these circumstances.

A request for copies of the record will be denied when the student/parent can effectively review the records without copies.

No student/parent will be required by the college to waive any rights but may be requested to do so.

Exemptions to the access of student record files and data are the following. Students may be denied access to notes and observations kept by counselors, staff, and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists' and psychiatrists' records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics.) Students may be denied access to disciplinary records which relate to the student as an individual or citizen. (A file on any incident may contain several names including both students and non-students. In Michigan such records are not accessible to the individual until a complaint has been signed and a warrant issued.) In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of the confidentiality or personally signed letters of recommendation to which students have waived their right to access.

A student may be allowed, but not required, to waive his or her right of access to letters of recommendation received after that date. Further, students do not have access to the Parent's Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the student.

A student shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student. The student/parent may request a change. If denied the change, the student/parent shall be notified of the right to a hearing to challenge the content of such records to ensure that the record is not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student. (The substantive judgment of a faculty member about a student's work, expressed in grades assigned in a course and other evaluations of a student's work, is not within the scope of such hearings.) Hearings shall be limited to the factual accuracy of the record. The hearing official will be designated by the College President and shall have no direct interest in

the outcome. Should the student/parent challenge any of the contents of the student's records on the grounds indicated.

NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Glen Oaks Community College. Parents of dependent students over age 18 may also exercise these rights.

These rights include:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration agrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent or students, or when being used by school personnel for school business. Certain official agencies may also request records.
4. The following information will be made available for publication in directories, sport programs, and so forth:
 - a. Name of student
 - b. Student's local address
 - c. Student's local phone, e-mail address
 - d. Student's permanent address
 - e. Date of birth, place of birth
 - f. Whether or not a student is currently enrolled
 - g. Class (freshman or sophomore)
 - h. Academic major
 - i. Information pertaining to honors achievements
 - j. Degree(s) and/or certificates earned from Glen Oaks and dates
 - k. Participation in officially recognized college activities and sports
 - l. Weight and height of athletic team members
5. If a parent or student does not wish this information to be available for publication, notice must be given to the Registrar
6. The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Vice President of Academics or Vice President of Student Services.
7. The right to protest to

The Family Educational Rights and Privacy Act
Office

Department of Health, Education and Welfare

300 Independence Avenue, SW

Washington, DC 20201

if the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules.

Policy History: Revised 1/12/77, 1/79, 9/14/05, 7/02, reviewed 9/17/14, revised 1/20, reviewed 3/9/23

^[1] *For the purposes of this section, student/parent refers to the independent student or the parent of a student under age 18 or over 18 who is still a dependent.*

Social Security Usage

Policy 370

It may be necessary for the College to use an employee's or student's social security number for business purposes. The College respects its employees' and students' privacy and will keep all social security numbers confidential to the extent practical. The only employees who have access to social security numbers are employees whose job duties require exposure to social security numbers. Should any document containing a social security number be disposed of, such document should be shredded prior to disposal.

SOCIAL SECURITY NUMBER USAGE FOR IMPROVING INSTRUCTION

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act. Section 113 and the Workforce Investment Act of 1998, Section 122, we will be using your Social Security Number in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their Social Security Numbers (SSN) to the College.

The College plans to use your SSN in order to gain access to your individual wage record and compile required WIA and Perkins Act reports.

These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Your wage record is confidentially maintained, based on your SSN, by the State of Michigan. Neither the College nor the State of Michigan will disclose your SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analyses have been performed, or when the information is no longer needed, whichever date comes first.

Policy History: Adopted 9/14/05, reviewed 9/17/14, 3/9/23

COLLEGE POLICIES AND PROCEDURES

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Collegewide Policies and Procedures

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- Hazing (<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/hazing/>)
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Alcohol and Drug Abuse

Policy 340

PHILOSOPHY

The Glen Oaks Community College Board of Trustees certifies and pledges that it will provide a drug-free workplace and learning environment for its employees and students. This pledge is in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Glen Oaks Community College recognizes that clear evidence exists that the misuse and abuse of alcohol and drugs can erode the foundation of the College's goals and objectives and can diminish the attainment of intellectual, social, physical, and moral growth and development. Glen Oaks is committed to a healthy and productive college environment by providing free literature and abuse referral services.

STANDARDS of CONDUCT

The Glen Oaks Community College Board of Trustees prohibits the possession, use, distribution, dispensing and unlawful manufacturing of illegal drugs, narcotics, or controlled substances on the College campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

Recreational Marijuana and marijuana prescribed for medicinal purposes is also prohibited on the College campus, in student housing, or at any College-approved student activity. GOCC receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting these funds, the College is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and to avoid losing federal funding, Glen Oaks Community College must prohibit all marijuana use, including medical marijuana.

No alcohol or other intoxicating liquors shall be kept, used, or consumed on campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics, or drugs, will be removed from the College campus.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, he/she is not a safety risk to themselves or others while on College property, at College-related events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription or to give or sell the prescribed drug(s) to another person.

LEGAL SANCTIONS

Glen Oaks Community College abides by all local, state, and federal laws and may ask an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state, or federal law shall take place on the College campus or at any College function.

When there is probable cause, which is based upon credible information, Glen Oaks Community College may require that a student or employee be tested for alcohol or drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for drugs may result in disciplinary action. The words "probable cause" as used herein shall be defined as a reasonable basis for the formulation of a belief that an individual is using and/or abusing alcoholic beverages or illegal drugs. The words "credible information" is defined as including, but not limited to, the following "warning signs":

1. Excessive absenteeism or tardiness;
2. Excessive illness;
3. Deteriorating or inconsistent work performance;
4. Increased carelessness;
5. Decrease in attention span, especially after breaks or lunch;

6. Frequent brushing of the teeth or use of mouthwash, breath spray, breath mints or other breath fresheners, especially before conferences with instructors or administrators;
7. Substantial increase in use of the rest room or water cooler;
8. Avoidance of instructors, administrators, or other students, especially if this is a recent change in behavior.
9. Deteriorating or inconsistent attention to personal grooming and neatness;
10. Financial problems, especially if the student has not previously had such problems;
11. Frequent licking of the lips;
12. Nervousness, especially when discussing work performance or personal life;
13. Gastric disturbances or change in appetite;
14. Insomnia;
15. Moody behavior or "mood swings";
16. Unexplainable bruised and/or puffy skin, especially in the face;
17. Dilated pupils;
18. Slurred or incoherent speech;
19. Lack of dexterity;
20. Uncontrollable crying or laughing.

Glen Oaks Community College students and employees can assist in the detection of the use and/or abuse of alcohol and drugs by looking for these "warning signs". Students or employees who use and/or abuse alcoholic beverages and/or drugs while on campus, in student housing, or while attending a College-approved student activity shall be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community). A student convicted of a drug-related offense under federal or state law may also become ineligible for federal student aid under federal law.

PRE-EMPLOYMENT DRUG TESTING

In order to strive toward a drug-free workplace, Glen Oaks Community College will require a pre-employment urinalysis for new employees. This applies to all full-time and part-time permanent positions at Glen Oaks Community College. The urinalysis will be performed by a reputable clinical laboratory, the expense of which will be assumed by Glen Oaks Community College. If the urinalysis registers a positive result (the presence of narcotics or illegal drugs), the candidate will not be hired.

EMPLOYEE ALCOHOL and DRUG USE

Any employee who consumes alcoholic beverages while actively engaged in carrying out the duties and responsibilities of their employment (excluding College-sponsored "entertainment" functions which employees may attend in connection with their employment), and any employee who uses illegal drugs while in the course of employment, shall be subject to sanctions as outlined in the appropriate Collective Bargaining Agreements and/or the Glen Oaks Community College Policy Manual. Violations by faculty or staff may result in disciplinary action up to and including termination of employment. Employees who have CDL will be required to undergo mandatory random drug/alcohol testing as notified by the HR Department. If a Glen Oaks Community College employee is convicted of violating a criminal drug statute (non-alcohol related) on the College campus, or at a College function, that employee must notify Glen Oaks within five (5) days after such conviction. Within thirty (30) days after such conviction, Glen Oaks shall take one of the following actions:

(1) take appropriate personnel action against the employee up to and including termination; and/or (2) require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program. Glen Oaks Community College shall also notify the appropriate agency of the Department of Education within ten (10) days after the conviction.

ALCOHOL and DRUG EDUCATION, PREVENTION and REFERRAL

Glen Oaks Community College is committed to addressing the problem of substance abuse through education, prevention, and referral. The President of the College will designate a Glen Oaks Community College employee as the Substance Abuse Counselor. The Substance Abuse Counselor will annually coordinate/organize and make available free literature to students and employees. This information will include: (1) standards of conduct, (2) a description of the legal sanctions, (3) a description of the health risks, (4) a description of drug or alcohol programs available to students and employees, and (5) a clear statement of the Glen Oaks Community College sanctions it may impose on students and employees. The Substance Abuse Counselor will provide initial counseling and limited supportive services. The primary goal of the Substance Abuse Counselor is to provide the student or the employee with a referral for treatment or rehabilitation. Once a referral is made, the Substance Abuse Counselor shall provide the appropriate follow up.

College employees or students who exhibit "warning signs" of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers shall receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality shall be maintained and no adverse effects to an employee or a student shall result based upon a request for treatment or a diagnosis of misuse or abuse.

If an employee has been referred to the Substance Abuse Counselor by a supervisor or if a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment shall be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If an employee or a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that job performance, behavior on campus or learning ability is affected, that person shall be considered in violation of College policies and shall be subject to discipline.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Learning Commons and through the Glen Oaks Community College Substance Abuse Counselor in Student Services. Glen Oaks Community College also works closely with the Substance Abuse agencies in the area.

Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

Policy History: Adopted by Board of Trustees June 12, 1991, revised 9/14/05, 9/17/14, 8/10/17, 1/10/19, reviewed 3/9/23

Bulletin Board/Digital Messaging

Policy 346

Employees and/or students wishing to have printed flyers, posters, or digital signage from internal or external groups posted on the GOCC posting areas must request approval. Approval can be given by Executive Associate to President (President's Office), Executive Director of Communications & Marketing (Administrative Office area), Assistant to Executive Director of Communications & Marketing (Marketing Office), or Vice President of Student Services.

APPROPRIATE CONTENT MATERIALS INCLUDE:

GOCC-sponsored events and activities, student organization events or fundraisers, speakers, and educational opportunities. Also included will be information from outside organizations that would be of interest to the general GOCC community. Only registered organizations, campus governance units, academic units, campus departments/offices and College committees will be allowed to display content of the digital signage system.

INAPPROPRIATE CONTENT INCLUDES but is not limited to:

Content that includes references to the sale or consumption of alcohol or other drugs will not be approved for display. Content that promotes or condones behavior that violates college policies, or local, state, or federal law will not be approved for display. Advertisement of commercial products is prohibited. Content that infringes on the copyrighted or trademarked works of others will not be approved for display. Unapproved postings or obscene materials will be immediately removed.

PRINT:

Typical printed signs are 8 ½" x 11" and can be either vertical or horizontal layout. Printed literature will be reviewed, and if it meets criteria, it will be stamped "APPROVED" and can be posted on boards throughout the college. Materials are to be removed AFTER their event date (if applicable) or every three months.

There are ten official approved areas for posting printed materials:

1) Administration Hallway, 2) Main Elevator Entryway, 3) Tech Wing Entryway, 4) Learning Common Entryway, 5) D-Wing, 6) G-Wing, and 7) Devier Student Suites.

DIGITAL:

Digital messaging requests must meet format requirements: 1440 pixels wide by 810 pixels high (this translates to 11" wide by 6.1" high), NOT be on a solid red background, and be in JPG format, and be submitted a minimum of five (5) days prior to first date content is to be displayed on signage system. The solid red background will be reserved for EMERGENCY communications ONLY.

Digital message requests can be submitted to Denise DeVries – ddevries350@glenoaks.edu (vjuergens@glenoaks.edu) or Eric Connelly – econnelly@glenoaks.edu.

There are ten official approved areas for digital images to be displayed:

1) Administrative Hallway, 2) Student Services, 3) Concourse – Stage, 4) Concourse – Gaming Area, 5) Learning Commons, 6) 4th-floor E-Wing, 7) Gymnasium Entryway, 8) D-Wing, 9) G-Wing Study Area, and 10) Devier Student Suites.

Policy History: July 1992, revised July 2002, revised 9/14/05, reviewed 9/17/14, revised 11/12/20, reviewed 3/9/23

Campus Security

Policy 341

Report Procedures

When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the Safety and Security Office or designee at 269-467-9945, ext. 233 or 221, 312 or call 269-223-0263. If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff's Office (269-467-9045).

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence.

Access to Campus Facilities

The Glen Oaks building is open Monday through Thursday from 6:30 a.m. to 10:30 p.m.; Fridays (3rd week of August through 1st week in May) from 6:30 a.m. to 4:00 p.m.; and Saturdays 7:30 a.m. to 4:00 p.m. The building is closed on Fridays when the college is operating on "Summer Hours" typically after 1st week in May through the second week in August. When the building is closed and there is an event on campus, Maintenance will provide access to the appropriate area.

Glen Oaks facility, room, or space reservations for an event or a meeting can be made by contacting the President's Office.

Authority of Campus Security

Designated Campus Security Personnel have the authority to confront individuals related to an occurrence, require identification, and, when necessary, contact the St. Joseph County Sheriff or Michigan State Police.

When incidents occur on campus, an Incident Report must be completed and forwarded to the Vice President of Finance & Administration.

Occurrence Statistics

Upon request, data is available in the Human Resources Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

Offenses Reported

1. Murder
2. Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft

Arrests

1. Liquor Law Violations
2. Drug Abuse Violations
3. Weapons Possessions

Policy History: Adopted by Board of Trustees 3/11/92, revised 9/14/05, reviewed 9/17/14, revised 1/20, reviewed 3/9/23

Campus Unrest, Dissent, and Protest

Policy 344

Glen Oaks Community College is categorically committed to the concept of individual and group freedom - so long as freedom of thought and/or action does not infringe upon or abuse the freedoms, rights, and privileges of other individuals or groups. It is within the context of this commitment that the following statement is issued.

Campus violence already threatens some colleges and universities in a way that could cripple their freedom for many years. Even so we must be mindful of the dangers in laying out inflexible guidelines about unacceptable conduct or in specifying the precise moment when a hazard to the institution is such that civil authority must be called upon.

If one central theme or thread can be extracted from the fabric of campus and student unrest, it would reveal problems occur when communication breaks down or is lacking. Students should not only be given substantial autonomy but also participate in matters of general educational policy, especially in curricular affairs. Since increased participation contributes to effective decision-making, students should serve in a variety of roles on committees. Effective student representation will not only improve the quality of decisions, but also ensure their acceptability to the student body.

Every attempt must be made to establish effective communications so that policy questions, grievances and/or disciplinary problems can be aired by the college community. To this end, violations and/or violators of individual or group freedom will be referred to the President to hear, weigh, evaluate, and recommend as is necessary by the evidence at hand in solving the problem and attaining the objective.

Students must know that they cannot be shielded from the consequences of their behavior, especially when it violates the laws of society at large. They must recognize and respect the rights of other students as they seek rights and privileges for themselves. Threats, violence, coercive disruption of classes and events, and similar acts that tread on the rights of others are intolerable.

Mindful of the concerns of the general public as well as the state legislature the following information, entitled *Act #26 of the Public Acts of 1970 of the State of Michigan*, is reproduced herein.

ACT #26 OF THE PUBLIC ACTS OF 1970

AN ACT to provide penalties for certain conduct at public institutions of higher education.

The People of the State of Michigan enact:

Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by incarceration in the county jail for not more than 30 days, or both:

When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee, and the person is in violation of the properly promulgated rules of the institution; and

When the person is in fact in violation of such rules; and

When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and

When the person thereafter willfully remains in or on such premises, building or other structure; and

When, in so remaining therein or thereon, the person constitutes (1) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (2) an unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 2. A person is guilty of a misdemeanor, punishable by a fine of not less than \$200.00 and not more than \$1,000.00 or by incarceration in the county jail for not more than 90 days, or both, who enters on the premises, building or other structure of a publicly owned and operated institution of higher education, with the intention to, and therein or thereon does in fact, constitute (a) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (b) an unreasonable prevention or disruption of the customary and lawful function of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 3. This act shall take effect August 1, 1970.

This act is ordered to take immediate effect.

The following act or acts could or might necessitate invoking the trespass law but not be necessarily limited to it:

Destruction of or willful damage to institutional property, grounds, or facilities:

Where responsibility can be ascertained, resultant action should evolve through "due process" with local and/or state agencies. Restitution if and when practicable will be considered. Suspension and/or dismissal action may be instituted by proper authority.

Disruption of or undue distractive influences within an organized classroom situation:

Any person or persons when in the opinion of the instructor are not contributing to or are distracting from the educational atmosphere of the class or logical pursuit thereof shall be removed and/or denied access thereto with resultant notification to the Vice President of Academics and the Vice President of Student Services.

Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways:

After ample opportunity and notification by proper authority has been afforded to and no response and/or action resulted there from, physical apprehension and eviction by proper authority shall be affected. Length of time interval from notification to desist from, to notification of proper authority not to exceed three (3) minutes duration. Suspension and/or dismissal action may be instituted by proper authority.

Disruptive action prior to, during or subsequent to an address, performance, event, or ceremony:

Any person who interferes with access to or egress from a performance of an address, ceremony, athletic event, or any college sanctioned activity and/or interferes with the continuity of an address, performance or event shall be considered to be preventing or disrupting the customary and

lawful function of the institution. Suspension and/or dismissal action may be instituted by proper authority.

Readmission to a class or function after having been removed or suspended there from:

Any student has the absolute right to attend a class in which he is duly enrolled unless he/she has abrogated that right. Final permission for readmission rests with the instructor and/or designated responsible person involved acting in conjunction with the Vice President handling the incident. Offenders in this regard should be handled in the same manner as a disruptive or distractive influence.

The right of student dissent or protest within the confines of a building or on the grounds of Glen Oaks Community College:

The right of peaceful dissent and protest should be and will be honored as long as it does not interfere in the rights of others to pursue an education, access to normal working stations, or bring discredit upon the institution and the customary and lawful functions of the institution.

The possession, use of, or causing to bring firearms, dangerous weapons, or explosive agents within the confines of a building or onto the grounds of Glen Oaks Community College is expressly prohibited.*

Any person or persons who are in violation of the above shall, through due process, be subject to suspension and/or dismissal action and will necessitate immediate notification of violation and of proper legal authority of said violation.

Violations of Act #26 of the Public Acts of 1970; The Employees Trespass Law or any of the above rules and regulations of Glen Oaks Community College will result in immediate suspension of said employee and if substantiated through due process by duly constituted legal authority will be grounds for termination of said employment. Student violations will result in suspension and if substantiated, possible expulsion in the future from college classes and events.

*See Resolution and Policy Amendment 3.32.

In the event that it is necessary to inform certain individuals they are in violation of Act #26 of 1970, the following format is to be used:

"My name is, (insert name) and I am the designee of the President of Glen Oaks Community College and I am also the agent of the owner of the property upon which you are now standing. I hereby notify you, and each one of you individually, that all persons in this group are in violation of the properly promulgated rules of Glen Oaks Community College, specifically that (insert information). Any right that you have to use these premises is hereby suspended, whether you are a student or not, and acting on behalf of Glen Oaks Community College and on behalf of the owner of this property, I hereby instruct each and every one of you, whether or not you are a student, to immediately vacate and depart from this property.

If you fail to do so, you will immediately be arrested and prosecuted for violating the laws of the State of Michigan relative to trespassing and to conduct upon the property of institutions of higher education."

Policy History: Adopted by Board of Trustees 11/18/70, revised 9/14/05, 9/17/14, 1/20, reviewed 3/9/23

Children on Campus

Policy 355

To protect the safety of young visitors and to avoid disruptive behavior, young children accompanying employees, students or visitors of Glen Oaks Community College must be under the constant supervision of a responsible adult while on Glen Oaks property. This means, specifically, that there must be an unobstructed line of sight between the child (or children) and the adult responsible for their care. Children who are taking part in organized, scheduled activities, minors who have been admitted to Glen Oaks Community College, and dual-enrolled high school students, may be on campus without adult supervision. In all other cases, minor children, however, must remain under the constant supervision of their parent or adult guardian while on GOCC property. Minor children should not be brought into classrooms, laboratories, or other areas of instruction without prior approval. Should the student-parent experience an emergency where there is no other option but to bring the child to campus, classroom faculty or the administrative heads of other units will determine if the child may be allowed to quietly sit in the classroom or with the student-parent in some other location. A child will be removed from the setting if his or her presence is determined to be disruptive to the learning process.

The College does not allow children to be left unattended on our property due to security and child welfare concerns. Parents who have problems with childcare should visit the Student Services Office to receive referrals to childcare services in the area.

Policy History: Adopted by Board of Trustees 8/2013, reviewed 9/14, 3/9/23

College Closing Procedures

Policy 250

When inclement weather warrants the possibility of closing day, evening classes, or create a school day delay at Glen Oaks Community College, the following procedure will be implemented.

If severe weather conditions appear to be developing, the Director of Building & Grounds will contact the College President or designee to discuss general road/travel conditions. If State Police OR the Sheriff officially closes the roads, no one is expected to travel. The President OR designee will make decision as to whether or not to have a delayed start OR to close/cancel school for the day. The college may close for the entire day and/or have a delayed start notification – The President or designee will notify President's Executive Associate by 5:30 a.m. and she/he will notify the various news-media outlets (TV & radio stations) accordingly: WLKM (96FM), WMSH (99.3FM), WNWN (98.5), WKFR (FM 103.3), WKFR (103.3) WRKR (107.7), WTHD (105.5 LaGrange), WKZO (96.5) and television station WWMT (Kalamazoo Channel 3), WOOD TV8 (Channel 8 & 41), FOX 28 and WNDU (Channel 16). The FIRST areas the closing or delay will be posted on will be the Glen Oaks website and Channel 3 news. In the event of early dismissal and/or afternoon or evening closure, similar protocol as outlined above will be followed. (evening closures = notifications by 3:00 4:00 p.m.). The only deviation from this would be IF there was an immediate change of weather and/or orders by the St. Joseph County Sheriff's Department banning travel.

IF the college has delayed start (usually 2 hours), Faculty, Staff and Students should meet where they would normally be at THAT time. This applies for ALL ON CAMPUS classes. EXAMPLE: If you attend a class that normally runs from 8am-11am, you would report for that class at the

10:00 a.m. start time. ANY classes that would normally end PRIOR to the delayed start time, will NOT be held.

In the event that the college will be closed or have a delayed start time, the President or designee will initiate a phone fan-out call list to employees notifying them accordingly. An e-mail or text alert will be sent out to those who have signed up to receive that method of communication from GOCC.

Considering the size of our service area, it is often difficult to get an accurate report on the weather conditions overall. In all situations the best judgment and information available will be utilized. However, in the final analysis, each person must use their own best judgment regarding weather conditions and their ability to drive to campus safely.

Employees are expected to report for work and fulfill their hourly obligations whenever the College is open.

Policy History: Adopted by Board of Trustees 10/29/99, revised 10/13/04, 10/25/07, 6/11/14, 2/26/15, 5/13/15, 2/15/18, 12/8/2022, 4/13/2023

Emotional Support Animal Policy 385

Purpose

Glen Oaks Community College is committed to providing reasonable accommodations to persons with mental or psychiatric disabilities and fulfilling obligations under State and Federal law and the Fair Housing Act. This policy governs the use of emotional support animals on campus and in student housing.

Policy Statement

Persons with verifiable mental or psychiatric disabilities may seek an emotional support animal consistent with the provisions of this policy.

Definitions

Emotional support animal: a companion animal that provides therapeutic benefit to an individual with a disability. Unlike service animals, emotional support animals are not individually trained to do work or perform tasks for the benefit of an individual with a disability.

Emotional Support Animals on Campus

Unlike a service animal, an emotional support animal is not granted access to places of public accommodation. Under the federal Fair Housing Act (FHA), however, an emotional support animal is viewed as a reasonable accommodation in a housing unit that has a "no pets" rule for its residents.

Students who wish to request the use of an emotional support animal to help alleviate the symptoms of a disability must make the request in writing to the Support Services for Students with Disabilities Office (SSSD), located in Student Services. Students must complete a DSS Student Application at least 30 days in advance of the desired occupancy of the animal. Applications will be reviewed on a case-by-case basis. Students must explain how the reasonable accommodation helps or mitigates symptoms of the disability. While the student is not required to disclose the disability, he or she is required to provide acceptable documentation from a doctor or other health professional. This documentation, the Disability Verification form for Emotional Support Animals, must state that the animal indeed provides emotional support that alleviates one or more of the identified symptoms or effects of an

existing disability. Documentation must be provided for each support animal requested. A new DSS Student Application and a Disability Verification Form for Emotional Support Animals must be submitted to the SSSD Office each academic year.

General Requirements

Emotional support animals on campus must comply with all state and local licensure and vaccination requirements. Animals must be harnessed, leashed, or tethered. Emotional support animals cannot be juveniles and will need to be altered before they are able to live in housing. Animals are not to be on college property until the application is approved.

Due to the size of the campus suites, the weight limit for the animal will be 50 lbs. to ensure space for the animal and the other students living in the suite.

The care and supervision of an emotional support animal is the responsibility of the individual who uses the animal's service. The individual must maintain control of the animal at all times. Emotional support animals are the full responsibility of the owner. The student is responsible for the cleanup of all animal waste and for any damage caused by the animal. College officials and staff may designate animal toileting areas. If a student is neglecting an emotional support animal, and it rises to a level where the animal is endangered, it may become a criminal matter. Emotional support animals are not exempt from state animal neglect laws. If any animal is being neglected, local law enforcement or animal control may intervene.

The College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

Dispute Resolution Procedure

Disputes or disagreements about a disability determination, appropriateness of an accommodation, or an animal restriction should first be raised with the SSSD office. If the matter cannot be resolved, a dispute resolution should be submitted to the Vice President of Student Services.

Policy Implementation

The SSSD Office is responsible for implementing this policy. Success requires the cooperation of all students, staff, and faculty.

Policy History: Adopted by Board of Trustees 6/15/17, revised 8/11/22, reviewed 3/9/23

Equal Opportunity and Non-Discrimination Policy Statement

Policy 260

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY STATEMENT

Purpose

Glen Oaks Community College is committed to a policy of providing equal access to education and employment for all persons regardless of race, national origin, color, age, religion, sex, sexual orientation, gender identity, disability (physical or mental), veteran status, status as a parent, or genetic information, or other status as protected by law.

Equal employment opportunity is a legal, social and economic responsibility of the college and is provided in accordance with applicable

federal and state laws and Glen Oaks Community College policy. The college policy and practice at all levels assures the active and positive implementation of federal and state equal employment opportunity laws, executive orders, rules and regulations and college equal employment opportunity policies and guidelines.

The college prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

Scope

This nondiscrimination policy applies to admissions, employment, and access to college programs and activities. This policy applies to all persons employed by Glen Oaks Community College, enrolled as a student, seeking admission to the college, requesting employment at, or having contracts with the college.

General

The college is committed to and reaffirms support of equal opportunity in employment, education, and non-discrimination in employment and academic policies, practices and procedures and will examine periodically all employment and academic policies for discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or other protected status and take remedial action to correct such discrimination if it is found to exist.

The college values diversity and seeks talented students, faculty and staff from diverse backgrounds. The college does not discriminate in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; or other college administered programs or employment.

Failure to follow this policy may result in disciplinary action up to and including termination of employment or expulsion.

Policy History: Adopted by Board of Trustees 9/4/83, revised 6/12/01, 10/13/04, 11/14/07, 6/11/14, reviewed 12/8/2022, 4/13/2023

Firearms on Campus

Policy 345

Glen Oaks Community College, in its policy governing campus unrest, specifically prohibits firearms on campus.

The transport and use of any firearm on campus must be performed in accordance with the laws of the State of Michigan.

Policy History: Adopted by Board of Trustees 11/17/71. Revised 9/19/73, 9/14/05, 9/17/14, 10/09/20, reviewed 3/9/23

Freedom of Expression

Policy 344A

Purpose

The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly, and other expressive activities at publicly accessible outdoor areas of any College campus, regardless of the viewpoint being expressed;
- Maintaining an appropriate educational and work environment for all persons present on College property; and

- Protecting and maintaining the security of College property, students, employees, and visitors.

In developing and administering this policy, the College recognizes the freedoms guaranteed by the United States and Michigan constitutions, including freedom of speech and assembly. The College also recognizes the need to preserve and protect its property, students, guests, and employees, and to ensure the effective operation of educational, business, and related activities of the College.

Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place, and manner of the activities. College employees will not consider the content or viewpoint of expressive activities when enforcing this policy, including by restricting students' expression based on concerns about other person(s)' negative reaction to the expression. No policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

Expressive activities carried out under this policy will not be considered to be speech made by, on behalf of, or endorsed by the College.

Scope

This policy applies on all of the College Campus.

Expressive Activity Defined

"Expressive Activity" is defined as the carrying or displaying of signs or placards, leafleting, campaigning, marches, rallies, parades, demonstrations, protests, assemblies, speeches, circulation of petitions, and/or any public demonstration on College grounds.

Expressive Activity for Enrolled Students and Registered Student Groups

A. General Access: Registered students and student groups may use, without prior notification or permission, any publicly accessible outdoor area of the College campus except parking lots, and driveways. Federal, state, and local laws will be enforced, as applicable. The use of walkways or other common areas may not block the free passage of others nor impede the regular operation of the College.

Use of the publicly accessible outdoor area may include speaking, non-verbal expression, distributing literature, displaying signage, and circulating petitions. There is no limit to the number of times a month a person or group may access these areas, provided that access is limited to hours when the College is open to the public.

During work and class hours, or if the area is currently in use for an official College event, amplification will be restricted if it interferes with College operations or noise ordinances are violated.

B. Large groups: Except in the circumstances described below, any person or group whose use of an outdoor area for demonstration, protest or distribution of literature is expected or reasonably likely to have more than fifty (50) people in attendance shall notify the Vice President of Finance & Administration and the Vice President of Student Services, or their designee at least two (2) business days before the day of the activity. The notification shall be submitted at least two (2) business days before the day of activity. Notification shall include information as to the specific location requested to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who

can be contacted regarding logistics of the event, which should include at least one person who will be personally present.

C. **Reserved Space:** In addition to the general right of access to outdoor areas of campus described above, any registered student or student organization may seek to reserve the use of specific indoor areas by contacting the President's Office. Requests by a registered student or student organization to reserve such area or space shall be made at least 5 business days before the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate College policy.

A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request will be promptly communicated (within 48 hours of receiving the request) in writing to the requester and will set forth the basis for the denial.

The content of the anticipated speech or other expressive activity will not form the basis for a denial.

Expressive Activity by College Visitors.

A. **Requests to Engage in Expressive Activity.** Members of the public who are not registered students or student organizations must receive a permit before engaging in Expressive Activity on any College campus. Requests to schedule Expressive Activity on the College grounds shall be made to the Vice President of Finance & Administrative Services, and Vice President of Student Services or their designee (hereinafter, Vice President's). Requests may be submitted in person at the Vice President of Student Services Office.

B. **Process.** Requests must be made in writing to the Vice President of Finance & Administration and Vice President of Student Services during regular business hours at least 48 hours prior to any Expressive Activity on a form supplied by the College. Each request shall be in writing and shall contain the following information:

1. Name/address/telephone number(s) of contact person(s).
2. Name/address/telephone number(s) of back-up contact person(s).
3. Date and hours requested for the expressive activity and duration of the expressive activity.
4. Area requested for use.
5. Number of anticipated participants.
6. Structures to be used in the expressive activity.

C. **Appeal.** If a person or organization is aggrieved by a decision of the Vice President of Finance & Administration or Vice President of Student Services, an appeal may be taken to the President within three College business days of that decision. The appeal shall be in writing, stating the basis therefore, and the relief sought. The President shall promptly announce their decision.

Rules. Use of College grounds is subject to the following:

A. In order to maintain the security, safety and aesthetic appearance of the College and College grounds, and to provide for regular maintenance, improvements, or alterations,

Expressive Activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings or impede free access to the buildings or parking lots by its students, faculty, employees, occupants, or the public.

B. No activity shall substantially impede or interfere with College business, the educational process, or public access to College grounds.

C. To provide for regular maintenance, improvements, or alterations of the College grounds and in order to maintain the security, safety and aesthetic appearance of the College and College grounds, equipment, signs, banners, or structures of any kind that are placed on the College grounds shall be free standing and shall not be affixed to any building, tree, monument, fixture, or other College structure. The equipment, signs, banners, or structures shall be entirely removed at the conclusion of the expressive activity, or no later than 8:00 p.m. on any day of any Expressive Activity. Structures (whether for shelter or for any other purpose) must be pre-approved by the Vice President, Student Services.

D. Due to the presence of underground utility, electrical and drainage lines, signs, banners, or other objects shall not be driven into the ground; nor shall they be supported in or by any tree, monument or other structure affixed to the College grounds. Signs, banners, or objects supported by freestanding devices may not be left unattended, i.e., an individual must be stationed within six feet of a freestanding sign or banner at all times to prevent damage to the property and injury to individuals.

E. Defacing or damaging the College grounds, including but not limited to trees, shrubbery, flowers, lawns, sidewalks, parking lots, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the College (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature is not allowed. Likewise, defacing or damaging the exterior walls and surfaces of the buildings, including the entrances, porches, and staircases, is not allowed.

F. Stepping or climbing upon statues, monuments, fences, lighting fixtures, light wells, trees, or parts of the College building not intended for such purposes is not allowed.

G. No sign located within 50 feet of a roadway, entrance or exit shall be larger than 3' x 3', and no sign shall block the sight lines of drivers entering or exiting the College grounds or traveling on a public roadway around the College.

H. Vehicles are not allowed on the College grounds, except in areas designated for vehicular use.

I. Camping or sleeping overnight on the College grounds is not allowed.

J. Alcoholic beverages or any other controlled substance shall not be possessed, dispensed, or consumed on the College grounds.

K. Individuals distributing literature shall remove all discarded items from the general area(s) of distribution at the conclusion of their activity.

L. Firearms, or other weapons are not allowed on campus.

M. All persons must comply with all College policies, Campus Rules and Regulations, and local, state, and federal ordinances and statutes.

N. Expressive Activity inside College buildings is prohibited.

O. Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials, or pollutants in any area is prohibited.

E. Transgender: An umbrella term for people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms - including transgender.

F. Transitioning: Transitioning refers to processes undertaken by some transgender people to align their gender expression with their gender identity. Aspects of transitioning may include social processes (e.g., telling others, changes in appearance, using a preferred name and/or different pronouns), medical processes (e.g., hormone therapies, gender confirmation surgery), and/or legal processes (e.g., obtaining a court-ordered name change and/or change in legal sex designation).

Enforcement

The College reserves the right to stop any activity that substantially interferes with or disrupts the normal activities of the College; interferes with the educational process; or violates any of the conditions covering expressive activity under this policy. Any person who violates this policy may be subject to an order to leave College property. Employees in violation of this policy may be subject to discipline, up to and including termination. Students in violation of this policy may be subject to discipline under the applicable Code of Conduct.

Policy History: Adopted by Board of Trustees 1/11/2018, revised 1/2020, reviewed 3/9/23

Gender Identity

Policy 375

Glen Oaks Community College is committed to a College culture that respects and values all students and employees and fosters understanding of gender identity within the College community. All students and employees will adhere to procedures established in connection with this policy to ensure a safe working and learning environment, free of discrimination and harassment.

Jurisdiction of the Policy

All questions or concerns regarding the College's Gender Identity will be handled by the Vice President of Student Services (for students, community members, and visitors) and the Director of Human Resources (for College employees):

Tonya Howden
Vice-President of Student Services

Jamie Yesh
Director of Human Resources

thowden@glenoaks.edu
269-294-4230

jyesh@glenoaks.edu
269-294-4229

Definitions

- A. Sex: The classification of people as male or female as assigned at birth.
- B. Gender Identity: One's internal, deeply held sense of one's gender that may or may not conform to that typically associated with the sex they were assigned at birth. For some people, their gender identity does not fit neatly into one of the two choices.
- C. Gender Expression: External manifestations of gender, expressed through one's name, pronouns, clothing, haircut, behavior, voice, or body characteristics.
- D. Sexual Orientation: An individual's enduring physical, romantic and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. Transgender people may be heterosexual, lesbian, gay, or bisexual. For example, a person who transitions from male to female and is attracted solely to men would identify as a heterosexual woman.

Procedures

Campus Records

At the request of the student, the College will engage in reasonable and good faith efforts to use a preferred name and/or gender on internal College records such as class rosters and class schedules. The College is not permitted to use a preferred name and/or gender on the following records: enrollment verifications, transcripts, diplomas, financial aid documents, Visa documents, W-2 forms, and third-party reports. There may be some situations where it may be necessary to clarify that a preferred name is different from a legal name. Examples of this include official interactions with police/law enforcement, security, and verification of medical records.

Restrooms

All students, faculty, staff, and visitors have the right to use the restroom that coincides with their gender identity.

Privacy

College personnel shall not disclose information that may reveal a student's gender identity. Under the Family Education Right to Privacy Act (FERPA), only those College employees with a legitimate educational need may have access to a student's records or the information contained within those records.

Names/Pronouns

When requested by the student or employee, College staff should engage in reasonable and good faith efforts to address students and employees by their preferred names and pronouns that correspond to their gender identity, regardless of whether there has been a legal name change. Consistent with these guidelines, College personnel should make every effort to maintain the confidentiality of the student's gender identity status. Students who need to change their names or pronouns under this policy should submit a Change of Status form to the Records and Registration Office. College employees who need to change their names/pronouns under this policy should submit their requests to Human Resources.

Student ID Cards and E-mail Addresses

Students and employees may request an ID card be issued in the name that reflects an individual's gender identity that is consistently asserted at College. Once a student has submitted the Change of Status Form to the Records and Registration Office and the name change is approved, the student may obtain a new student ID card. Should students need to change a College-issued e-mail address to include the name that reflects the individual's gender identity consistently asserted at College, they should contact the Records and Registration Office, who will complete an IT work order to change the information appropriately. Records and Registration staff will notify the student of the new login information after IT has completed the request. College employees who wish to request a

change of their College-issued email under this policy should submit their requests to Human Resources.

Athletics and Physical Education

Transgender students shall have the same opportunities to participate in physical education as all other students. Students may participate in physical education and athletics in accordance with the student's gender identity that is consistently asserted at College. Participation in competitive athletic activities will be resolved on a case-by-case basis by the Title IX Coordinator and the Director of Athletics.

Locker Room Accessibility

GOCC aims to support transgender students and employees while ensuring the safety of all. The use of restrooms and locker rooms by transgender students, employees and members of the community requires colleges to consider numerous factors, including, but not limited to the transgender individual's preference; protecting privacy; maximizing social integration; minimizing stigmatization; ensuring equal opportunity to participate; the student's age; and protecting the safety of all persons. A transgender student or employee who expresses a need or desire for increased privacy will be provided with reasonable alternative arrangements, which may include the use of a private area, a separate changing schedule, or a single stall restroom. A transgender person may not be required to use a locker room or restroom that conflicts with the individual's gender identity consistently asserted at the College.

Gender Segregation in Other Areas

In any other circumstance where students are separated by gender in College activities (i.e., overnight field trips), students will be permitted to participate in accordance with their gender identity consistently asserted at College. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

Bullying, Harassment, and Discrimination

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression is prohibited. It is the responsibility of the College and all staff to ensure that all students, including transgender and gender nonconforming students, have safe school environments. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking appropriate action, and providing students and staff with appropriate resources and support. Enforcement of anti-bullying policies should focus on education and prevention rather than exclusionary discipline.

Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints.

Policy History: Approved by Board of Trustees: 2/9/17, revised 1/19, 1/20, reviewed 3/9/23

Grievance Procedures

Policy 261

Procedures for:

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
- TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
- SECTION 504 OF THE REHABILITATION ACT OF 1973

- AGE DISCRIMINATION ACT OF 1975
- TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

Any person believing that Glen Oaks Community College or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, through the Glen Oaks online reporting form <https://glenoaks.edu/public-safety/report-a-concern/> and will be directed to:

Ms. Candy Bohacz
Civil Rights Coordinator
62249 Shimmel Rd
Centreville, MI 49032
(269) 467-9945

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of the Coordinator's response to the informal complaint.

To submit electronically, the complainant may use the College's online reporting tool, the Report a Concern button, located on the home page at glenoaks.edu. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the Civil Rights Coordinator may submit a signed statement of appeal to the President of the College within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Additional Information

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at (216)522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Policy History: Adopted by Board of Trustees 2/20/08, revised 6/1/14, 12/8/2022, 4/13/2023

Institutional Review Board and Protection of Human Subjects

Policy 296

Purpose

Glen Oaks Community College is committed to the protection and ethical treatment of students, employees, and others who may conduct or participate in research conducted by internal or external researchers. The purpose of the GOCC Institutional Review Board (IRB) is to assure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in research. The IRB will function according to the Code of Federal Regulations (CFR) Title 45, Part 46, Subpart A.

Policy Statement

All persons who wish to conduct research involving human subjects at GOCC must submit an IRB Research Proposal application. The IRB application will be reviewed by the GOCC IRB committee following established processes. The GOCC IRB functions to determine and assure:

1. The welfare and rights of all human subjects are adequately protected and informed consent given, when appropriate.
2. Human subjects are protected from unreasonable physical, mental, or emotional risk as a result of research, and the risks to research subjects are minimized.
3. Research outcomes hold significance to the college's interests.
4. The benefits, necessity, and importance of the research outweighs any potential risks to subjects.
5. Researchers are qualified to conduct research involving human subjects.
6. Participant selection is equitable.
7. Adequate provisions are made in regard to data collection, storage, and dissemination to ensure the safety and privacy of participants.

IRB approval must be obtained prior to commencing any work involving human subjects. Any modifications to an IRB approved research project must be approved prior to implementing those modifications.

This policy applies to all College faculty, administrators, staff, and students conducting research or for externally funded projects involving human subjects; persons who are not employees of the College but wish to access the facilities to engage human subjects for research.

The IRB shall be empowered and responsible to:

1. Determine whether proposed activity constitutes the definition of research.
2. Review, approve, request revisions, or deny approval of research proposals involving human subjects.
3. Determine if research activities are exempt from IRB oversight.
4. Provide oversight of human subject protection for ongoing research.
5. Ensure adherence to IRB established policies and procedures.

The membership of the Institutional Review Board will include the following:

1. IRB Chairperson (Director of Institutional Planning, Assessment, & Research)
2. An instructional faculty member in science area (e.g., biology, psychology, chemistry)
3. An instructional faculty member in nonscience area (e.g., history, English, art)
4. A faculty, administrator, or staff member selected by the President.
5. One representative external to the College

All members of the IRB must undergo training on the protection of human subjects made available by the U.S. Department of Health and Human Services Office for Human Research Protections, as outlined in the GOCC IRB Procedure Manual.

Definitions

Human Subjects.

A living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual or identifiable private information.

Research.

The systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that use human subject data that (a) is regularly and routinely gathered at the institution, (b) does not require new, additional, or significantly altered data collection procedures, or (c) is not sponsored by an external agency, is unlikely to constitute research. For example, the assessment of student learning is not research.

Institutional Review Board (IRB).

An IRB is the board responsible for reviewing and approving research that involves human subjects to ensure that all human subject research is conducted in accordance with federal, institutional, and ethical guidelines.

IRB Approval.

The determination of the IRB that the research has been reviewed and may be conducted at an institution within the constraints set forth by the IRB and by other institutional and federal requirements.

Risk.

The probability of harm or injury (physical, psychological, social, or economic) occurring as a result of participation in a research study.

Minimal Risk.

The probability of harm or discomfort anticipated in the proposed research is not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Policy History: Adopted by the Board of Trustees 1/11/2024

Internet/Technology Use Policies

- Acceptable Internet Use (p. 32)
- Network Acceptable Use (p. 34)
- Digital Accessibility (p. 35)

Acceptable Internet Use

Policy 360

Purpose

Information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the college's technology resources. This policy is designed to guide students, faculty, and staff in the acceptable use of computer systems, networks, and other information technology resources at Glen Oaks Community College.

Guiding Principles

A. *Non-public Forum.* Information technology at Glen Oaks Community College is a non-public forum. The College reserves the right to restrict access to and the use of information technology resources in a manner consistent with federal and state law.

B. *Creativity Encouraged.* The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes.

C. *Copyrighted Materials.* Glen Oaks Community College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software, digital media, and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies. Using information technology resources in a manner violating these protections or furthering the unauthorized use or sale of protected intellectual property, is prohibited.

D. *Offensive Material.* Glen Oaks Community College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

E. *Use IT Wisely.* Information technology resources are provided to support the College's scholarly, educational, and administrative activities in fulfilling the mission of the College. Information technology resources are limited and should be used wisely and with consideration for the rights and needs of others.

F. *Privilege, Not a Right.* The use of Glen Oaks Community College computer systems, networks and other information technology resources is a privilege, and not a right. Inappropriate use of such resources may result in suspension or termination of privileges and/or other discipline. The College further reserves the right to monitor Internet use and determine if specific uses are consistent with this Acceptable Use policy, and to deny access to prevent unauthorized or unacceptable activity.

User Responsibilities

A. *Protect your Password.* Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources. Convenience of file or printer sharing is not a sufficient reason for sharing computer accounts and passwords. Ensure your

password meets or exceeds complexity requirements. If MFA is available, use it.

B. *College Image.* Users should remember that information distributed through the College's information technology resources may be considered a form of publication. Although Glen Oaks Community College does not take responsibility for material issued by individuals, users must recognize that third parties may perceive anything generated at Glen Oaks Community College as in some manner having been produced under Glen Oaks Community College auspices. Accordingly, users are reminded to exercise appropriate language, behavior, and style in their use of information technology resources

C. *Prohibited Practices.* The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by Glen Oaks Community College, or to which Glen Oaks Community College is connected:

1. Modifying system or network facilities or attempting to crash systems or networks.
2. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts.
3. Tampering with software protections or restrictions placed on computer applications or files.
4. Using College information technology resources for personal for-profit purposes.
5. Impersonating another user or otherwise falsifying a username in email;
6. Degrading or disrupting the network, hindering access to the network, or otherwise excessively using resources in a manner which effectively denies service to other users.
7. Sending chain letters, junk mail, "spam," or other similar types of broadcast messages or messages that use pyramid schemes to distribute communications to an exponentially growing collection of recipients.
8. Sending mail that is deliberately designed to interfere with proper mail delivery or access.
9. Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution.
10. Using information technology resources to access, store, or transmit pornographic or obscene material in violation of Michigan criminal laws, including, but not limited to Michigan obscenity laws MCLA 752.361-752.374 and other Michigan statutes and cases concerning obscenity.
11. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening.
12. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password to gain access to computers or network systems, data, or information. Obtaining access to an account name or password through the negligence or oversight of another is considered to be a specifically prohibited use.

13. Intentionally introducing computer viruses, worms, or other rogue programs into information technology resources that belong to, are licensed to, or are leased by Glen Oaks Community College or others.
14. Physically damaging information technology resources.
15. Using, or encouraging others to use, information technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
16. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.

D. *Incidental Use.* Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for learning what authorizations are necessary and for obtaining them from the appropriate supervisor before proceeding. Incidental use is defined as occasional, limited, and without significant cost in time or college resources. Supervisors are expected to use professional judgment to determine whether an employee's personal use is incidental. Incidental use of college-owned computer systems for personal purposes is permitted if:

1. Use occurs outside of the employee's work schedule.
2. Use does not interfere with work being performed by another employee.
3. Use is not for pay or profit.
4. Use does not consume excessive supplies—as determined by a supervisor, employees may be asked to replace supplies consumed beyond an incidental level.
5. Use does not violate software licensing agreements.
6. Use does not expose confidential or personnel information to others who should not have access to such information.

Policy Administration

A. *College Access to Your Files.* The College encourages all members of its community to use electronic resources in a manner that is respectful of others.

Generally, the College will not make the contents of electronic mail available to those other than the originator and intended recipient. While respecting users' privacy to the fullest extent possible, however, the College reserves the right to examine any computer files. The College reserves this right for *bona fide* purposes, including, but not limited to:

1. Enforcing policies against harassment and threats to the safety of individuals.
2. Protecting against or limiting damage to College information technology resources.
3. Complying with a court order, subpoena, or other legally enforceable discovery request.
4. Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media, or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law.
5. Safeguarding the integrity of computers, networks, hardware, software and data.
6. Preserving information and data.

7. Upgrading or maintaining information technology resources.
8. Cooperating with law enforcement authorities in reporting and investigating suspected criminal activity.

B. *Servers.* All servers and cloud services must be approved by the College. Root/Admin access must be given to the Vice President of Finance & Administrative Services or designee for all servers on the Glen Oaks Community College network.

C. *Terminating Your Use of Computers.* The College may suspend or terminate the use of its computers and network systems when presented with evidence of a user's violation of College policies, or federal or state laws, or when it is necessary to do so to protect the College against potential legal liability. The College reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on College information technology resources.

D. *Disciplinary Action.* All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary action as established by applicable College policies and/or collective bargaining agreements.

E. *Bound by Public Law.* The College and users must recognize that all members of the College community are bound by federal and state laws pertaining to civil rights, harassment, copyright, security, and other statutes governing use of electronic media. This policy does not preclude enforcement under such laws.

Indemnification and Warranties

A. Glen Oaks Community College makes no warranties of any kind whether expressed or implied, for the computer services it provides.

B. Glen Oaks Community College assumes no responsibility for any direct or indirect damages arising from the user's connection to the Internet. The College is not responsible for the accuracy of information found on the Internet, but rather merely facilitates the accessing and dissemination of information through its systems. Unless the College expressly authors content, it has no editorial control over the content distributed or disseminated on the network and users are solely responsible for any material that they access and disseminate.

C. Users hereby agree to indemnify and hold Glen Oaks Community College and its officers, Trustees, employees, and agents harmless for any loss, damage, expense, or liability resulting from any claim, action or demand, arising out of or related to the users' use of Glen Oaks Community College owned technology resources and network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortious interference with contract or prospective business advantage, unfair completion, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Reporting Violations

Allegations of student conduct that is believed to violate this Acceptable Use policy should be reported in writing to the Vice President of Student Services. Allegations of faculty or staff conduct that is believed to violate this Acceptable Use Policy should be reported in writing to the Vice President of Finance & Administration or designee. To ensure the fairness

of any proceedings that may follow a reported violation, the individual filing the report should not discuss or provide copies of the allegations to others.

Policy History: Adopted by Board of Trustees 5/14/08, revised 9/17/14, 1/20, reviewed 3/9/23

Network Acceptable Use

Policy 271

Purpose

The College Network incorporates all electronic communication systems and equipment at Glen Oaks Community College (the "College"). This Network Acceptable Use Policy ("AUP") sets forth the standards by which all Users may use the shared College Network. The College Network is provided to support the College and its mission of education, service, and research. Any other uses (other than permitted personal use as discussed below), including uses that jeopardize the integrity of the College Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited. The use of the College Network is a revocable privilege.

By using or accessing the College Network, Users agree to comply with this AUP and other applicable College policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations. Only Users are authorized to use and/or access the College Network. The term "User" refers to any faculty, staff, or student associated with the College, as well as any other individual with access to computers or other network devices that have been approved by the Director of IT or Vice-President of Finance and Administrative Services for connection to the College Network. This definition includes, but is not limited to, contractors, visitors, and temporary affiliates.

Principles

General requirements for acceptable use of the College Network are based on the following principles:

- A. Each User is expected to behave responsibly with respect to the College Network and other Users at all times.
- B. Each User is expected to respect the integrity and the security of the College Network.
- C. Each User is expected to behave in a manner consistent with the College's mission and comply with all applicable laws, regulations, and College policies.
- D. Each User is expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the College Network and show restraint in the consumption of shared resources.
- E. Each User is expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.
- F. Each User is expected to cooperate with the College to investigate potential unauthorized and/or illegal use of the College Network.
- G. Each User is expected to respect the security and integrity of College computer systems and data.
- H. Users will properly log out of sessions.

I. Users will monitor access to their accounts. If a user suspects unauthorized activity or that their account has been compromised, they must report the compromise to the Director of IT, and change passwords immediately.

J. Users will use only supported and patched applications and operating systems on college-owned devices. Exceptions must be documents and approved by the Director of IT.

Prohibitions

Without limiting the general guidelines listed above, unless expressly agreed to by the Director of IT, the following activities are specifically prohibited:

- A. Users may not attempt to disguise their identity, the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College's name, network names, or network address spaces.
- B. Users may not attempt to intercept, monitor, forge, alter or destroy another User's communications. Users may not infringe upon the privacy of others' computer or data. Users may not read, copy, change, or delete another User's data or communications without the prior express permission of such other User.
- C. Users may not use the College Network in a way that (a) disrupts, adversely impacts the security of, or interferes with the legitimate use of any computer, the College Network or any network that the College connects to, (b) interferes with the supervisory or accounting functions of any system owned or managed by the College, or (c) take action that is likely to have such effects. Such conduct includes, but is not limited to: hacking or spamming, placing of unlawful information on any computer system, transmitting data or programs likely to result in the loss of an individual's work or result in system downtime, sending "chain letters" or "broadcast" messages to lists or individuals, or any other use that causes congestion of any networks or interferes with the work of others.
- D. Users may not distribute or send unlawful communications of any kind, including but not limited to cyber stalking, threats of violence, obscenity, child pornography, or other illegal communications (as defined by law). This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.
- E. Intentional access to or dissemination of pornography by College employees, temporary staff, contractors, or vendors is prohibited unless (1) such use is specific to work-related functions and has been approved the respective manager or (2) such use is specifically related to an academic discipline or grant/research project. This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.
- F. Users may not attempt to bypass network security mechanisms, including those present on the College Network, without the prior express permission of the owner of that system. The unauthorized network scanning (e.g., vulnerabilities, port mapping, etc.) of the College Network is also prohibited. For permission to perform network scans, user must receive prior approval by calling the Director of IT.
- G. Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder or as

otherwise allowed by law. Information on the Digital Millennium Copyright Act can be found at:

<http://www.copyright.gov/legislation/dmca.pdf> and the Copyright Act at: <http://www.copyright.gov/title17/>

H. Except as allowed under the Personal Use Policy or the Policy on Use of College Resources in Support of Entrepreneurial Activities. Users may not use the College Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-College organizations, unlawful activities, or uses that violate other College policies.

I. Users may not extend or share with public or other users the College Network beyond what has been configured accordingly by Director of IT. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, and firewalls) to the College Network without advance notice to and consultation with the Director of IT. To contact the Director of IT, users must call Extension 315 and submit an IT request form.

J. Users are responsible for maintaining minimal security controls on their personal computer equipment that connects to the College Network, including but not limited to: current antivirus software, current system patches, and strong passwords.

K. Users may not violate any laws or ordinances, including, but not limited to, laws related to copyright, discrimination, harassment, threats of violence and/or export controls.

L. Users will not share access codes, PINS, MFA Tokens, or passwords.

M. Users will use MFA when possible on all systems containing sensitive or restricted data.

Review and Penalties

The College reserves the right to review and/or monitor any transmissions sent or received through the College Network. Access to other transmissions sent or received through the College Network may occur in the following circumstances:

- A. In accordance with generally accepted, network-administration practices;
- B. To prevent or investigate any actual or potential information security incidents and system misuse, if deemed necessary by authorized personnel;
- C. To investigate reports of violation of College policy or local, state, or federal law;
- D. To comply with legal requests for information (such as subpoenas and public records requests); and
- E. To retrieve information in emergency circumstances where there is a threat to health, safety, or College property involved

Penalties for violating this AUP may include:

- A. Restricted access or loss of access to the College Network;
- B. Disciplinary actions against personnel and students associated with the College,
- C. Termination and/or expulsion from the College, and

D. Civil and/or criminal liability.

The College, in consultation with its legal counsel, may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

Policy Updates

The College reserves the right to update or revise this AUP or implement additional policies in the future. Users are responsible for staying informed about College policies regarding the use of computer and network resources and complying with all applicable policies. The College shall provide notice of any such modifications or amendments by email to the College community. Any such modification shall be effective immediately upon notice being provided regardless of whether subscriber actually reads such notice.

Policy History: Adopted by Board of Trustees 4/9/97, revised 6/9/99, 1/12/20, 10/13/04 6/11/14, 12/8/22, 4/13/2023

Digital Accessibility

295 Policy

Policy Statement

Glen Oaks Community College will promote and monitor the accessibility of its electronic and information technology ("EIT"), which includes third-party sites with whom GOCC contracts or links and any GOCC acquisition of online content provided or developed by third parties that the college chooses to make available on the website. GOCC has adopted the W3C WAI's Web Content Accessibility Guidelines 2.1, Level AA conformance standard (in accordance with the American Disabilities Act and the Rehabilitation Act of 1973) to determine whether all web content is accessible.

Students, prospective students, employees, guests, and visitors can report violations of the technical standards used by GOCC, file a formal complaint through its Section 504 and Title II grievance procedure, and/or contact a Web Accessibility Coordinator with any concerns.

Rationale

The Americans with Disabilities Act (ADA) and the 1998 amendment to the Rehabilitation Act of 1973 (Section 508) requires agencies and government supported organizations to provide individuals with disabilities access to information that is comparable to the access and experience available to others.

Entities Affected by this Policy

This policy affects all of GOCC's faculty, staff, students, board members, contractors, and guests of the college.

Who Should Read this Policy

All GOCC faculty, staff, students, board members, contractors, and guests.

Related Documents

1. GOCC's Acceptable Internet Use Policy

<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/internet-technology-use-policies/acceptable-internet-use-policy/>

2. Public Law 105-220, "Section 508 of the Rehabilitation Act of 1973, as amended in the Workforce Reinvestment Act of 1998"

<https://www.govinfo.gov/content/pkg/PLAW-105publ220/html/PLAW-105publ220.htm>

3. Section 503 of the Rehabilitation Act of 1973, as amended

<https://www.dol.gov/agencies/ofccp/section-503/law> (<https://www.dol.gov/agencies/ofccp/section-503/law/>)

4. Web Content Accessibility Guidelines

<https://www.w3.org/TR/WCAG/>

5. Title 44, U.S.C., § 3501, "E-Government Act of 2002"

<http://www.gpo.gov/fdsys/pkg/PLAW-107publ347/pdf/PLAW-107publ347.pdf>

6. Title 36, Code of Federal Regulations (CFR), Part 1194, "Electronic and Information Technology (EIT) Accessibility Standards"

<https://www.ecfr.gov/current/title-36/chapter-XI/part-1194> (<https://www.ecfr.gov/current/title-36/chapter-XI/part-1194/>)

7. Title 48, CFR, 39.204, Federal Acquisition Regulations (FAR), "Acquisition of Information Technology"

<https://www.govinfo.gov/content/pkg/CFR-2002-title48-vol1/xml/CFR-2002-title48-vol1.xml#seqnum39.204> (<https://www.govinfo.gov/content/pkg/CFR-2002-title48-vol1/xml/CFR-2002-title48-vol1.xml#seqnum39204>)

8. Federal Acquisition Regulation, Final FAR Ruling 48, CFR Parts 2, 7, 10, 11, 12 and 39 (FAC 97-27; FAR Case 1999-607)

<https://www.ecfr.gov/current/title-4> (<https://www.ecfr.gov/current/title-4/>)8

9. Public Law 105-220, Workforce Investment Act of 1998, Amendment to Section 508 of the Rehabilitation Act (29 USC 794d)

<https://www.govinfo.gov/content/pkg/PLAW-105publ220/html/PLAW-105publ220.htm>

10. GOCC-specific policies and directives that relate to accessibility, equal opportunity, and reasonable accommodations

<https://catalog.glenoaks.edu/college-policies-procedures/>

Contacts

ADA Web Compliance Officer
Eric Connelly
Phone: (269) 294-4254
econnelly713@glenoaks.edu

Definitions

1. *Accessible*: refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.
2. *Americans with Disabilities Act*: a comprehensive, federal civil rights law that prohibits discrimination based on disabilities in

employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.

3. *Compliance*: adherence to the web accessibility standards and practices detailed in the Web Content Accessibility Guidelines 2.1 WCAG Priority 2, AA web accessibility standards.

4. *Content owner*:

- a. Any individual capable of accessing and posting content on any of GOCC's online content.
- b. Any third party responsible for posting content on behalf of GOCC.
- c. A web-based service contracted by GOCC that serves a GOCC business and the GOCC employees responsible for administering those sites.

5. *Disability*: with respect to an individual: a physical or mental impairment as defined by the ADA that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

6. *Electronic and Information Technology (EIT)*: EIT includes GOCC web content, including web pages, media and documents provided on all college websites and official social media platforms, as well as any linked information from 3rd party websites that are not maintained by the college; online learning content, including learning management systems, e-learning tools, and any electronically delivered media, communications and documents.

7. *Rehabilitation Act of 1973 (Section 508)*: prohibits disability discrimination by federal agencies, federal contractors, and other recipients of federal financial assistance. Types of prohibited discrimination include employment; education; building accessibility; and health, welfare, and social services.

8. *Remediation*: the process undertaken to retrofit, redesign, or remove the content from the website found to be out of compliance.

9. *Web Content*: Web Content is a sub-category of EIT that specifically addresses the text, images, multimedia, documents, and all information provided on all college websites both for public audiences and employee-only resources.

Procedures

Responsibility

ADA Web Compliance Officer or designee (hereinafter "Compliance Officer") shall be responsible for ensuring that information and services offered via GOCC's websites are compliant.

Proactive Monitoring

The Web Compliance Officer will monitor the EIT in order to evaluate compliance with accessibility standards and practices according to the Americans Disability Act of 1990 and the Americans Disability Act Amendment Act of 2009, Section 503 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act 1998 and the W3C/WAI/WCAG AA web accessibility standards.

Monitoring tools can be run at any interval but no less than each quarter. The Web Compliance Officer will then send a web-based information check sheet stating the degree of compliance to the Vice- President of Academics. If non-compliant, remediation will apply.

Anyone posting content must review content to ensure it meets the accessibility standards prior to publication or notification of any substantial change in accessibility standards.

Accountability

The Web Compliance Officer will regularly report, track, and evaluate the status of the EIT to ensure compliance with Priority 2, AA accessibility standards. The ADA Compliance Officer will review web content that is reported as non-compliant.

Where possible, the websites will have a link to report accessibility problems to the ADA Web Compliance Officer.

The Web Compliance Officer will notify the content owners of any instance of non-compliance. The content owner shall be responsible for remediation according to the guidelines and timelines established by the agreement with the ADA Web Compliance Officer. The Web Compliance Officer shall ensure that the remediation steps are taken within 30 days of discovery, or the Web Compliance Officer will remediate the issue directly. Lack of remediation on the part of contracted services could lead to termination of contract services and/or a hold on payment.

The Web Compliance Officer will be responsible for maintaining a record of reported instances of non-compliance and their ultimate resolution.

The IT Department may initially provide assistance to departments concerning content development. The IT Department will coordinate faculty training for those departments regarding the development and publication of accessible content. In addition, the IT Department will also train staff and faculty content developers in-person or provide the ability to take online training.

Remediation

The Web Compliance Officer shall ensure that the EIT that fails to comply with accessibility will receive remediation within 30 days of discovery.

When EIT cannot be made accessible within 30 days of discovery, the content owner will be responsible for providing alternative access to the information.

If not remediated within 30 days of discovery, the IT Department will bring the content into compliance and inform the Web Compliance Officer of the changes made. The Web Compliance Officer will follow up with the content owner(s) to ensure proper training is administered, so future issues of this nature do not occur.

If remediation is not possible, and alternative access is not an option, content will be published with information on available assistive services (Phone number, fax, email options).

Retrofit Accessibility

Content owners shall provide alternative ways for persons with disabilities to obtain services and information during any period where a EIT is undergoing retrofit in order to comply with accessibility standards.

Training

Content owners are required to maintain a working knowledge of accessibility standards. Glen Oaks Community College will provide mandated annual training for content owners who develop and maintain GOCC's EIT in order to ensure that those who post content understand accessibility standards. Annual training will be over the Policy and the content owner's roles and responsibilities to ensure that web design, documents, and multimedia content are accessible. The Web ADA

Compliance Officer will facilitate training in-person, or the training may be completed online.

This replaces previous version of what was referred to: Policy 2.95 Web Accessibility Policy.

Policy History: Approved by Board of Trustees 12/8/22, 4/13/2023

Other Requests for Information Policy 181

Purpose:

This policy outlines the procedures for the College to respond to information requests, including subpoenas, warrants, and other law enforcement agency actions (including but not limited to local, state, or federal agencies) actions, while ensuring compliance with applicable laws, and protecting the rights and privacy of students, faculty, and staff.

General Principles:

1. **Compliance with Law:** The College will comply with all applicable federal and state laws regarding information requests.
2. **Protection of Privacy:** The College is committed to protecting the privacy of student, faculty, and staff records as required by law, including the Family Educational Rights and Privacy Act (FERPA).
3. **Transparency and Due Process:** The College will strive to be transparent in its responses to information requests while ensuring due process and fairness.

Section 1.

FOIA (Freedom of Information Act) Requests: For FOIA Requests, please refer to policy 180. The Executive Associate to the President is the designated FOIA Officer for the College. All FOIA requests must be directed to the FOIA Officer.

Section 2.

Employment Verifications and/or References: All requests for employment verifications, wages, or other employment information must be directed to the Human Resources Department. Glen Oaks Community College will only provide positions held and dates of employment. A release/waiver signed by the employee, or a FOIA request is required if the requester wishes to obtain additional information such as wages. Employees are not authorized provide references on behalf of the College (on Glen Oaks letterhead) but may act as a personal reference if they so choose.

Section 3.

Personnel Records: Requests for current or former employee personnel records must be directed to the Human Resources Department. Requests for personnel records will be handled in accordance with the Bullard-Plawecki Employee Right to Know Act. Employees shall not divulge a disciplinary report, letter of reprimand, or other disciplinary action to a third party, without providing the employee or former employee written notice by first-class mail to the employee or former employee's last known address, prior to divulging the information.

Section 4.

Subpoenas and Warrants: Employees should not take possession of or sign any legal documents such as subpoenas or warrants. These should be directed to the

Campus Safety Director (Ext 261), or a member of the President's Cabinet. The Campus Safety Director or Cabinet Member (or designee) will consult with the College's legal counsel to verify its authenticity and legality. The individual or department, whose information is being sought, will be notified, if legally permissible. Requests for personnel information must be directed to the Human Resources Department. Requests for student information must be directed to the Registrar's Office. The College will comply with the legal requirements of the subpoena or warrant while minimizing the disclosure of information.

Section 5:

Law Enforcement Agency Action: In the event of any local, state, or federal law enforcement officer's presence at the College, request for information or inspection, **a member of the President's Cabinet shall be notified immediately.** The College will consult with legal counsel to determine the appropriate response and ensure compliance with applicable laws. Access to student and employee records will be limited to those legally authorized to receive them.

Law Enforcement officers, like other guests, are permitted to enter public areas of the College (concourse, hallways, parking lots, learning commons, etc). However, they are not authorized to enter/search private areas without presenting a judicial warrant to the appropriate member of the President's Cabinet. Private areas include offices, meeting rooms, classrooms, and the Devier Student Suites Residence Hall. Employees shall obtain documentation from the law enforcement officer (e.g., identification, business card, any warrants, or subpoenas) and make copies or clear photos.

Employees shall read the contents of any warrant presented. A warrant signed by a judge or magistrate in a federal or state court (Judicial Warrant) is required for law enforcement officers to proceed beyond public areas and into the private areas of the College. A warrant signed by an employee of Immigration and Customs Enforcement (ICE) or Department of Homeland Security (DHS) (Administrative Warrant) are merely requests and do not have the same effect as a Judicial Warrant.

If a member of law enforcement attempts to enter a private area of the College with a **Judicial Warrant**, employees shall comply and may say, "a Member of the President's Cabinet will arrive shortly to assist you." If a member of law enforcement attempts to enter a private area of the College with an **Administrative Warrant**, employees may say, "I cannot give you permission to enter this area, you must speak with a Member of the President's Cabinet, who shall arrive shortly." Being in a public area does not give law enforcement the authority to detain/question anyone. Employees should not disclose any personnel or student information not specifically requested by a Judicial Warrant.

achieve this goal, institutional scholarships are awarded to qualified applicants.

TYPES OF SCHOLARSHIPS

PRESIDENTIAL/DEAN'S SCHOLARSHIPS

The Presidential and Dean's scholarships are intended for recent graduates of area high schools who have outstanding academic records. The scholarship may be used for all education-related expenses and can be renewed for up to two academic years. One Presidential Scholarship and two Dean's scholarships will be awarded to graduates from each St. Joseph County public high school and a St. Joseph County private high school. If funds remain, scholarships may be awarded to recent graduates who reside outside of St. Joseph County.

Eligibility Criteria, Application & Selection Process:

- a. Graduating high school senior.
- b. President's minimum 3.5 GPA and Dean's minimum GPA of 3.0 after the first semester of the applicant's senior year.
- c. Scholarship application, official high school transcript, application for admission to Glen Oaks Community College, short essay and letter of recommendation must be submitted by the annual scholarship deadline.
- d. Other factors that may be used in the selection include class rank, financial need, recent academic improvement, and/or ACT/ SAT results.
- e. Current high school graduates who meet one of the following criteria may apply: (a) received an ACT Composite Score of 24 or higher or and SAT [M & V] score of 1110 or higher; or (b) be ranked in the top ten percent of the graduating class from high school; or (c) be a member of the high school's National Honor Society.

Selection/Announcement Process:

Selection will be made by the scholarship committee based on the above criteria. Awards will be announced via a letter from the Financial Aid Office. Presidential Scholarship recipients will also receive a letter from the President of Glen Oaks Community College. The winners who accept the awards will be invited to a reception and be awarded a certificate. A press release will be issued.

Enrollment and Renewal:

Students must enroll in a minimum of 6 credit hours at Glen Oaks during each semester the scholarship is awarded. The award will be pro-rated each semester based upon GOCC enrolled credits as shown below. The student must also maintain the required GPA as specified in the scholarship criteria (i.e., Presidential GPA requirement of 3.5 or above; Dean's GPA requirement of 3.0 or above). Recipients who do not meet the above GPA criteria will be issued a warning semester. Two consecutive semesters below the required GPA will result in the cancellation of the scholarship.

Presidential Scholarship (per semester)

- Full-time (12 or more credits) = \$2,000
- $\frac{3}{4}$ time (9-11 credits) = \$1,500
- Half-time (6-8 credits) = \$1,000
- Dean's Scholarship (per semester)
- Full-time (12 or more credits) = \$1,000

Scholarship Policy 315

PHILOSOPHY

Glen Oaks Community College is committed to serving a diverse student body with a variety of talents, skills, abilities, and backgrounds. To help

- ¾ time (9-11 credits)= \$750
- Half-time (6-8 credits)= \$500

ATHLETIC SCHOLARSHIPS:

Information regarding Athletic Scholarships is available in the Athletic Department Office.

CAREER AND TECHNICAL EDUCATION SCHOLARSHIPS

Glen Oaks offers 14 CTE Scholarships to high school seniors enrolled in the CTE Program and who intend to continue in the same field as their CTE Program after graduation. The Glen Oaks Career and Technical Education (CTE) Scholarships require a minimum high school grade point average of 2.0 in an occupational field. The scholarship is applied to tuition & fees only. Recipients must enroll full-time (12 credits) each semester at Glen Oaks. Recipients must maintain a 2.0 semester average at Glen Oaks Community College to continue receiving the scholarship each semester.

SUPERINTENDENT SCHOLARSHIPS

The purpose of the scholarships is to encourage additional education by faculty, administration and staff who work in St. Joseph County school districts. Each superintendent may recommend recipients for one scholarship from his/her district. This information will be forwarded to the Glen Oaks Financial Aid Office. Each scholarship will cover the tuition and general fees for ONE 3 or 4 credit hour class at Glen Oaks Community College. The scholarship does not cover course fees, books, and supplies.

The following districts will be included:

Burr Oak, Centreville, Colon, Constantine, Mendon, Sturgis, Three Rivers, White Pigeon and SJC Intermediate School District

History

Revisions to Scholarship Policy adopted by Board of Trustees 5/11/94, 1/11/95, 9/13/95, 11/12/97, 1/14/98, 9/9/98, 11/11/98, 9/13/00, 4/11/01, 7/11/01, 4/17/02, 9/11/02, 10/9/02, 9/14/05, 9/17/14, 6/15/17, reviewed 3/9/23, 11/21/24

Service Animal Policy 380

Purpose

Glen Oaks Community College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal law. This policy governs the use of service animals on campus by persons with disabilities.

Policy Statement

Persons with disabilities may be accompanied by working service animals on the campus of Glen Oaks Community College consistent with the provisions of this policy.

Definitions

Disability under the Americans with Disabilities Act (ADA): A physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.

Service animal: The College recognizes "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA). Pursuant to that law, a service animal is defined as any dog that is individually

trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained, or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Reasonable Modifications - Miniature Horse

Glen Oaks Community College shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Other requirements which apply to service animals shall also apply to miniature horses.

Assessment factors

In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, Glen Oaks Community College shall consider:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Service Animal Use on Campus

Visitors: Visitors with service animals may access all public facilities, with the exception of areas where service animals are specifically prohibited due to safety or health restrictions, where the service animal may be in danger, or where the service animal's use may compromise the integrity of research.

Employees: Employees with a disability who wish to utilize a service animal as a reasonable accommodation in a College office or other areas of campus buildings not open to the general public must register with the Human Resources Office at least 30 days before the animal is needed.

Students: Students with a disability who wish to utilize a service animal in a classroom are encouraged but not required to register with the Support Services for Students with Disabilities Office (SSSD), located in Student Services. Students are encouraged to register with the SSSD Office for access to resources, information, and advocacy around a range of disability-related dynamics, including service animals. Registration is encouraged for students who wish to use a dog as a service animal and is required for students who wish to use a miniature horse in College facilities.

Student Housing

For use of a service animal by a resident or potential resident in College housing, refer to the Student Housing Handbook.

Service Dogs in Training

- A. Service dogs in training are permitted on campus in all public facilities on the same basis as working service animals provided that the dog is being led or accompanied by a trainer for the purpose of training the dog, and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization.
- B. Only adult dogs (twelve months of age or older) are considered service dogs in training under College policy. "Puppies in training" are not permitted in College buildings, except with written permission from the Vice President of Student Services.
- C. Service dogs in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public, except with written permission from the Vice President of Student Services.
- D. A student or employee with a disability who wishes to utilize a service dog in training in College housing, classrooms, offices, or other areas of campus buildings not open to the general public must register with the SSSD Office and seek approval through the reasonable accommodation process.

General Requirements

Service animals on campus must comply with all state and local licensure and vaccination requirements. The animal must be on a leash at all times, if appropriate for that animal.

The care and supervision of a service animal is the responsibility of the individual who uses the animal's service. The individual must maintain control of the animal at all times. The individual using the animal's service is responsible for ensuring the cleanup of all animal waste and for any damage caused by the animal. College officials and staff may designate animal toileting areas.

The College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

Clarifying Animal Status

Service animals are permitted in all public facilities on campus in accordance with this Policy. College employees should not question an individual about an accompanying service animal if the individual's disability is readily apparent and the function of the accompanying animal is clear.

In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a College employee may only ask two questions:

1. Whether the animal is required because of a disability
2. What work or task the animal is trained to perform

College employees *shall not* ask any questions about the individual's disability.

Although a service animal may sometimes be identified by an identification card, harness, cape, or backpack, such identifiers are not required and should not be requested or demanded for any service animal on campus.

Conflicting Disabilities

Individuals with medical issues impacted by animals (e.g., respiratory conditions, allergies, or psychological conditions) should contact the SSSD Office in Student Services for assistance.

Removal of Service Animals

A service animal may be removed from College facilities or grounds if it is disruptive (e.g., barking, wandering, displaying aggressive behavior) and the behavior is outside the duties of the service animal. Ill, unhygienic, and/or unsanitary service animals are not permitted in public campus areas. The individual responsible for such an animal may be required to remove the animal.

Restricted Areas

The College may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations may include but are not limited to laboratories and/or classrooms with demonstration/research animals.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting the SSSD Office in Student Services. In making its decision, the SSSD Office will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area.

Interacting with Service Animals

Service animals work and perform tasks and are not pets. Accordingly, members of the College community should adhere to the following best practices when interacting with service animals:

- Allow a service animal to accompany its owner at all times and in all places on campus that are open to the general population.
- Do not touch or feed a service animal unless invited to do so.
- Do not deliberately distract or startle a service animal, and,
- Do not separate or attempt to separate a service animal from the individual using the animal's service.
- Do not inquire for details about a person's disabilities. The nature of a person's disability is a private matter.

Emergency Situations

A handler/animal team may become stressed during emergency situations involving smoke, fire, sirens, or injury, and exhibit protective behavior. Be aware that service animals may try to communicate the need for help. In emergency situations make every effort to avoid separating the handler from the animal.

Policy Exceptions

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the SSSD Office in Student Services.

Policy History: Approved by the Board of Trustees 6/15/2017, revised 1/20, reviewed 3/9/23

Sex Offender Compliance

POLICY 396

The Campus Sex Act Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment, as well as notice of change of enrollment or employment

status, at any institution of higher education to issue a statement advising the campus community as to where information concerning registered sex offenders can be obtained.

In accordance with this act, the Michigan State Police Sex Offender Registry website may be accessed at <http://www.mipsor.state.mi.us> (<http://www.mipsor.state.mi.us/>)

Registered sex offenders who are members of the College community, upon enrollment at the College, must notify the Vice President of Student Services or Campus Security that they have registered with the College. Failure to notify the College is a violation of the Student Code of Conduct and subjects those students to all available College judicial processes and sanctions.

Policy History: Approved by the Board of Trustees: 11/14/19, revised 1/20, reviewed 3/9/23

Sexual Harassment, Discrimination, and Retaliation Policy (Title IX)

Policy 395 Introduction

Glen Oaks Community College (“Glen Oaks” or “the College”) believes that every student and staff member, regardless of their gender, is entitled to equal educational opportunity and a safe environment in which to learn and work. This means that all members of the college community have the right to be free from all forms of sex/gender discrimination, harassment and retaliation. The term “sexual harassment” in this Policy includes sexual assault dating violence, domestic violence, and stalking (as those offenses are defined in the Clery Act, 20 U.S.C. 1092(f) and the Violence Against Women Act, 34 U.S.C. 1229(a)) and any other form of discrimination based upon sex that would violate Title IX of the Civil Rights Act.

This Policy is intended to: define what qualifies as sex discrimination, harassment and retaliation under Title IX; establish a mechanism for responding to complaints, including supportive measures that may be available to all involved parties; and outline the remedial efforts the College may take to end any sex discrimination, harassment or retaliation that has occurred, prevent its recurrence and address any continuing effects on an affected person.

SECTION 1: Scope and Jurisdiction of the Policy

The College’s Sex/Gender-Based Discrimination and Harassment Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in Glen Oaks Community College program or activities, including education and employment.

This policy applies to all education programs and activities (defined as including locations, events, or circumstances in which the College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a College-recognized student organization. This Policy also prohibits retaliation against a person who makes a good faith complaint of sex discrimination or harassment under this Policy. Alleged sexual harassment that occurred outside of the College’s education program or activity cannot be resolved through the grievance procedures

described in this Policy but may be addressed through the College’s Code of Conduct.

All reports of sexual discrimination, harassment or retaliation will be handled by one of the College’s Title IX Coordinators:

Tonya Howden Title IX Coordinator Coordinator Student Services, A53 Administrative Office, A37 62249 Shimmel Rd. Shimmel Rd. Centreville, MI 49032	Jamie Yesh Title IX Coordinator Administrative Office, A36 62249 Shimmel Rd. Centreville, MI 49032	Candy Bohacz Title IX 62249 Centreville, MI
thowden@glenoaks.edu cbohacz@glenoaks.edu 269-294-4230 thowden@glenoaks.edu cbohacz@glenoaks.edu 269-294-4230	jyesh@glenoaks.edu 269-294-4229 jyesh@glenoaks.edu 269-294-4229	269-294-4232 269-294-4232 269-294-4232

Complaints under this Policy may be made to any of the Title IX Coordinators. The Title IX Coordinator in the Student Services Office will take the lead role in administering this Policy but may involve the Title IX Coordinator(s) in the Administrative Office on complaints that involve employees or if the involvement of a different Title IX Coordinator is otherwise appropriate. In the event an incident involves alleged misconduct by a Title IX Coordinator, reports should be made to another Title IX Coordinator or the President of the College.

Individuals experiencing harassment or discrimination also have the right to file a formal complaint with government authorities:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr> (<http://www2.ed.gov/about/offices/list/ocr/>)

U.S. Department of Justice Civil Rights Division
Educational Opportunities Section, PHB
Washington, D.C. 20530
Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)

SECTION 2: Definitions

Advisor: A person chosen by a party or appointed by the institution to accompany the party to meetings related to the grievance process, to advise the party on that process, and to conduct cross-examination for that party at the hearing as needed. This person may be, but need not be, an attorney.

Complainant: The individual who is alleged to be the victim of conduct that could constitute sexual discrimination or harassment.

Consent: Clear, knowing and voluntary agreement. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually

understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age and have the mental/physical capacity to consent. A person may be unable to consent due to consumption of drugs or alcohol.

Coercion: Unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person's consent ineffective, because it is not voluntary. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.

Respondent: The individual who has been reported to be the perpetrator of conduct that would constitute sexual harassment or discrimination.

Retaliation: The act of intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted or participated (or refused to participate) in any manner in an investigation, proceeding or hearing related to Title IX or this Policy. Intimidation, threats, coercion or discrimination – including making charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report of complaint of sex discrimination or a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege secured by Title IX – constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Nor is it retaliation to charge an individual with a Code of Conduct violation if the College finds that the individual made a materially false statement in bad faith in the course of a grievance proceeding under this Policy, provided that a determination regarding responsibility, standing alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Retaliation will not be tolerated and may result in severe sanctions, including discipline, suspension, expulsion, termination of employment or revocation of tenure, or an additional charge.

Sanctions: Consequences imposed on a respondent following a determination under Title IX that the respondent violated the College's prohibition on sex discrimination.

Sex Discrimination: Unequal treatment based on sex with respect to an individual's access to or participation in the College's education programs or activities, as prohibited by Title IX.

Sexual Harassment: Conduct on the basis of sex where at least one of the following occurs:

- An employee of the College makes providing an aid, benefit or service of the College conditional upon an individual's participation in unwelcome sexual conduct (Quid pro quo harassment);
- There is unwelcome conduct on the basis of sex that a reasonable person would deem so severe, pervasive and objectively offensive

that it effectively denies a person equal access to the College's education program or activity (hostile environment harassment); or

- An individual is subjected to "sexual assault," as defined by the Clery Act, which is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. That is further defined as:
 - Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - Forcible Rape:
 - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - Forcible Sodomy:
 - Oral or anal sexual intercourse with another person forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Sexual Assault with an Object:
 - The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Forcible Fondling:
 - The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sex Offenses, Non-forcible:
 - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Michigan law. Statutory Rape is Non-forcible sexual intercourse with a person who is under the statutory age of consent of Michigan.
- An individual is subjected to "dating violence," defined in 34 U.S.C. 12291(a)(10) as:
 - Violence on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition—
 - Dating violence includes, but is not limited to emotional, psychological, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- An individual is subjected to "domestic violence," defined in 34 U.S.C. 12291(a)(8) as:

- Violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
- To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- An individual is subjected to "stalking," defined in 34 U.S.C. 12291(a)(30) as:
 - Engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
 - For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
 - Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

Sexual orientation: Sexual identity in relation to the gender to which a person is attracted.

Supportive measures: Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
2. Provide support during the recipient's grievance procedures or during an informal resolution process.

Students with disabilities are not obligated to disclose their disability nor request disability-related modifications. However, if a student does reveal their disability status to the Title IX Coordinator, the Coordinator is encouraged to discuss available support options with the student, which may include services provided by the College's Disability Support Services Office.

Examples of supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar measures. These measures will be kept confidential, to

the extent maintaining that confidentiality does not impair the College's ability to provide the supportive measures.

SECTION 3: Reporting Sexual Harassment, Discrimination, or Retaliation

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. All non-confidential college employees (student employees, faculty, staff, administrators) are required to immediately report information about conduct that reasonably may constitute sex discrimination, harassment, or retaliation to a Title IX Coordinator.

Individuals may report sex discrimination, harassment, or retaliation in the following manner:

Confidential Reporting

If a reporting person would like the details of an incident be kept confidential, they should speak with a licensed counselor, members of the clergy and chaplains, or off-campus rape crisis resources, such as Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line).

On campus, licensed counselors can maintain confidentiality – meaning they are not required to report actual or suspected discrimination, harassment, or retaliation to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared.

Those who are able to maintain confidentiality will do so except in extreme cases of immediate threat or danger or in the abuse of a minor.

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to inform you of their duties, and help you make decisions about who can best assist you.

Personally identifiable information will be shared in the event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

Formal Reporting

Reporting parties are encouraged to file a formal complaint of sexual harassment, discrimination or retaliation at www.glenoaks.edu ([http://www.glenoaks.edu/](http://www.glenoaks.edu)) by clicking on the Report a Concern tab on the home page. This report submits to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation.

Reporting parties may also contact a Title IX Coordinator (as described above), or another school administrator with whom the reporting party feels comfortable, to make a complaint. Students and employees have the right to have incidents of sexual harassment, discrimination or retaliation investigated and properly resolved through a grievance process. Information will be shared as necessary with the Complainant, Respondent, and appropriate college administrators who play a role in the grievance process.

If a Complainant wishes to remain anonymous, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety

of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request that no investigation take place but will maintain confidentiality to the extent possible. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer supportive measures but will not otherwise pursue formal action. A Complainant has the right, and can expect, to have reports taken seriously by the College, and when formally reported, to have those incidents investigated and properly resolved through these procedures.

Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, the College will typically apply the Policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

SECTION 4: College Reporting Obligations

Title IX Employee Reporting Obligations

All non-confidential college employees (student employees, faculty, staff, administrators) are required to immediately report information about conduct that reasonably may constitute sex discrimination, harassment, or retaliation to a Title IX Coordinator.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, student activities staff, human resources staff, academic advisors, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident using Clery location categories and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to any member of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters

for timely warning purposes are exactly the same as detailed in the above paragraph.

SECTION 5: Grievance Process for Sex Discrimination

Any student or staff member who believes that they have been subjected to (or witnessed) sex discrimination in any program or activity of the College should report that concern at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report goes to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation. Reporting parties may also contact a Title IX Coordinator (as described above). If the concern involves a Title IX Coordinator and the Complainant does not feel comfortable reporting to one of the other Title IX Coordinators, a report may be made to the President of the College.

Within five (5) business days of receiving a complaint, the Title IX Coordinator will determine whether any supportive measures are necessary, work on implementing those supportive measures, and initiate an investigation. The investigation, which will be conducted by the Title IX Coordinator or designee, will include interviews of witnesses deemed necessary by the investigator as well as review of relevant evidence.

Absent unusual circumstances (e.g., unavailability of witnesses), the investigation will be completed within 60 business days. At the conclusion of the investigation, the investigator will prepare a report that summarizes the factual evidence gathered and makes a determination of whether there is sufficient evidence to conclude—by a preponderance of evidence (i.e. "more likely than not") - that sex discrimination occurred in one of the College's programs or activities.

If the Title IX Coordinator did not act as the investigator, the investigator will provide a copy of the Report to the Title IX Coordinator and the parties. Within five (5) business days of receiving the report, the Title IX Coordinator (if not the investigator) will adopt, modify or reject the investigator's conclusions and provide notice to the parties of that decision. The Title IX Coordinator will also determine what remedial actions (if any) may be necessary to end any sex discrimination that occurred, prevent its recurrence and redress any continuing effects of the discrimination.

Both parties will have the right to file a written appeal of the Title IX Coordinator's decision to the President of the College. An appeal must be submitted, in writing, to the Title IX Coordinator within five (5) business days after the date of the Title IX Coordinator's report or notification. The decision of the President is final.

Retaliation against a person for making a good faith complaint of sex discrimination is strictly prohibited. Any complainant who believes that he/she has been retaliated against for making a complaint of sex discrimination under this Policy should notify the Title IX Coordinator and that complaint will be handled according to the grievance procedures provided in this Section.

SECTION 6: Grievance Process for Sexual Harassment

A formal complaint of sexual harassment may be filed with the Title IX Coordinator in person, by mail, by email or by using the contact information for the Title IX Coordinator described above, but the College strongly encourages submission of reports through the Report a Concern option at www.glenoaks.edu (<http://www.glenoaks.edu/>). The Title

IX Coordinator reserves the right to file a formal complaint should the complainant decline to file a formal complaint. The Title IX Coordinators are the school officials charged with authority to institute corrective measures for violation of this Policy, but all College employees are obligated to report incidents of sexual harassment of which they become aware, unless they have a recognized confidentiality privilege, such as serving as a licensed counselor for the College. Further, students and guests who have observed or been made aware of sexual harassment are encouraged to report such incidents.

The formal complaint should clearly and concisely describe the conduct that the complainant believes constitutes sexual harassment; the identities of the parties involved in the incident, if known; the date and location of the incident, if known; and the desired remedy sought. The formal complaint should contain the name and contact information for the complainant if available. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the complainant should submit any supporting materials as quickly as is practicable.

Part I: Actions upon Receipt of a Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will:

1. Initiate the investigation process by reviewing the allegations contained in the formal complaint. The formal complaint will be dismissed for lack of jurisdiction if the conduct alleged (1) would not constitute sexual harassment, as defined by Title IX regulations and described in this Policy, even if proved; (2) did not occur in the College's education program or activity; or (3) did not occur against a person in the United States. The Title IX Coordinator will, however, consider whether the alleged conduct may violate the College's Code of Conduct, and if it may, refer the complaint for handling under the Code of Conduct.
2. Review if any immediate steps need to be taken for the safety of any student or other individual arising from the report of sexual harassment. If emergency removal is necessary due to an immediate threat to physical health or safety, the Title IX Coordinator will provide respondent(s) with notice of the decision to remove respondent(s) from campus and the opportunity to challenge the decision immediately following the removal.
3. Provide a Notice of Allegation to the parties of:
 - a. The College's grievance process, including the informal resolution process;
 - b. The sexual harassment allegations, including the identities of the parties involved, if known; the conduct alleged to be sexual harassment; and the date and location of the incident, if known. If, during the course of the investigation, the College decides to investigate additional allegations that were not included in this initial notice, the College will provide notice of those additional allegations to the parties.
 - c. The fact that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - d. Retaliation is prohibited.
 - e. The parties' right to have an advisor of their choice, who may be, but is not required to be, an attorney and who will be permitted to inspect and review evidence obtained as part of the investigation that is directly related to the allegations made in the formal complaint;
 - f. The provisions in the College's Code of Conduct that prohibits making false statements or knowingly submitting false information during the grievance process.
4. Provide supportive measures, as needed, to both the complainant and respondent.
5. Assign an investigator to the case
6. The investigator may be one or more individuals. If there is more than one investigator, they shall be present at all meetings. The assigned investigator(s) will have received all requisite training and will be free of bias and conflict of interest.
6. Monitor the investigation's progression and completion.

Part II: Formal Investigation Process and Protections

Within five (5) business days of the College's receipt of a formal complaint, the investigator will initiate an investigation. The investigator will ensure that the burden of proof and gathering of evidence rests on the College, not the parties, understanding that the College cannot access, consider, disclose or otherwise use a party's treatment records without that party's voluntary, written consent.

Each of the parties will have an equal opportunity to present evidence and witnesses, including fact and expert witnesses. The investigator will not restrict the ability of either party to discuss the allegations under investigation or their ability to gather and present relevant evidence.

The investigator will conduct interviews (and follow-up interviews, as needed) with the parties and relevant witnesses. Prior to any investigative interview or other meeting where a party is invited or expected to attend, the investigator will provide advance, written notice of the date, time, location, participants and purpose of the meeting, with sufficient time for the party to prepare to participate.

Absent unusual circumstances (e.g. school closure, unavailability of witnesses, delay caused by criminal investigation), the investigation will be completed within 60 business days. Any time the general timeframe for resolution outlined in this Policy will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and the anticipated time needed as a result of the delay.

Part III: Investigation Meeting Details

1. Each meeting will be held privately and closed to the public. At no time during the investigation will the respondent and the complainant be in the same room.
2. These meetings are entirely administrative in nature and are not considered legal proceedings.
3. The parties will be allowed an advisor of their choice to be present during all administrative meetings and hearings.
 - a. The complainant and respondent must select an advisor of their choice, which, at their own expense, may include an attorney.
 - i. If either party does not have an advisor, the College will provide one at the request of the student at no cost to the involved party.
 - ii. All advisors provided by the college are employees who are trained to serve in this function. The college will not provide legal counsel for the student.
 - iii. If an involved party is a minor, a parent/guardian, as well as an advisor, may attend all meetings.
 - b. During investigative meetings, the advisor may only speak with their party in a way that does not disrupt the meeting. At no

time will they be allowed to speak on behalf of the party unless deemed necessary or appropriate by the Investigator.

Part IV: Investigation Summary Report

At the conclusion of the formal investigation, the investigator will complete an investigation summary report. Prior to completion of the report, the investigator will send each party and advisor (by electronic format or hard copy) a copy of the evidence obtained during the investigation that directly relates to the allegations in the formal complaint, regardless of the source of that evidence or whether the investigator intends to rely upon it. The parties will be given at least 10 days to submit a written response, which the investigator will consider when completing the investigation report.

The investigation summary report, which will fairly summarize the evidence, will be provided to the complainant, respondent, and advisors at least 10 days prior to the live hearing. Both parties will have the opportunity to review that report and respond in writing.

At least 10 days after the investigation summary report was distributed to the parties, the investigator will submit the report (as well as the parties' responses to the report, if any) to the Hearing Chair.

Part V: Informal Resolution

As part of the College's formal grievance procedure, at any time after a formal complaint has been filed, the parties may agree to participate in an informal resolution process. Through that informal resolution process, the College would be authorized to facilitate a mediation or other informal resolution between the parties that would not involve a full investigation and adjudication. Informal resolution is *only* permitted where the College:

1. Provides a written Notice of Informal Resolution to the parties of (1) the allegations of the formal complaint, (2) the requirements of the informal process (including that a party may withdraw from the informal process at any time, but once the parties have agreed to a resolution, the parties may be precluded from resuming the formal complaint process - i.e., the full investigation and adjudication - based on the same allegations); and (3) any consequences that would result from participation in the informal resolution process, including that records may be maintained or shared;
2. Obtains both parties' voluntary, written consent to the informal resolution process;

Informal resolution may not be used to resolve complaints alleging that an employee sexually harassed a student. In cases where informal resolution is permitted, it will be strictly voluntary, and will not be required of any party as a condition of enrollment or continued enrollment; employment or continued employment or any other right.

Part VI: Dismissal of a Complaint

Glen Oaks may dismiss a complaint of sex discrimination or harassment if:

- The College is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the College's education program or activity and is not employed by Glen Oaks;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the College determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the

complaint, if any, would not constitute sex discrimination or harassment under Title IX even if proven; or

- The College determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination or harassment under Title IX. Before dismissing the complaint, the College will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the College will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the College will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

Glen Oaks will notify the complainant that a dismissal may be appealed on the bases outlined in the Appeals section. If the dismissal occurs after the respondent has been notified of the allegations, then the College will also notify the respondent that the dismissal may be appealed on the same bases. If the dismissal is appealed, the College will follow the procedures outlined in the Appeals section.

Part VII: Hearing

For formal complaints, unless resolved through the informal resolution process, a live hearing will be conducted before a determination of responsibility is made. The hearing may be conducted by a sole Decision-Maker or by a Decision-making panel, at the Title IX Coordinator's discretion. If there is a Panel, the Title IX Coordinator will select a Hearing Officer who will serve as the Chair of the Decision-making Panel. The Hearing Officer will manage the hearing and make evidentiary rulings.

At the live hearing, each party's advisor will have the opportunity to ask the party questions relevant to the allegations of the formal complaint. Questions about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless those questions or evidence: (1) are offered to prove that someone other than the respondent committed the conduct alleged by complainant; or (2) concern specific incidents of complainant's prior sexual behavior with respect to respondent and are offered to prove consent. Cross examination of parties and witnesses will be conducted directly, orally and in real time, but a party or witness will not be required to *answer* any such question until the Hearing Officer has considered the question and deemed it relevant. If a question is deemed irrelevant, the Hearing Officer will explain why. A party may not directly cross-examine another party or witness.

Although the hearing will be conducted in a live setting and in real time, at the request of a party, the parties will be located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously observe (through sight and sound) the witness answering questions.

The College may also, in its discretion, conduct the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. All live hearings – whether conducted with participants in the same geographic location or virtually – will be recorded audiovisually or transcribed. That recording or transcript will be available to parties for inspection and review.

At the conclusion of the hearing, the Decision Maker (or Panel) will deliberate and determine if the respondent is responsible for the alleged violation, using the preponderance of evidence ("more likely than not") standard. In making this determination, the Decision-maker (or Panel) may consider statements made by parties and witnesses during the investigation, electronic exchanges between parties leading up to the alleged sexual harassment, and relevant statements about the alleged sexual harassment, regardless of whether the parties or witnesses

submit to cross examination at the live hearing. The Decision-maker (or Panel) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing. The Decision-maker (or Panel) will not, however, make an inference about responsibility based solely on a party's or witness's absence or refusal to testify at the hearing. In other words, the Decision-maker (or Panel) will not assume that a respondent sexually harassed the complainant solely because the respondent refused to testify at the hearing; nor will the Decision-maker (or Panel) assume that the respondent did not sexually harass the complainant solely because the complainant refused to be cross-examined.

After reaching a determination of responsibility, the Decision Maker (or Panel) will simultaneously issue to both parties a written determination that:

1. Identifies the allegations potentially constituting sexual harassment under this Policy;
2. Describes the procedural steps taken by the College throughout the grievance process;
3. Provides findings of fact supporting the determination;
4. Provides conclusions regarding the application of the College's policy to the facts;
5. States the determination as to each allegation as well as the rationale for that determination; and
6. Explains the College's appeal procedures and bases for appeal.

Part VIII: Sanctions

Once the determination of responsibility is made, if party has been found responsible for violating this Policy, the Title IX Coordinator will implement appropriate remedies to end the harassment, prevent its recurrence and redress the effects of the harassment experienced by the complainant.

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
- Monitoring
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling or therapy
- Required training or education
- Campus access restrictions
- No trespass order issued by security (with respect to campus locations)
- No contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
- Disciplinary suspension

- Suspension with pay
- Suspension without pay
- Exclusion
- Expulsion
- Degree revocation
- Termination of employment
- Revocation of tenure
- Termination of contract (for contractors)

The College may assign other sanctions as appropriate in each particular situation.

Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff/Faculty Handbooks, Student Handbook, collective bargaining agreements, other policies or handbooks that may be developed over time, or contracts.

In addition, the College may take steps to remediate the effects of a violation on victims and others. Following an investigation, the College may extend interim protective measures and accommodations, and/or take other measures to eliminate any hostile environment caused by the sexual harassment or misconduct, prevent the recurrence of any sexual harassment or misconduct, and remedy the effects of the sexual harassment or misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced in this policy, as well as counseling, training, and other preventative measures.

Part IX: Appeal and Final Outcome

If either party disagrees with the determination of responsibility, the party or their advisor may file an appeal within 5 business days of the date stated on the Determination Letter.

Appeals are only permitted for the following reasons:

1. Procedural irregularity that affected the outcome;
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available;
3. The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias that affected the outcome.

The appeal should be titled "Appeal" and directed to the Title IX Coordinator, who will assign the appeal to an Appellate Officer (not the Investigator, Title IX Coordinator or Decision-maker/Panel) who has received requisite training and is without conflict of interest or bias.

If the appeal is permitted, the Title IX Coordinator will notify the Parties and their Advisors. Parties will be given five (5) business days to submit a written response to the appeal. Responses will then be forwarded to the Appellate Officer. The Appellate Officer will issue a written decision – simultaneously to both parties – describing the result of the appeal and rationale for the decision within ten (10) business days of the date the parties' written statements were due.

The determination of responsibility will be considered final when: (1) neither party files a written appeal with the Title IX Coordinator within the timeline for appeal required in this Part; or (2) the Appellate Officer designated to decide the appeal has issued a written decision, whichever occurs last.

SECTION 7: Additional Policy Provisions

Attempted violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as violations of the policy.

College's Right to Sign a Formal Complaint

As necessary, the Title IX Coordinator reserves the right to sign a formal complaint without a formal complaint by the person alleging that respondent violated this Policy.

False Reports

Glen Oaks Community College will not tolerate intentional false reporting of incidents. It is a violation of this Policy, the Student Code of Conduct and employee handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Encouraging Reporting for Complainant, Respondents, and Witnesses

The college community encourages the open, honest and accurate reporting of violations of college policies, and understands that complainants, respondents or witnesses are sometimes hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking, that occurred at the time of the incident. To promote open, honest and accurate reporting, it is the College's policy *not* to impose disciplinary penalties on complainants, respondents, and witnesses for minor policy violations related to the incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses in such cases.

Right to Privacy

This Policy will be implemented consistent with students' rights under the Family Educational Rights and Privacy Act ("FERPA"), but to the extent any requirement of FERPA would conflict with a student's constitutional rights or rights under Title IX, the College will adhere to the constitution and/or Title IX.

Policy History: Approved by the Board of Trustees 8/13/20, revised 8/25/21, reviewed 3/9/23, updated 7/31/24, submitted for board approval 7/29/24, Approved by the Board of Trustees 8/8/24, revised 1/13/25 pending board approval.

Social Security Number Policy 370

It may be necessary for the College to use an employee's or student's social security number for business purposes. The College respects its employees' and students' privacy and will keep all social security numbers confidential to the extent practical. The only employees who have access to social security numbers are employees whose job duties require exposure to social security numbers. Should any document containing a social security number be disposed of, such document should be shredded prior to disposal.

SOCIAL SECURITY NUMBER USAGE FOR IMPROVING INSTRUCTION

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational

and Technical Education Act. Section 113 and the Workforce Investment Act of 1998, Section 122, we will be using your Social Security Number in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their Social Security Numbers (SSN) to the College.

The College plans to use your SSN in order to gain access to your individual wage record and compile required WIA and Perkins Act reports.

These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Your wage record is confidentially maintained, based on your SSN, by the State of Michigan. Neither the College nor the State of Michigan will disclose your SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analyses have been performed, or when the information is no longer needed, whichever date comes first.

Policy History: Adopted 9/14/05, reviewed 9/17/14, 3/9/23

Student Policies

- Academic Integrity Policy (p. 48)
- Access to Student Academic Records, Files, and Data (p. 49)
- Hazing (<https://catalog.glenoaks.edu/college-policies-procedures/student-policies/hazing/>)
- Hazing Prevention and Awareness (<https://catalog.glenoaks.edu/college-policies-procedures/student-policies/hazing-prevention-awareness/>)
- Missing Student Policy (p. 51)
- Religious Accommodation (p. 52)
- Retention and Disposal of Records (Student Services) (p. 52)
- Student Code of Conduct (p. 52)
- Student Concern Procedure (p. 58)
- Student Housing Policy (p. 59)
- Student Travel Policy (p. 60)
- Sexual Harassment, Discrimination, and Retaliation Policy (Title IX) (p. 61)

Academic Integrity

Policy 327

Ethical conduct is the obligation of every member of Glen Oaks Community College. Violations of academic integrity constitute breaches of ethical conduct. Academic integrity requires that all academic work be the product of an identified individual or individuals. This policy demonstrates Glen Oaks Community College's expectations for academic integrity and guarantees fair procedures for handling these concerns.

The definitions and guidelines presented here represent a specific policy for the entire institution, but individual faculty members are encouraged to clarify in their course syllabi any policies or procedures particular to

their course or academic program. Academic honesty is assumed in an educational institution whether specifically stated or not.

I. Purpose

The purpose of this operational policy is to establish a procedure for academic integrity violations.

II. Scope and Jurisdiction

This policy applies to all enrolled students at Glen Oaks Community College.

III. Definitions

1. Cheating: includes, but is not limited to the attempt or actual:
 - a. use of any unauthorized assistance in taking quizzes, tests, or examinations
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 - c. acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff
 - d. copying work of another person or source
 - e. engagement in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purpose of academic credit
 - f. allowance of, or participation in, cheating by or with other students
 - g. payment, or offer of payment, to a third party for completion of coursework
2. Plagiarism: includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
3. Academic negligence: unknowingly or unintentionally claiming credit for the work or effort of another person.
4. Fabrication: The falsification of information in an academic exercise. This includes the invention of information or data for an academic exercise without authorization from the instructor.
5. Generative AI: a type of artificial intelligence (AI) technology that produces text, images, audio, code, or other synthetic data to generate new content.
 - a. Expectations regarding the use of generative AI tools are determined by course instructors. Note that expectations on plagiarism, cheating and acceptable assistance may vary across courses and instructors. Students should refer to the course syllabus or speak with the instructor on expectations of the use of AI tools. Deviations from the instructor's guidelines will be considered a violation of the Academic Integrity Policy.

IV. Academic Integrity Procedure

The following processes outline the roles and responsibilities of individuals involved in the academic integrity procedure:

1. The faculty member, or designee, determines if a student has violated the Academic Integrity Policy (i.e. cheating, plagiarism, academic negligence, fabrication, or unacceptable use of AI).
2. The faculty member, or designee, discusses the violation and policy with the student and helps the student learn proper methods for presenting their work and the work of others.
3. The instructor imposes one of the following penalties within the confines of the course:
 - a. Grade of zero on the assignment or exam
 - b. Requirement of an alternate assignment
 - c. Failure of the course

4. The instructor files an Academic Integrity report (https://cm.maxient.com/reportingform.php?GlenOaksCC&layout_id=4) through the Report a Concern button on the College's website (<https://www.glenoaks.edu/>). Instructor attaches documentation of the violation (e.g. assignments, papers, and/or projects) to the report.

5. The Vice President of Student Services will determine if the violation is a first, second, or third offense and will follow due process procedures as outlined in Policy 3.42, the Student Code of Conduct.

V. Sanctions

In addition to course penalties, the College may impose sanctions, including but not limited to:

1. Verbal Warning
2. Written Warning
3. Probation
4. Suspension from the College
5. Expulsion from the College

For further information on due process proceedings and a complete list of sanctions, See Policy 3.42 Student Code of Conduct.

Policy History: Adopted by the Board of Trustees 2/22/24

Access to Student Academic Records, Files, and Data

Policy 348

Glen Oaks Community College recognizes the importance of maintaining records for each individual student which present authentic evidence of the events and actions which both contribute to and confirm the student's educational progress and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

The release and disclosure of student records maintained by Glen Oaks are in a large measure governed by state and federal laws. It is the purpose of these guidelines to provide reasonable interpretations of privacy. These guidelines are effective as of January 1, 1975, but are subject to change as federal guidelines are subsequently developed. The Family Educational Rights and Privacy Act of 1974 basically provides for the following:

1. To protect a student's rights to the privacy of information which Glen Oaks has in its possession concerning the student, and
2. To provide a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student (this "directory" information can be located in the academic files): name of student, the student's local phone, e-mail, the student's local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the most recent

previous educational agency or institution attended by the student, class (freshman, sophomore), academic majors, information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

All personally identifiable information not covered by the aforementioned is confidential and shall only be disclosed by Glen Oaks Community College as provided herein. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past, or present, or any parent/guardian of a student under 18 years of age or the parents of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student's record without the student's consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications.)

The procedure for access to Student Record Files will be handled through the Registrar and the Registration Office with verification of identity by the student.

Records can be shown to school officials for legitimate educational purposes. For the purposes of this policy, legitimate educational purposes are those which would facilitate the official in delivering service to the student.

The college will annually notify the student of certain of their rights with the College Catalog (available free of charge and on the College's website). If the student objects to the release of such information, he/she must notify the Registrar of his/her objection to directory information release within two weeks of the annual notification.

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent must be presented with a copy of the records if requested.

Records may be disclosed to certain federal and state officials acting within their functions in connection with financial aid requests, to testing agencies to administer and validate their tests and to accrediting institutions, in compliance with a court order, and in health and safety emergencies.

All confidential information shall be disclosed only on a need-to-know basis. That is, an official requesting information must have a legitimate need to have the requested information for the effective function of the position or office. Determinations as to whether the need-to-know requirement has been satisfied shall be made by the head administrator of the area retaining the information. Existing policies and procedures adequately cover these circumstances.

A request for copies of the record will be denied when the student/parent can effectively review the records without copies.

No student/parent will be required by the college to waive any rights but may be requested to do so.

Exemptions to the access of student record files and data are the following. Students may be denied access to notes and observations kept by counselors, staff, and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists' and psychiatrists' records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics.) Students may be denied access to disciplinary records which relate to the student as an individual or citizen. (A file on any incident may contain several names including both students and non-students. In Michigan such records are not accessible to the individual until a complaint has been signed and a warrant issued.) In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of the confidentiality or personally signed letters of recommendation to which students have waived their right to access.

A student may be allowed, but not required, to waive his or her right of access to letters of recommendation received after that date. Further, students do not have access to the Parent's Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the student.

A student shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student. The student/parent may request a change. If denied the change, the student/parent shall be notified of the right to a hearing to challenge the content of such records to ensure that the record is not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student. (The substantive judgment of a faculty member about a student's work, expressed in grades assigned in a course and other evaluations of a student's work, is not within the scope of such hearings.) Hearings shall be limited to the factual accuracy of the record. The hearing official will be designated by the College President and shall have no direct interest in the outcome. Should the student/parent challenge any of the contents of the student's records on the grounds indicated.

NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Glen Oaks Community College. Parents of dependent students over age 18 may also exercise these rights.

These rights include:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration agrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent or students, or when being used by school personnel for school business. Certain official agencies may also request records.
4. The following information will be made available for publication in directories, sport programs, and so forth:

Name of student
Student's local address
Student's local phone, e-mail address

Student's permanent address
Date of birth, place of birth

Whether or not a student is currently enrolled
Class (freshman or sophomore)
Academic major
Information pertaining to honors achievements
Degree(s) and/or certificates earned from Glen Oaks and dates
Participation in officially recognized college activities and sports
Weight and height of athletic team members

If a parent or student does not wish this information to be available for publication, notice must be given to the Registrar.

5. The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Vice President of Academics or Vice President of Student Services.

6. The right to protest to

The Family Educational Rights and Privacy Act Office
Department of Health, Education and Welfare
300 Independence Avenue, SW
Washington, DC 20201

If the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules.

Policy History: Revised 1/12/77, 1/79, 9/14/05, 7/02, reviewed 9/17/14, revised 1/20, reviewed 3/9/23

^[1] For the purposes of this section, student/parent refers to the independent student or the parent of a student under age 18 or over 18 who is still a dependent.

Missing Student Policy

Policy 390

It is the policy of Glen Oaks Community College to investigate any report of a missing student who is attending classes at GOCC and who resides in on-campus housing.

A student will be deemed missing when reported absent from the College and/or the student housing building without any known cause and/or for a reasonable period of time. A reasonable period of time may vary based upon student's routine and habits, punctuality, reliability, reports of suicidal thoughts, drug, and alcohol use, or if the student might be in the company of individuals who could endanger the student's welfare or place the student in a life-threatening situation.

All reports of missing students must be directed to the Campus Security Officer at 269-294-4312; in these instances, the Campus Security Officer will take the lead in investigating each report and make a determination whether the student is missing in accordance with this policy. At that time, the Campus Security Officer will contact local law enforcement within 24 hours after the College receives a report that a student is missing.

All students have the option to identify an emergency contact person or persons who will be notified within 24 hours in the event a determination is made by local law enforcement that the student is missing. This contact information may be added through the Student Housing Office. It is the student's responsibility to regularly update any changes to existing

contact information through the Student Housing Office. This information will be registered confidentially. Only authorized campus officials and law enforcement officers may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the College will notify a custodial parent or guardian of the missing student no later than 24 hours after the determination by law enforcement that the student is missing.

The Devier Student Suites are configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student suites. Student welfare and safety is paramount to the College; however, the College recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

Procedures

Any report of a missing student who resides in on-campus housing, from whatever source, must immediately be directed to the Campus Security Officer. When a student is reported missing, the Campus Security Officer will:

1. Initiate an investigation to determine the validity of the missing person report, including gathering information such as a description, clothing, vehicle, physical and mental state, who the student may be with, and obtaining an up-to-date photograph.
2. Inform the Vice President of Student Services
3. Make a determination as to the status of the missing student.
4. Notify local police or other appropriate law enforcement agencies within 24 hours after the College receives a report that the student is missing.

Upon determining the student is missing and upon notification by law enforcement, the Vice President of Student Services will:

1. Notify the person(s) identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing. If the missing student is under the age of 18, and is not an emancipated individual, the Vice President of Student Services will notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.
2. Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

In cases of a missing student, the law enforcement agency conducting the investigation will typically provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person. Glen Oaks Community College is available to provide consultation on communication with the investigating law enforcement agencies. Any media requests should be directed to Glen Oaks Community College and the Executive Director of Communications and Marketing.

In the case a commuter student is believed to be missing, reports should be directed to the appropriate law enforcement agency. Glen Oaks Community College will work in conjunction with law enforcement as needed.

If any provisions(s) of this policy or set of bylaws conflicts with laws applicable to Glen Oaks Community College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws

shall control and supersede such provisions(s) to the extent required by law.

Policy History: Approved by the Board of Trustees 9/17/17, revised 1/20, reviewed 3/9/23

Religious Accommodation

Policy 397

Purpose

Glen Oaks Community College is a home for a diverse community of students, faculty and staff. The College values and supports diversity, including the diversity of spiritual expression and practice. Therefore, it is the policy of the College to enable students to observe those days set aside by their chosen religious faith. In the absence of a simple and dignified way to determine the validity of individual claims, the claim of a religious conflict should be accepted at face value.

Scope

This policy applies to all enrolled students or those seeking admission to the college.

Applicability

This policy states institutional and individual expectations for faculty, staff, and students to enable students to observe religious days set aside by their chosen religious faith. Faculty and staff must be sensitive to the observance of these days so that students who are absent from classes on these days are not disadvantaged.

1. Students may request accommodations for up to three days of absences each semester for reasons of faith, religion, spiritual belief, or organized activities connected to their religious denomination, church or other religious/spiritual organization.
2. Students must notify their instructor in writing of the dates they require religious accommodations within the first fourteen (14) calendar days of the course.
3. Students who notify their instructor(s) of their intended absences due to religious beliefs and activities will receive alternate accommodations for missed exams or other academic requirements resulting from such absences. There is no academic penalty for taking absences under this policy.

Student Concerns

If a student feels that they have not received a religious accommodation allowed by this policy, they should notify the College of any concern or complaint by selecting the Report a Concern button at glenoaks.edu (<http://glenoaks.edu/>) and completing the General Complaint or Request for Assistance form (https://cm.maxient.com/reportingform.php?GlenOaksCC&layout_id=0).

Policy History: Adopted by the Board of Trustees 2/22/24

Retention and Disposal of Records

Policy 349

PROCEDURE FOR RETENTION AND DISPOSAL OF RECORDS STUDENT SERVICES

Document retention will be based on the American Association of Collegiate Registrars and Admissions Officers, and best practice recommended for retention and disposal of records. Glen Oaks Community College will utilize document imaging to retain documents where appropriate.

FERPA specifically requires institutions to maintain records of requests and disclosure of personally identifiable information except for defined "Directory Information" and requests from students for their own records.

The records of disclosure and requests for disclosure are considered a part of the student's educational record; therefore, they must be retained as long as the educational records to which they refer are retained by the College.

Policy History: July 1992, revised 9/14/05, reviewed 9/17/14, 3/9/23

Student Code of Conduct

Policy 342

The purpose of the Student Code of Conduct at Glen Oaks Community College (GOCC) is to foster a positive and safe learning environment for the College community by clearly articulating conduct prohibited by the College and identifying the rights of individuals in the process consistent with that purpose.

GOCC upholds all federal, state, and local laws and expects students to abide by such laws. The College reserves the right to hold students accountable for violations of federal, state, and local laws when the conduct has a direct impact on the College or the college community. Additionally, students are expected to comply with the Student Code of Conduct, and any specific regulations adopted by GOCC.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that these procedures have been established.

SCOPE AND JURISDICTION

The Student Code of Conduct applies to individuals from the point of admission to the College and thereafter as long as the individual has a continuing educational interest in the College. The Code applies to high school partner programs, including but not limited to, dual enrollment and Early Middle College. Registered Student Clubs and Organizations are also held accountable to the Student Code of Conduct. The Student Code of Conduct shall also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives.

Students and visitors are subject to immediate removal from College property when, in the sole discretion of the President, or a representative, removal is necessary to protect the rights and safety of College students or employees.

Students may be suspended from College classes and/or activities pending due process procedures by the President or representative when, in the President's or representative's sole discretion, such action is necessary to protect the rights and safety of College students or employees.

Visitors are subject to criminal charges or civil liability for improper conduct on College property.

In cases of noncompliance with the Student Code of Conduct, the College will impose sanctions that are consistent with the impact of the offense

on the College community (See Article IV (C)). The college reserves the right to pursue criminal and/or civil action where warranted.

ARTICLE I: DEFINITIONS

College: Glen Oaks Community College.

1. Student Code: the College's Student Code of Conduct.
2. Student: individuals from the point of admission to the College and thereafter as long as the individual has a continuing educational interest in the College.
3. College official: any person employed by the College, performing assigned administrative or professional responsibilities.
4. Member of the College community: includes any person who is a student, faculty member, College official or staff member employed by the College, or any authorized non-employed personnel (such as interns). A person's status in a particular situation shall be determined by the Vice President of Student Services (or a designee).
5. College premises: all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).
6. Harassment: repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating, humiliating, insulting, isolates people, or undermines their reputation through verbal or nonverbal communication.
7. Judicial Board: a group of persons authorized by the Vice President of Student Services (or a designee) to consider whether a student has violated the Student Code or to review the sanction(s) imposed by the Vice President of Student Services (or a designee) if requested by the accused.
8. Policy: written regulations of the College as found in, but not limited to, the College Catalog, Course Schedule, Student Handbook, the College web site and/or other written regulations and procedures available within a department or division.
9. Cheating: includes, but is not limited to the attempt or actual:
 - a. use of any unauthorized assistance in taking quizzes, tests, or examinations
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 - c. acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
 - d. engagement in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purposes of academic credit
 - e. allowance of, or participation in, cheating by other students
 - f. payment, or offer of payment, to a third party for completion of coursework
10. Plagiarism: includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
11. Academic negligence: unknowingly or unintentionally claiming credit for the work or effort of another person.
12. Complainant: any person who submits a report alleging that a student violated this Student Code or any other rule or policy of the College. When a student believes they have been a victim of another student's misconduct, they will have the same rights under this Student

Code as are provided to the Complainant, even if another member of the College community submitted the allegation. Requests to receive information regarding the Respondent must be in writing and submitted to the Student Services Divisional office.

13. Respondent: any student accused of violating this Student Code, or any other rule or policy of the College.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Vice-President of Student Services (or a designee) shall determine whether a Judicial Board shall be authorized to hear each matter.
2. The Vice-President of Student Services (or a designee) shall develop policies for the administration of the Code of Conduct process and procedural rules for the conduct of Judicial Board hearings that are consistent with provisions of the Student Code.
3. Decisions made by the Judicial Board and/or the Vice-President of Student Services (or a designee) shall be final, pending the appeal process.

ARTICLE III: PROHIBITED CONDUCT

A student or Registered Student Club or Organization, who commits any of the following acts of misconduct, shall be subject to disciplinary action. GOCC's disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of the Student Code of Conduct. For example, if both violations result from the same factual situation, proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

1. Violations of the Code of Conduct
 - a. **Abuse of the Student Code Process** – Any interference of the Student Code of Conduct process including but not limited to:
 - i. Falsification, distortion, or misrepresentation of information during the Student Code of Conduct process.
 - ii. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
 - iii. Attempting to discourage an individual's proper participation in, or use of, the Student Code process.
 - iv. Attempting to influence the impartiality of a member of a Judicial Board member prior to, and/or during the course of, the Judicial Board Hearing.
 - v. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Judicial Board Hearing.
 - vi. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - vii. Influencing or attempting to influence another person to commit a violation of the Student Code process.
 - b. **Academic Dishonesty** - Cheating, plagiarism, academic negligence, and any other forms of academic dishonesty.
 - c. **Acts of dishonesty** including, but not limited to:
 - i. Misrepresentation of facts or furnishing false information to any College official, faculty member, staff, or office.
 - ii. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - iii. Perceived, attempted or actual Financial Aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.
 - iv. Withholding material information from the college officials and/or processes.

- d. **Alcohol** - Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication.
- e. **Bullying** - Systematic intentional behavior that includes, but is not limited to, repeated unwanted physical, verbal, or written acts which are hostile or offensive, targeted at an individual or group and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as excluding behaviors such as ignoring or dismissing individuals or groups. Hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property. Behaviors that are intimidating, threatening, disruptive, humiliating, sarcastic, or vicious may also constitute hostile behavior. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, insults, or epithets. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures, or mocking.
- f. **Discrimination** - unlawful discrimination or related harassment on the basis of race, color, sex, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sex (sex or gender, affiliation, expression or orientation), political affiliation, veteran status, or any other characteristic covered by law.
- g. **Disorderly Conduct** - Disorderly, lewd, indecent, or obscene conduct or expressions.
- h. **Disrupting Normal Operations of the College** - Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. Refer to Policy 3.44 Freedom of Expression Policy which promote free exchange of ideas and safe and efficient operation of the College.
- i. **Disruptive Behavior** - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities or functions, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
- j. **Drugs** - Use, possession, manufacturing, distribution, or being under the influence of marijuana, illegal drugs, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus.
- k. **Failure to Comply with College Officials** - Failure to respond appropriately to reasonable and lawful requests with the directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- l. **Failure to Engage in Responsible Social Conduct** – Failure to engage in conduct that reflects credit upon the College community.
- m. **Failure to Pay** - Failure to pay fines, fees, or other debt to the college.
- n. **Failure to Return College Property**: Failure to return college property loaned to the student.
- o. **Firearms** - Possession of firearms (even if legally possessed), tasers, stun guns, explosives, weapons, or dangerous chemicals on College premises, or use of any such item in a manner that harms, threatens or causes fear to others. The definition of a weapon includes but is not limited to a pistol or other firearm, dagger, razor, knife, or any other dangerous or deadly weapon or instrument. College vehicles are covered by this policy at all times regardless of whether they are on College property.
- p. **Gambling** - Encouraging, promoting, or participating in unauthorized gambling on GOCC premises or at GOCC-sponsored events or activities.
- q. **Harassment** - Repeated, malicious mistreatment, verbal abuse or conduct that is threatening, intimidating, humiliating, insulting, isolating, or undermining another's reputation through verbal or non-verbal communications. Any verbal or physical conduct that shows hostility, intimidation, threat, or aversion toward another individual.
- r. **Hazing** - An act which endangers the mental or physical health or safety of a student, 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. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are still violations of this rule.
- s. **Obstruction** – Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- t. **Sexual Harassment, Sexual Misconduct and Retaliation** - Violations of the College's Sex/Gender-Based Discrimination and Harassment Policy. Conduct that does not rise to the level of a Title IX violation (conduct that is not severe or pervasive and is not sexual assault as defined by the Clery Act) may be processed via the Student Code of Conduct. Sexual harassment includes, but is not limited to:
- Intentional touching of a sexual nature, repeated/unwelcomed advances, or comments of a sexual nature that create an intimidating, hostile, or offensive campus, educational or working environment for another person.
 - Obscene or indecent behavior which includes but is not limited to indecent exposure and the display of sexual behavior that would reasonably be offensive to others.
 - Retaliation against anyone who files a complaint or participates in an investigation relating to this provision.
- u. **Tampering with safety equipment** – Tampering with any safety equipment including but not limited to fire alarms, fire extinguishers, video surveillance cameras, and emergency exits.
- v. **Technology Theft or Abuse** - Theft or other abuse of technology and resources, including but not limited to:
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Use of another individual's identification and/or password.
 - Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - Use of computing facilities and resources to send obscene or abusive messages.
 - Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - Use of computing facilities and resources in violation of copyright laws.
 - Any violation of the Network Acceptable Use Policy.

- w. **Theft** - Attempted or actual theft of property of the College or property of a member of the College community or other personal or public property, on or off campus.
- x. **Tobacco** - Use of combustible tobacco products or smokeless tobacco products in College facilities and on the College premises. The only exception is one's personal vehicle.
- y. **Unauthorized Presence/Use of College Facilities** - Unauthorized entry into, presence in, or use of College facilities or equipment which has not been reserved or accessed through appropriate College officials. Unauthorized presence on campus premises during non-instructional hours or failure to properly supervise guests on College premises. Possession, duplication, or the use of keys to any College premises.
- z. **Unauthorized Use of College Property** – Unauthorized use of the name, logos, or publications of the College or a College-related agency.
- aa. **Violation of College policy, rule, or regulation** – Any violation of published College policy or rule including those posted in a course syllabus. Violation of any federal, state, or local law.
- bb. **Voyeurism** - Spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature. This includes the use of any device to capture audio, video or digital record or photograph of any person while on College premises or College events where there is a reasonable expectation of privacy (i.e. restrooms, locker rooms, etc.).

B. Violation of Local, State, and Federal Laws

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student Services (or a designee). Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College's Code were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of the status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community.
3. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT PROCESS

1. Procedures and Due Process

- a. Any member of the College community may file a report against a student for alleged violations of the Student Code. An allegation of a Student Code violation must be directed to the Vice President of Student Services (or a designee). Reports may be made in person, in writing, or through the college's online reporting system. Any report of a violation of the Student Code should be submitted as soon as possible after the event takes place, preferably within a week.
- b. The college utilizes the college-supplied email system for all communications. Students are expected to check their college email on a regular basis. When communication is sent to a student's email account, it is considered delivered.
- c. The Vice President of Student Services (or a designee) will conduct an impartial and reliable preliminary investigation of all allegations to determine if the allegations fall within the jurisdiction of this code and/or if the allegation can be informally resolved. An informal resolution shall be final and there shall be no subsequent proceedings.
- d. If it is determined that the allegation falls within the jurisdiction of the Student Code, the Respondent will receive written notification via the student's college-generated email that an alleged violation has occurred. In the notification, the student will be assigned an appointment date and time with the Vice President of Student Services (or a designee) to review the facts concerning the alleged violation and to determine if formal charges should be prepared. Students needing to reschedule the appointment date or time or needing to request accommodations for the proceedings must contact the Vice President of Student Services (or a designee) within five business days of the date listed on the notification letter.
- e. During this investigative meeting, the Respondent meets one on one with the Vice President of Student Services (or a designee). A parent or an advisor will only be allowed in this meeting at the discretion of the Vice President of Student Services (or a designee) when appropriate. In addition, a FERPA (Family Educational Rights and Privacy Act) Authorization to Release Information form must be submitted prior to the scheduled meeting to allow a parent or advisor to attend any proceedings.
- f. If the Respondent is unable to meet with the Vice President of Student Services (or a designee) in person, alternative arrangements may be made to facilitate the meeting, such as video or teleconference, at the sole discretion of the Vice President of Student Services (or a designee).
- g. After conducting a thorough, reliable, and impartial investigation, the Vice President of Student Services (or a designee) will use a preponderance of the evidence standard to determine whether it is more likely than not that a violation of the Student Code of Conduct occurred. The Vice President of Student Services will then notify the student of the determination of responsibility.
- h. In the event that the student fails to appear at the student's scheduled appointment time or fails to contact the Vice President of Student Services (or a designee) within five (5) business days of the date listed on the written notification, a hold may be placed on the student's record to prevent future registration of courses. The Vice President of Student Services (or a designee) will then review the facts available without the benefit of the student's participation.

2. If a decision is made to prepare formal charges, the Vice President of Student Services (or a designee) shall notify the Respondent of the formal charges and impose sanctions associated with those charges.
3. If the Respondent is found responsible for a violation of the Student Code of Conduct, the assigned sanctions must be completed within the timeframe listed on the student's formal charges letter.
4. In cases where the College is acting as the Complainant, the Vice President of Student Services may offer the accused student the option to accept responsibility. If the accused student accepts responsibility and the sanctions, the accused student will not have any options for appeals.
5. If a student denies responsibility or does not agree with sanctions imposed, the student may appeal the findings and/or sanctions to the Vice President of Student Services (or a designee). All appeals must be in writing and submitted to the Vice President of Student Services within five business days of the date listed on the formal charges letter. The case will then be referred to a Judicial Board for a hearing. The determination of the Judicial Board is final.
6. If the Complainant requests an alternate form of resolution, and the Respondent agrees, the parties will engage in informal resolution. If the informal resolution results in mutual satisfaction of both parties, then the case will be considered adjudicated. If the case is not adjudicated, then it may be forwarded to the Judicial Board for a hearing.

7. Judicial Board Hearing

In cases in which the Respondent is accused of a violation of the Student Code, and potential sanctions include suspension or expulsion, the Respondent may request a judicial board hearing. A Judicial Board may also be requested when a student denies responsibility for a violation of the Student Code or disagrees with the imposed sanctions.

1. Prior to a Judicial Board hearing, the Respondent shall be entitled to the following:
 - a. A written notification of how the alleged violation came to the College's attention;
 - b. A written statement of charges so that the Respondent may prepare a defense;
 - c. The student shall be entitled to an expeditious hearing of the case.
2. Members of the Judicial Board shall be appointed by the Vice President of Student Services (or a designee) and shall be comprised of the following:
 - a. The Vice President of Student Services will serve as the Chairperson. When the Judicial Board is hearing an appeal based on a disciplinary decision of the Vice President of Student Services, the Vice President of Student Services will relinquish the Chair, and a temporary Chairperson will be appointed.
 - b. Two GOCC employees (a combination of faculty and/or staff) selected by the Vice President of Student Services.
3. Judicial Board hearings shall be conducted by the Judicial Board according to the following guidelines:
 4. The Judicial Board hearing will be scheduled at the convenience of the sitting Board members; all efforts will be made to schedule the hearing within 3 weeks.
 5. All Judicial Board hearings shall be conducted in private.
 6. The Complainant and Respondent have the right to be assisted by one advisor they choose at their own expense (if applicable). The Complainant and/or the Respondent is responsible for presenting the information. Parents or advisors are not permitted to speak or to participate directly in any Judicial Board hearing. Delays will not be allowed due to the scheduling conflicts of an advisor. The Complainant, Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the hearing, excluding deliberations. Admission of any other person to the Judicial Board hearing shall be at the sole discretion of the Chair (or a designee).
 7. In Judicial Board hearings involving more than one Respondent, the Chair (or a designee), in the Chair's sole discretion, may permit the Judicial Board hearings concerning each student to be conducted either separately or jointly.
 8. The Judicial Board may arrange for witnesses to present pertinent information during the hearing. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Reporting and/or Responding parties, at least two weekdays prior to the Judicial Board hearing. Witnesses will provide information to, and answer questions from, the Judicial Board. The tone of the hearing should be educational and not adversarial. Questions of whether potential information will be received shall be resolved in the sole discretion of the Chairperson of the Judicial Board.
 9. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Judicial Board at the sole discretion of the Chairperson.
 10. All procedural questions are subject to the final decision of the Chairperson of the Judicial Board.
 11. Requests for a continuance shall be at the discretion of the Chairperson of the Judicial Board.
 12. After the portion of the Judicial Board hearing concludes in which all pertinent information has been received, the Judicial Board shall determine (by majority vote) whether the Respondent has violated each section of the Student Code in which the student is being charged. The Board may also suggest a different charge to the Chairperson if they believe the facts support charge(s) different from the charge(s) for which the student was originally charged. The Judicial Board will also recommend an appropriate sanction(s) to the Chairperson.
 13. The Judicial Board's determination shall be made on preponderance of evidence, the basis of whether it was more likely than not the Respondent violated the Student Code.
 14. Formal rules of process, procedure, and/or technical rules of evidence, such as those that are applied in criminal or civil court, are not used, and do not apply in Student Code of Conduct proceedings/hearings.
 15. If a disruption occurs during the hearing, the Chairperson, in the Chair's sole discretion, may have the disruptive party removed from the hearing.
 16. There shall be a single verbatim record, such as a digital recording or written transcript of a digital recording, of all Judicial Board hearings. Deliberations shall not be recorded. The recording shall be the property of the College. This recording will be maintained only until the appeal process has concluded (if applicable) or until the time of appeal has lapsed. For the purposes of FERPA the recording is considered an educational record and cannot be released unless a release is signed by all students with identifiable information contained in the recording. The recording may be requested under FOIA (Freedom of Information Act) if the hearing only involved one student without any witnesses, and the student is the individual requesting the recording.

17. If the Respondent, with notice, elects not to appear before a Judicial Board appeal hearing, the student shall be considered to have waived the right to appeal, and the decision at the prior level stands. If the Judicial Board is the initial decision maker, the information in support of the charges shall be presented and considered by the Judicial Board even if the Respondent or the Complainant is not present.
18. The Chairperson may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video, audio, written statement, or other means, where and as determined in the sole judgment of the Vice President of Student Services (or a designee) to be appropriate.
19. Once the Judicial Board has determined by the preponderance of evidence standard whether the Respondent violated the Student Code of Conduct, the Judicial Board will make recommendations to the Chairperson regarding an appropriate sanction.
20. After receiving the recommendations of the Board, the Chairperson will decide the most appropriate sanction proportionate to the violation.
21. The Vice-President of Student Services (or designee) will notify the Respondent of the findings. This notice will include a determination of whether a violation occurred, any sanction(s) applied for the violation(s), and information on the appeal process (if applicable).
22. **Sanctions**
 - a. In cases of noncompliance with a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community. Progressive discipline principles will be followed in that the student's prior discipline history at the College will be considered. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:
 - i. *Verbal Warning*— Student is given a verbal warning and a notation is made in the student's disciplinary file.
23. *Written Warning*— A notice in writing to the student that the student is violating or has violated institutional regulations and a copy of the warning letter is placed in the student's disciplinary file.
24. *Probation*— A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
25. *Loss of Privileges*— Denial of specified privileges for a designated period of time.
26. *Restitution*— Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
27. *Discretionary Sanctions*— Work assignments, essays, service to the College, Community Service, or other related discretionary assignments.
28. *College no contact orders*— Prohibits contact between the Respondent and the Complainant (when appropriate). Contact includes but is not limited to in person contact, telephone calls, email, texts, social media-based messages or postings, other electronic communications, and third-party communications including through proxies.
29. *College Suspension*— Separation of the student from the College for a definite period of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified.
30. *College Dismissal*— separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified.
31. *College Expulsion*— Permanent separation of the student from the College.
32. *Revocation of Admission and/or Degree*— Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
33. *Withholding Degree or Certificate* — The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
34. More than one of the sanctions listed above may be imposed for any single violation.
35. The following sanctions may be imposed upon groups of organizations:
 - a. Those sanctions listed above in article IV (C)(1) (a-l).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. (Loss of all privileges may be issued, including College recognition, for a specified period of time.)
36. Once the Judicial Board has determined that a student and/or group or organization has violated the Student Code, the sanction(s) shall be recommended by the Judicial Board to the Chair. The Chairperson shall make a final determination of the sanction to be imposed, taking into consideration the Judicial Board's recommendations.
37. Following the Judicial Board hearing, the Vice President of Student Services (or designee) shall notify the Respondent, group and/or organization in writing of the decision/finding and of the sanction(s) imposed, if any, by the Judicial Board.
38. **Interim Suspension**

In certain circumstances, the Vice President of Student Services (or a designee), may impose a College suspension prior to a Judicial Board hearing.

 - a. Interim suspension may be imposed only in the following circumstances:
 - i. to ensure the safety and well-being of members of the College community or preservation of College property; or
 - ii. to ensure the student's own physical or emotional safety and well-being; or
 - iii. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
 - b. Interim suspension will take effect immediately upon the direction of the Vice President of Student Services (or a designee) and may last through the completion of the conduct process.
 - c. During the interim suspension, a student shall be denied access to the campus and premises (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services (or a designee) may determine to be appropriate.

- d. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and including the completion of the Judicial Board hearing, if required.
- e. An interim suspension may be appealed to the Vice President of Student Services in writing within five business days of the date the interim suspension was imposed. The interim suspension shall remain in place during the pendency of the appeal. The decision of the Appellate Officer will be final.

39. Appeals

A decision reached by the Vice President of Student Services (or a designee) may be appealed by either the Complainant or the Respondent within five (5) business days of the decision. Such appeals shall be in writing via letter or college-generated email to the Vice President of Student Services Office. The Vice President will forward the case to a Judicial Board for review.

In matters in which the Judicial Board made the initial determination, the Complainant or Respondent may appeal the decision, in writing, within five (5) business days to the Vice President of Student Services. The appeal will then be reviewed by an Appellate Officer of the College.

During an appeal, the sanctions imposed will remain in effect.

Appeals are only permitted for the following reasons:

1. A material deviation from written procedures that jeopardized the fairness of the process.
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available.
3. A demonstrable bias by the Vice President of Student Services and/or a member(s) of the Judicial Board.
4. A sanction that is (substantially) disproportionate to the severity of the violation

The Judicial Board or Appellate Officer, as appropriate, will review each accepted basis of appeal and determine whether to grant or deny the appeal. A written notification will be sent to party(s) within ten (10) business days of the date the party's appeal was due.

If an appeal is upheld, the matter shall be returned to the Vice President of Student Services to reopen the hearing to allow for reconsideration of the original determination and/or sanctions. All attempts will be made to assign a new Judicial Board in cases of bias. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

1. Retaliation

The College seeks to foster an environment in which all employees and students feel free to report incidents of misconduct without fear of retaliation or reprisal. Therefore, the College strictly prohibits retaliation against any individual for filing a complaint or for participating in an investigation or hearing. Retaliatory conduct constitutes a violation of this Student Code.

Any student who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents to the Vice President of Student Services.

All allegations of retaliation will be thoroughly investigated. If it is determined that retaliation has occurred, the College will take all reasonable steps within its power to stop such conduct. Individuals who

engage in retaliatory conduct are subject to disciplinary action, up to and including expulsion.

ARTICLE V: INTERPRETATION AND REVISION

1. Any question of interpretation or application of the Student Code shall be referred to the Vice President of Student Services (or a designee) for final determination.
2. The Student Code shall be reviewed every year under the direction of the Vice President of Student Services (or a designee).

Policy History: Adopted by Board of Trustees March 10, 1993, revised 6/9/99, 10/9/02, 9/14/05, reviewed 9/17/14, revised 10/12/17, 10/15/19, 9/10/20, reviewed 3/9/23

Student Concern Procedure

Policy 365

To provide an avenue for addressing and resolving student concerns, to ensure continued improvement of College processes, and to meet regional accreditation and federal compliance requirements, Glen Oaks Community College shall establish formal procedure(s) for receiving concerns, complaints, and grievances from students; shall provide clear information regarding such procedures; shall respond to concerns in a timely manner; and shall analyze them to improve processes. The College shall utilize a systematic tracking process for various concerns that effectively allow formal student complaints to be received, tracked, and handled in a timely manner. The College shall periodically review its concern policies and procedures to ensure compliance with the requirements of Higher Learning Commission Criteria for Accreditation and federal compliance.

Glen Oaks Community College shall provide students who have a College concern or issue that they are unable to resolve an opportunity to report such a concern formally to the appropriate College official. Examples of concerns include, but are not limited to, issues with customer service, complaints regarding an instructor or staff member, or challenges with a college policy or procedure. Information provided by students through this process gives the College the opportunity to improve services or processes when warranted. When a student has a conflict with a GOCC faculty or staff member, the College encourages students first to speak to the person with whom they have a conflict, as many concerns can be resolved informally. However, when a conflict cannot be resolved, or the student is reluctant to speak to the faculty or staff member, they are encouraged to utilize the formal Student Concern Procedure.

In addition, students are encouraged to report individuals displaying behaviors they perceive as concerning, worrisome, or threatening (no matter how minor the behavior may seem). Such reporting allows the college to intervene and find solutions, connect concerns to previous reports, and provide students with the levels of support that are needed. Examples of concerning behaviors include, but are not limited to, classroom misconduct, physical violence, excessive absences, direct statements indicating stress, deterioration of physical appearance or hygiene, angry or hostile outbursts, disorganized speech or confusion, substance abuse, or noticeable cuts, bruises, or burns.

The College also strongly encourages students to report any incidents of sexual misconduct, including dating or domestic violence, sexual harassment, sexual misconduct, or stalking. As "responsible employees," GOCC faculty, administrators, and staff are required to report incidents of potential sexual misconduct. Students who wish to speak to someone

confidentially (without filing a report) may meet with a licensed counselor in Student Services, a private counselor, or clergy person.

Incidents involving sexual misconduct that meet appropriate criteria shall be handled under the College's Title IX policy (Policy 3.95). Student concerns about a final grade in a course shall be handled under the College's Grade Appeal Procedure (Policy 3.24).

STUDENT CONCERN PROCEDURE

1. A student expressing any concern related to the College will be directed to report it via the Report a Concern webpage on the College's website.
2. The student will complete and submit the information, including, at a minimum, the date and location of the incident, the nature of the report, the urgency of the situation, and the student's desired resolution to the complaint or concern. The student may submit any other relevant information, including supporting documentation.
3. Based on the student's selected report type and parties involved, the report will be routed to the office of the appropriate department (Student Services, Academics, or Human Resources).
4. The appropriate office will contact the complainant with an initial acknowledgement and/or request any additional information, unless the report was made anonymously, or not additional information is needed.
5. The appropriate office will conduct a preliminary investigation of the matter and determine whether additional information or appearance by parties may be needed.
6. Within two (2) weeks from initial receipt of the report, the appropriate office will conclude the investigation, unless a longer timeline is necessitated by the scheduling availability of involved parties. The complainant will receive periodic updates until the concern is resolved.
7. Student complainants may withdraw or amend their concern report at any time during the investigation.
8. Complainant confidentiality will be maintained to the extent possible, subject to applicable laws. Students will be informed when personally identifying information must be disclosed to another party named in the concern report and will be informed of the consequences of declining to be identified. Investigations where a complainant declines to identify themselves to other parties, when required for complete resolution of the concern, as well as where a complainant stops participating in the resolution process, may be closed due to lack of complainant participation.
9. Once the concern is addressed, the complainant will receive a notice to that effect (unless the report was made anonymously), including the resolution reached. Concern resolutions may include a referral to outside agencies.
10. If a student complainant is not satisfied with the resolution, the complainant must file a written appeal within five (5) business days of the date of the notification of resolution to the office of the appropriate Vice President (Academics, Student Services, Finance and Administrative Services). An Appeal Committee will be formed to review the appeal and render a judgment. The committee will include at least three members. Possible members of this Appeal Committee include, but are not limited to, the President of the Faculty Senate, the Vice President of Academics, the Vice President of Student Services, and/or the President of Glen Oaks.

Policy History: Adopted by Board of Trustees 1/12/20, revised 2/29/20, 2012, 9/17/14, 1/20, 8/12/21, reviewed 3/9/23

Student Housing Policy

Policy 339

The David H. and Patty A. Devier Student Suites offers two-bedroom and four-bedroom suite options with private bedrooms, furnished living spaces, and a full kitchen. The suites accommodate 106 residents, including one professional live-in staff member and four resident assistants.

Students are required to apply for student housing, submit the non-refundable administrative fee, and complete the application process, concluding in the signing of a housing agreement. Students who are not emancipated minors at the time of signing the agreement are also required to have a parent or guardian sign the agreement prior to it being accepted and countersigned by Glen Oaks Community College. Only students who will be 18 years of age or older before the end of the first semester are eligible to live in the Devier Student Suites.

Costs associated with on-campus housing are listed on the GOCC website and in the Student Housing contract. All Students living on campus in student housing, with the exception of international students, will pay in-district tuition rates.

Residential students must also meet ongoing academic requirements including full-time enrollment and satisfactory academic progress. Each semester, residential students must maintain full-time enrollment; twelve (12) credits are required for Fall/Winter semesters, and three (3) credits are required for the Summer semester. Please see the Student Housing Handbook and Student Housing Agreement for further information.

All residents must respect and comply with lifestyle expectations and all college policies and procedures. Each resident is responsible for reading and adhering to the procedures and regulations outlined in the Student Housing Handbook, the Glen Oaks Community College Housing Agreement, and the Glen Oaks Community College Student Code of Conduct. Residents are also held accountable to local, community, state, and federal authorities. Violations of the Student Housing policies may result in disciplinary actions (such as probation or suspension from the College) by the Judicial Board.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Students desiring assistance in housing or with questions regarding housing are encouraged to contact the Student Housing Office.

Policy History: Adopted by Board of Trustees 8/10/2017, revised 8/12/2021, 3/10/22, reviewed 3/9/23

Student Travel Policy

Policy 372

Purpose

Glen Oaks Community College seeks to promote safe travel to events and activities occurring beyond the boundaries of College property by students, student/athletes, and recognized student organizations. As such, this policy applies to travel both in cases where the travel is sponsored by the College, and in cases where the travel is independent of college sponsorship but where a student travels on behalf of, or with the financial support of, the College. Examples of activities and events that fall under this policy include but are not limited to field trips, athletic trips, activities of recognized student organizations, travel abroad programs, and in situations where a student or recognized student organization officially represents the College (e.g., conferences). This policy does not apply to travel undertaken by individual students engaging in internships, clinicals, or observations, etc

General Requirements

All student travel within this policy must meet the following requirements:

1. Recognized student organization travel must be consistent with the organization's purpose statement and by-laws on file with Student Government. Travel must be planned, and forms must be submitted per procedures listed in the Student Club and Organization Handbook.
2. Student Athletes must have appropriate documents on file with the Athletic Office prior to travel for athletic events.
3. All College sponsored travel must be chaperoned by a College faculty or staff member.
4. Employees and students are required to adhere to College codes of conduct, the student handbook, the employee handbook, or any rules associated with the club, organization, or association in which travel is warranted.
5. **College Sponsored Student Travel.** To assure that events or activities involving student travel are consistent with the College's mission and that student safety issues have been addressed, College sponsored student travel must be approved in advance by an appropriate administrator. All College-sponsored trips must be chaperoned by a staff or faculty member. If students are traveling on their own for the purpose of a recognized student organization or activity, and College funds are being utilized to support the activity, the sponsor of the student organization or activity must meet with an administrator in the appropriate office (Vice President of Student Services, Athletic Director, etc.) prior to the trip to review specific trip details and expectations.

A Field Trip Waiver of Liability/Hold Harmless Agreement and Student Activity Contract must be completed prior to the travel activity, and the college faculty or staff sponsor must have copies of all waivers on the day of the trip. Any trip taken without submission of required forms and documentation or other violations of this policy may result in individual and/or organizational discipline as outlined in the Student Code of Conduct and Student Club or Organization Handbook

Travel Guidelines

1. Glen Oaks Community College, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the College community. Participation in such activities shall be limited only to members of the College community unless approved by the appropriate administrator. Students participating in the Travel Abroad program, whether for college credit or no credit, should consult with the Travel Abroad sponsor to ensure appropriate documentation is submitted. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law. Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Student Code of Conduct and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus. Violations may subject participants and sponsoring organizations to disciplinary action pursuant to College policies and procedures. It is the responsibility of the faculty or staff sponsor to assure compliance with these guidelines including but not limited to policies such as the College's vehicle policy and reservation procedures. The following additional guidelines also apply to all travel activities subject to travel guidelines:
 - a. Pre-trip Meeting: The faculty member, administrator, and/or recognized student organization in charge of the trip should hold a pre-trip planning meeting with all participants to discuss the itinerary, behavioral expectations, and transportation details.
 - b. Transportation: The sponsoring College department should be prepared to arrange for transportation by official College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles:
 - i. College Vehicles – Only College employees may operate college vehicles.
 - ii. Rental Vehicles – If rented with College funds, only College employees can drive; the employee must comply with all terms of the rental contract.
 - iii. Contract Bus Service – Adequate insurance coverage for personal injury and property damage must be provided by the bus company. Contact the Vice President for Finance and Administrative Services to determine if coverage is adequate for student travel.
 - iv. Regularly Scheduled Carriers – Regularly scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
2. Personal Vehicles – Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance. The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.
3. Accident and Medical Insurance The faculty member or administrators responsible for the trip shall communicate to the participants that the College does not provide medical insurance for any student's participation in trips. All student participants shall be

responsible for any medical costs they incur during and/or as a result of the trip.

4. Guests of students are not eligible to participate in travel opportunities with the exception of the Travel Abroad program.
5. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
6. Students with disabilities are entitled to participate in the most integrated settings possible. If a trip or special program is conducted, appropriate accommodations must be offered. If the trip includes transportation, accessible transportation for students with disabilities must be offered.

Policy History: Approved by Board of Trustees: 2/13/2020, reviewed 3/9/23

Sexual Harassment, Discrimination, and Retaliation Policy (Title IX)

Policy 395

Introduction

Glen Oaks Community College (“Glen Oaks” or “the College”) believes that every student and staff member, regardless of their gender, is entitled to equal educational opportunity and a safe environment in which to learn and work. This means that all members of the college community have the right to be free from all forms of sex/gender discrimination, harassment and retaliation. The term “sexual harassment” in this Policy includes sexual assault dating violence, domestic violence, and stalking (as those offenses are defined in the Clery Act, 20 U.S.C. 1092(f) and the Violence Against Women Act, 34 U.S.C. 1229(a)) and any other form of discrimination based upon sex that would violate Title IX of the Civil Rights Act.

This Policy is intended to: define what qualifies as sex discrimination, harassment and retaliation under Title IX; establish a mechanism for responding to complaints, including supportive measures that may be available to all involved parties; and outline the remedial efforts the College may take to end any sex discrimination, harassment or retaliation that has occurred, prevent its recurrence and address any continuing effects on an affected person.

SECTION 1: Scope and Jurisdiction of the Policy

The College’s Sex/Gender-Based Discrimination and Harassment Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in Glen Oaks Community College program or activities, including education and employment.

This policy applies to all education programs and activities (defined as including locations, events, or circumstances in which the College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a College-recognized student organization. This Policy also prohibits retaliation against a person who makes a good faith complaint of sex discrimination or harassment under this Policy. Alleged sexual harassment that occurred outside of the College’s education program or activity cannot be resolved through the grievance procedures described in this Policy but may be addressed through the College’s Code of Conduct.

All reports of sexual discrimination, harassment or retaliation will be handled by one of the College’s Title IX Coordinators:

Tonya Howden Title IX Coordinator Coordinator Student Services, A53 Administrative Office, A37 62249 Shimmel Rd. Shimmel Rd. Centreville, MI 49032 thowden@glenoaks.edu cbohacz@glenoaks.edu 269-294-4230 thowden@glenoaks.edu cbohacz@glenoaks.edu 269-294-4230	Jamie Yesh Title IX Coordinator Administrative Office, A36 62249 Shimmel Rd. Centreville, MI 49032 jyesh@glenoaks.edu 269-294-4229 jyesh@glenoaks.edu 269-294-4229	Candy Bohacz Title IX 62249 Centreville, MI 269-294-4232 269-294-4232
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Complaints under this Policy may be made to any of the Title IX Coordinators. The Title IX Coordinator in the Student Services Office will take the lead role in administering this Policy but may involve the Title IX Coordinator(s) in the Administrative Office on complaints that involve employees or if the involvement of a different Title IX Coordinator is otherwise appropriate. In the event an incident involves alleged misconduct by a Title IX Coordinator, reports should be made to another Title IX Coordinator or the President of the College.

Individuals experiencing harassment or discrimination also have the right to file a formal complaint with government authorities:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov |
Web: <http://www.ed.gov/ocr> (<http://www2.ed.gov/about/offices/list/ocr/>)

U.S. Department of Justice Civil Rights Division
Educational Opportunities Section, PHB
Washington, D.C. 20530
Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)

SECTION 2: Definitions

Advisor: A person chosen by a party or appointed by the institution to accompany the party to meetings related to the grievance process, to advise the party on that process, and to conduct cross-examination for that party at the hearing as needed. This person may be, but need not be, an attorney.

Complainant: The individual who is alleged to be the victim of conduct that could constitute sexual discrimination or harassment.

Consent: Clear, knowing and voluntary agreement. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age and have the mental/physical capacity to consent. A person may be unable to consent due to consumption of drugs or alcohol.

Coercion: Unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person's consent ineffective, because it is not voluntary. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.

Respondent: The individual who has been reported to be the perpetrator of conduct that would constitute sexual harassment or discrimination.

Retaliation: The act of intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted or participated (or refused to participate) in any manner in an investigation, proceeding or hearing related to Title IX or this Policy. Intimidation, threats, coercion or discrimination – including making charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report of complaint of sex discrimination or a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege secured by Title IX – constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Nor is it retaliation to charge an individual with a Code of Conduct violation if the College finds that the individual made a materially false statement in bad faith in the course of a grievance proceeding under this Policy, provided that a determination regarding responsibility, standing alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Retaliation will not be tolerated and may result in severe sanctions, including discipline, suspension, expulsion, termination of employment or revocation of tenure, or an additional charge.

Sanctions: Consequences imposed on a respondent following a determination under Title IX that the respondent violated the College's prohibition on sex discrimination.

Sex Discrimination: Unequal treatment based on sex with respect to an individual's access to or participation in the College's education programs or activities, as prohibited by Title IX.

Sexual Harassment: Conduct on the basis of sex where at least one of the following occurs:

- An employee of the College makes providing an aid, benefit or service of the College conditional upon an individual's participation in unwelcome sexual conduct (Quid pro quo harassment);
- There is unwelcome conduct on the basis of sex that a reasonable person would deem so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity (hostile environment harassment); or
- An individual is subjected to "sexual assault," as defined by the Clery Act, which is classified as a forcible or non-forcible sex offense

under the uniform crime reporting system of the Federal Bureau of Investigation. That is further defined as:

- Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - Forcible Rape:
 - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - Forcible Sodomy:
 - Oral or anal sexual intercourse with another person forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Sexual Assault with an Object:
 - The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Forcible Fondling:
 - The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sex Offenses, Non-forcible:
 - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Michigan law. Statutory Rape is Non-forcible sexual intercourse with a person who is under the statutory age of consent of Michigan.
- An individual is subjected to "dating violence," defined in 34 U.S.C. 12291(a)(10) as:
 - Violence on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition—
 - Dating violence includes, but is not limited to emotional, psychological, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- An individual is subjected to "domestic violence," defined in 34 U.S.C. 12291(a)(8) as:
 - Violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the

Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

- To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- An individual is subjected to "stalking," defined in 34 U.S.C. 12291(a) (30) as:
 - Engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
 - For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
 - Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

Sexual orientation: Sexual identity in relation to the gender to which a person is attracted.

Supportive measures: Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
2. Provide support during the recipient's grievance procedures or during an informal resolution process.

Students with disabilities are not obligated to disclose their disability nor request disability-related modifications. However, if a student does reveal their disability status to the Title IX Coordinator, the Coordinator is encouraged to discuss available support options with the student, which may include services provided by the College's Disability Support Services Office.

Examples of supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar measures. These measures will be kept confidential, to the extent maintaining that confidentiality does not impair the College's ability to provide the supportive measures.

SECTION 3: Reporting Sexual Harassment, Discrimination, or Retaliation

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. All non-confidential college employees (student employees, faculty, staff, administrators) are required to immediately report information about conduct that reasonably may constitute sex discrimination, harassment, or retaliation to a Title IX Coordinator.

Individuals may report sex discrimination, harassment, or retaliation in the following manner:

Confidential Reporting

If a reporting person would like the details of an incident be kept confidential, they should speak with a licensed counselor, members of the clergy and chaplains, or off-campus rape crisis resources, such as Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line).

On campus, licensed counselors can maintain confidentiality – meaning they are not required to report actual or suspected discrimination, harassment, or retaliation to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared.

Those who are able to maintain confidentiality will do so except in extreme cases of immediate threat or danger or in the abuse of a minor.

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to inform you of their duties, and help you make decisions about who can best assist you.

Personally identifiable information will be shared in the event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

Formal Reporting

Reporting parties are encouraged to file a formal complaint of sexual harassment, discrimination or retaliation at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report submits to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation.

Reporting parties may also contact a Title IX Coordinator (as described above), or another school administrator with whom the reporting party feels comfortable, to make a complaint. Students and employees have the right to have incidents of sexual harassment, discrimination or retaliation investigated and properly resolved through a grievance process. Information will be shared as necessary with the Complainant, Respondent, and appropriate college administrators who play a role in the grievance process.

If a Complainant wishes to remain anonymous, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request that no investigation take place but will maintain confidentiality to the extent possible. In cases where the victim

requests confidentiality and the circumstances allow the College to honor that request, the College will offer supportive measures but will not otherwise pursue formal action. A Complainant has the right, and can expect, to have reports taken seriously by the College, and when formally reported, to have those incidents investigated and properly resolved through these procedures.

Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, the College will typically apply the Policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

SECTION 4: College Reporting Obligations

Title IX Employee Reporting Obligations

All non-confidential college employees (student employees, faculty, staff, administrators) are required to immediately report information about conduct that reasonably may constitute sex discrimination, harassment, or retaliation to a Title IX Coordinator.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, student activities staff, human resources staff, academic advisors, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident using Clery location categories and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to any member of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the above paragraph.

SECTION 5: Grievance Process for Sex Discrimination

Any student or staff member who believes that they have been subjected to (or witnessed) sex discrimination in any program or activity of

the College should report that concern at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report goes to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation. Reporting parties may also contact a Title IX Coordinator (as described above). If the concern involves a Title IX Coordinator and the Complainant does not feel comfortable reporting to one of the other Title IX Coordinators, a report may be made to the President of the College.

Within five (5) business days of receiving a complaint, the Title IX Coordinator will determine whether any supportive measures are necessary, work on implementing those supportive measures, and initiate an investigation. The investigation, which will be conducted by the Title IX Coordinator or designee, will include interviews of witnesses deemed necessary by the investigator as well as review of relevant evidence.

Absent unusual circumstances (e.g., unavailability of witnesses), the investigation will be completed within 60 business days. At the conclusion of the investigation, the investigator will prepare a report that summarizes the factual evidence gathered and makes a determination of whether there is sufficient evidence to conclude—by a preponderance of evidence (i.e. "more likely than not") - that sex discrimination occurred in one of the College's programs or activities.

If the Title IX Coordinator did not act as the investigator, the investigator will provide a copy of the Report to the Title IX Coordinator and the parties. Within five (5) business days of receiving the report, the Title IX Coordinator (if not the investigator) will adopt, modify or reject the investigator's conclusions and provide notice to the parties of that decision. The Title IX Coordinator will also determine what remedial actions (if any) may be necessary to end any sex discrimination that occurred, prevent its recurrence and redress any continuing effects of the discrimination.

Both parties will have the right to file a written appeal of the Title IX Coordinator's decision to the President of the College. An appeal must be submitted, in writing, to the Title IX Coordinator within five (5) business days after the date of the Title IX Coordinator's report or notification. The decision of the President is final.

Retaliation against a person for making a good faith complaint of sex discrimination is strictly prohibited. Any complainant who believes that he/she has been retaliated against for making a complaint of sex discrimination under this Policy should notify the Title IX Coordinator and that complaint will be handled according to the grievance procedures provided in this Section.

SECTION 6: Grievance Process for Sexual Harassment

A formal complaint of sexual harassment may be filed with the Title IX Coordinator in person, by mail, by email or by using the contact information for the Title IX Coordinator described above, but the College strongly encourages submission of reports through the Report a Concern option at www.glenoaks.edu (<http://www.glenoaks.edu/>). The Title IX Coordinator reserves the right to file a formal complaint should the complainant decline to file a formal complaint. The Title IX Coordinators are the school officials charged with authority to institute corrective measures for violation of this Policy, but all College employees are obligated to report incidents of sexual harassment of which they become aware, unless they have a recognized confidentiality privilege, such as serving as a licensed counselor for the College. Further, students and guests who have observed or been made aware of sexual harassment are encouraged to report such incidents.

The formal complaint should clearly and concisely describe the conduct that the complainant believes constitutes sexual harassment; the identities of the parties involved in the incident, if known; the date and location of the incident, if known; and the desired remedy sought. The formal complaint should contain the name and contact information for the complainant if available. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the complainant should submit any supporting materials as quickly as is practicable.

Part I: Actions upon Receipt of a Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will:

1. Initiate the investigation process by reviewing the allegations contained in the formal complaint. The formal complaint will be dismissed for lack of jurisdiction if the conduct alleged (1) would not constitute sexual harassment, as defined by Title IX regulations and described in this Policy, even if proved; (2) did not occur in the College's education program or activity; or (3) did not occur against a person in the United States. The Title IX Coordinator will, however, consider whether the alleged conduct may violate the College's Code of Conduct, and if it may, refer the complaint for handling under the Code of Conduct.
2. Review if any immediate steps need to be taken for the safety of any student or other individual arising from the report of sexual harassment. If emergency removal is necessary due to an immediate threat to physical health or safety, the Title IX Coordinator will provide respondent(s) with notice of the decision to remove respondent(s) from campus and the opportunity to challenge the decision immediately following the removal.
3. Provide a Notice of Allegation to the parties of:
 - a. The College's grievance process, including the informal resolution process;
 - b. The sexual harassment allegations, including the identities of the parties involved, if known; the conduct alleged to be sexual harassment; and the date and location of the incident, if known. If, during the course of the investigation, the College decides to investigate additional allegations that were not included in this initial notice, the College will provide notice of those additional allegations to the parties.
 - c. The fact that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - d. Retaliation is prohibited.
 - e. The parties' right to have an advisor of their choice, who may be, but is not required to be, an attorney and who will be permitted to inspect and review evidence obtained as part of the investigation that is directly related to the allegations made in the formal complaint;
 - f. The provisions in the College's Code of Conduct that prohibits making false statements or knowingly submitting false information during the grievance process.
4. Provide supportive measures, as needed, to both the complainant and respondent.
5. Assign an investigator to the case
 1. The investigator may be one or more individuals. If there is more than one investigator, they shall be present at all meetings. The assigned investigator(s) will have received all requisite training and will be free of bias and conflict of interest.

6. Monitor the investigation's progression and completion.

Part II: Formal Investigation Process and Protections

Within five (5) business days of the College's receipt of a formal complaint, the investigator will initiate an investigation. The investigator will ensure that the burden of proof and gathering of evidence rests on the College, not the parties, understanding that the College cannot access, consider, disclose or otherwise use a party's treatment records without that party's voluntary, written consent.

Each of the parties will have an equal opportunity to present evidence and witnesses, including fact and expert witnesses. The investigator will not restrict the ability of either party to discuss the allegations under investigation or their ability to gather and present relevant evidence.

The investigator will conduct interviews (and follow-up interviews, as needed) with the parties and relevant witnesses. Prior to any investigative interview or other meeting where a party is invited or expected to attend, the investigator will provide advance, written notice of the date, time, location, participants and purpose of the meeting, with sufficient time for the party to prepare to participate.

Absent unusual circumstances (e.g. school closure, unavailability of witnesses, delay caused by criminal investigation), the investigation will be completed within 60 business days. Any time the general timeframe for resolution outlined in this Policy will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and the anticipated time needed as a result of the delay.

Part III: Investigation Meeting Details

1. Each meeting will be held privately and closed to the public. At no time during the investigation will the respondent and the complainant be in the same room.
2. These meetings are entirely administrative in nature and are not considered legal proceedings.
3. The parties will be allowed an advisor of their choice to be present during all administrative meetings and hearings.
 - a. The complainant and respondent must select an advisor of their choice, which, at their own expense, may include an attorney.
 - i. If either party does not have an advisor, the College will provide one at the request of the student at no cost to the involved party.
 - ii. All advisors provided by the college are employees who are trained to serve in this function. The college will not provide legal counsel for the student.
 - iii. If an involved party is a minor, a parent/guardian, as well as an advisor, may attend all meetings.
 - b. During investigative meetings, the advisor may only speak with their party in a way that does not disrupt the meeting. At no time will they be allowed to speak on behalf of the party unless deemed necessary or appropriate by the Investigator.

Part IV: Investigation Summary Report

At the conclusion of the formal investigation, the investigator will complete an investigation summary report. Prior to completion of the report, the investigator will send each party and advisor (by electronic format or hard copy) a copy of the evidence obtained during the investigation that directly relates to the allegations in the formal complaint, regardless of the source of that evidence or whether the investigator intends to rely upon it. The parties will be given at least 10

days to submit a written response, which the investigator will consider when completing the investigation report.

The investigation summary report, which will fairly summarize the evidence, will be provided to the complainant, respondent, and advisors at least 10 days prior to the live hearing. Both parties will have the opportunity to review that report and respond in writing.

At least 10 days after the investigation summary report was distributed to the parties, the investigator will submit the report (as well as the parties' responses to the report, if any) to the Hearing Chair.

Part V: Informal Resolution

As part of the College's formal grievance procedure, at any time after a formal complaint has been filed, the parties may agree to participate in an informal resolution process. Through that informal resolution process, the College would be authorized to facilitate a mediation or other informal resolution between the parties that would not involve a full investigation and adjudication. Informal resolution is *only* permitted where the College:

1. Provides a written Notice of Informal Resolution to the parties of (1) the allegations of the formal complaint, (2) the requirements of the informal process (including that a party may withdraw from the informal process at any time, but once the parties have agreed to a resolution, the parties may be precluded from resuming the formal complaint process - i.e., the full investigation and adjudication - based on the same allegations); and (3) any consequences that would result from participation in the informal resolution process, including that records may be maintained or shared;
2. Obtains both parties' voluntary, written consent to the informal resolution process;

Informal resolution may not be used to resolve complaints alleging that an employee sexually harassed a student. In cases where informal resolution is permitted, it will be strictly voluntary, and will not be required of any party as a condition of enrollment or continued enrollment; employment or continued employment or any other right.

Part VI: Dismissal of a Complaint

Glen Oaks may dismiss a complaint of sex discrimination or harassment if:

- The College is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the College's education program or activity and is not employed by Glen Oaks;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the College determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination or harassment under Title IX even if proven; or
- The College determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination or harassment under Title IX. Before dismissing the complaint, the College will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the College will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the College will also notify the respondent of the dismissal and the basis for the dismissal promptly

following notification to the complainant, or simultaneously if notification is in writing.

Glen Oaks will notify the complainant that a dismissal may be appealed on the bases outlined in the Appeals section. If the dismissal occurs after the respondent has been notified of the allegations, then the College will also notify the respondent that the dismissal may be appealed on the same bases. If the dismissal is appealed, the College will follow the procedures outlined in the Appeals section.

Part VII: Hearing

For formal complaints, unless resolved through the informal resolution process, a live hearing will be conducted before a determination of responsibility is made. The hearing may be conducted by a sole Decision-Maker or by a Decision-making panel, at the Title IX Coordinator's discretion. If there is a Panel, the Title IX Coordinator will select a Hearing Officer who will serve as the Chair of the Decision-making Panel. The Hearing Officer will manage the hearing and make evidentiary rulings.

At the live hearing, each party's advisor will have the opportunity to ask the party questions relevant to the allegations of the formal complaint. Questions about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless those questions or evidence: (1) are offered to prove that someone other than the respondent committed the conduct alleged by complainant; or (2) concern specific incidents of complainant's prior sexual behavior with respect to respondent and are offered to prove consent. Cross examination of parties and witnesses will be conducted directly, orally and in real time, but a party or witness will not be required to *answer* any such question until the Hearing Officer has considered the question and deemed it relevant. If a question is deemed irrelevant, the Hearing Officer will explain why. A party may not directly cross-examine another party or witness.

Although the hearing will be conducted in a live setting and in real time, at the request of a party, the parties will be located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously observe (through sight and sound) the witness answering questions.

The College may also, in its discretion, conduct the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. All live hearings – whether conducted with participants in the same geographic location or virtually – will be recorded audio-visually or transcribed. That recording or transcript will be available to parties for inspection and review.

At the conclusion of the hearing, the Decision Maker (or Panel) will deliberate and determine if the respondent is responsible for the alleged violation, using the preponderance of evidence ("more likely than not") standard. In making this determination, the Decision-maker (or Panel) may consider statements made by parties and witnesses during the investigation, electronic exchanges between parties leading up to the alleged sexual harassment, and relevant statements about the alleged sexual harassment, regardless of whether the parties or witnesses submit to cross examination at the live hearing. The Decision-maker (or Panel) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing. The Decision-maker (or Panel) will not, however, make an inference about responsibility based solely on a party's or witness's absence or refusal to testify at the hearing. In other words, the Decision-maker (or Panel) will not assume that a respondent sexually harassed the complainant solely because the respondent refused to testify at the hearing; nor will the Decision-maker (or Panel) assume that

the respondent did not sexually harass the complainant solely because the complainant refused to be cross-examined.

After reaching a determination of responsibility, the Decision Maker (or Panel) will simultaneously issue to both parties a written determination that:

1. Identifies the allegations potentially constituting sexual harassment under this Policy;
2. Describes the procedural steps taken by the College throughout the grievance process;
3. Provides findings of fact supporting the determination;
4. Provides conclusions regarding the application of the College's policy to the facts;
5. States the determination as to each allegation as well as the rationale for that determination; and
6. Explains the College's appeal procedures and bases for appeal.

Part VIII: Sanctions

Once the determination of responsibility is made, if party has been found responsible for violating this Policy, the Title IX Coordinator will implement appropriate remedies to end the harassment, prevent its recurrence and redress the effects of the harassment experienced by the complainant.

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
- Monitoring
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling or therapy
- Required training or education
- Campus access restrictions
- No trespass order issued by security (with respect to campus locations)
- No contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
- Disciplinary suspension
- Suspension with pay
- Suspension without pay
- Exclusion
- Expulsion
- Degree revocation
- Termination of employment
- Revocation of tenure
- Termination of contract (for contractors)

The College may assign other sanctions as appropriate in each particular situation.

Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff/Faculty Handbooks, Student Handbook, collective bargaining agreements, other policies or handbooks that may be developed over time, or contracts.

In addition, the College may take steps to remediate the effects of a violation on victims and others. Following an investigation, the College may extend interim protective measures and accommodations, and/or take other measures to eliminate any hostile environment caused by the sexual harassment or misconduct, prevent the recurrence of any sexual harassment or misconduct, and remedy the effects of the sexual harassment or misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced in this policy, as well as counseling, training, and other preventative measures.

Part IX: Appeal and Final Outcome

If either party disagrees with the determination of responsibility, the party or their advisor may file an appeal within 5 business days of the date stated on the Determination Letter.

Appeals are only permitted for the following reasons:

1. Procedural irregularity that affected the outcome;
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available;
3. The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias that affected the outcome.

The appeal should be titled "Appeal" and directed to the Title IX Coordinator, who will assign the appeal to an Appellate Officer (not the Investigator, Title IX Coordinator or Decision-maker/Panel) who has received requisite training and is without conflict of interest or bias.

If the appeal is permitted, the Title IX Coordinator will notify the Parties and their Advisors. Parties will be given five (5) business days to submit a written response to the appeal. Responses will then be forwarded to the Appellate Officer. The Appellate Officer will issue a written decision – simultaneously to both parties – describing the result of the appeal and rationale for the decision within ten (10) business days of the date the parties' written statements were due.

The determination of responsibility will be considered final when: (1) neither party files a written appeal with the Title IX Coordinator within the timeline for appeal required in this Part; or (2) the Appellate Officer designated to decide the appeal has issued a written decision, whichever occurs last.

SECTION 7: Additional Policy Provisions

Attempted violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as violations of the policy.

College's Right to Sign a Formal Complaint

As necessary, the Title IX Coordinator reserves the right to sign a formal complaint without a formal complaint by the person alleging that respondent violated this Policy.

False Reports

Glen Oaks Community College will not tolerate intentional false reporting of incidents. It is a violation of this Policy, the Student Code of Conduct and employee handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Encouraging Reporting for Complainant, Respondents, and Witnesses

The college community encourages the open, honest and accurate reporting of violations of college policies, and understands that complainants, respondents or witnesses are sometimes hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking, that occurred at the time of the incident. To promote open, honest and accurate reporting, it is the College's policy *not* to impose disciplinary penalties on complainants, respondents, and witnesses for minor policy violations related to the incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses in such cases.

Right to Privacy

This Policy will be implemented consistent with students' rights under the Family Educational Rights and Privacy Act ("FERPA"), but to the extent any requirement of FERPA would conflict with a student's constitutional rights or rights under Title IX, the College will adhere to the constitution and/or Title IX.

Policy History: Approved by the Board of Trustees 8/13/20, revised 8/25/21, reviewed 3/9/23, updated 7/31/24, submitted for board approval 7/29/24, Approved by the Board of Trustees 8/8/24, revised 1/13/25

COURSE DESCRIPTIONS

Using this catalog successfully means understanding how it's supposed to serve you.

Course Descriptions are written as follows:

- All courses within a particular **discipline** are grouped (i.e.: Accounting courses).
- The **title line** includes a 3 or 4 letter prefix (i.e.: ACCT), plus a 3-4 digit number indicating the level of the course (i.e.: 100 or 200 level), plus the course name, then the credit hours and contact hours¹.
- After the title line is the body or **course description**, the narrative describing course content.
- Finally, after the course description is italicized type giving the **prerequisite(s)** for the course. If there is a prerequisite, it is listed; if one is not listed, there is none.

¹ A credit hour equals one hour/week in class for 15 weeks; a contact hour equals the time instructors spend in the classroom (used to calculate tuition/fees).

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- Agricultural Technician (AGT) (p. 70)
- Allied Health (ALH) (p. 71)
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- Art (ART) (p. 73)
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B

- Biology (BIO) (p. 76)
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C

- Chemistry (CHEM) (p. 79)
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D

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E

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Accounting (ACCT)

ACCT-109 PAYROLL ACCOUNTING

2 credit hours

This course has been developed to provide the student with a basic understanding of the calculations in payroll, the payroll records that are kept, and the laws pertaining to tax filing for payroll. This is a beginning course that involves computation and recording of payroll entries.

Fee: \$0.00

ACCT-111 PRINCIPLES OF ACCOUNTING I**4 credit hours**

The first introductory accounting course for the student who wishes to pursue a career in the field of business. The student will become familiar with the role of the accountant and manager in service and merchandising businesses. The course will include the recording and reporting of business transactions and the measuring, planning, and controlling of business income, assets, and equities. Major emphasis will be placed on the sole proprietorship form of business organization.

Fee: \$0.00

ACCT-112 PRINCIPLES OF ACCOUNTING II**4 credit hours**

A second semester course in accounting principles and concepts for the accounting or managerial student. The student will investigate the role of the accountant in partnerships and corporations, with emphasis on financial and cost-accounting concepts as well as branches and departments, and owner's equity.

Requisite(s): Must complete ACCT-111

Fee: \$0.00

ACCT-113 QUICKBOOKS FOR ACCOUNTING**2 credit hours**

This accounting course will provide the student with an understanding of QuickBooks accounting. The student will receive instruction and experience with QuickBooks software through a simulated business scenario. Accounting principles and logical problem solving will be utilized. Instruction will include how to set up a business, maintain and use the software and generate financial reports.

Requisite(s): Must complete ACCT-111 or take concurrently

Fee: \$0.00

ACCT-204 SM BUS TAX ACCOUNTING**2 credit hours**

An introductory tax course with emphasis placed on tax return preparation for small businesses. Accounting for taxable revenues and tax deductible expenses will be emphasized.

Fee: \$0.00

ACCT-210 INCOME TAX ACCOUNTING**3 credit hours**

This course is an introductory tax course with emphasis placed on tax return preparation for businesses and individuals. Students will investigate laws involved in tax accounting with secondary emphasis on tax theory.

Fee: \$0.00

ACCT-213 COST ACCOUNTING**3 credit hours**

A basic course in the theories and practices underlying the development of cost information for financial control and decision making. As manufacturing, service, and distribution establishments strive to enhance their profits and reduce consumer prices, the study and control of costs become increasingly important. The student will gain an understanding of techniques used to control cost for profit by management. This is an excellent course for the aspiring business administration and accounting major because it will give insight into the areas of profit and loss control.

Requisite(s): Must complete ACCT-112

Fee: \$0.00

Agricultural Technician (AGT)

AGT-101 HYDRAULIC THEORY & OPERATION**2 credit hours**

A study of hydraulic theory and the maintenance, repair and methods of troubleshooting mobile hydraulic systems during lab experience. Also covered in this class are cylinders, controls, pumps and accessories of hydraulic equipment. *2 credit hours/4 billed contact hours*

Fee: \$75.00

AGT-102 PRODUCTION AGRICULTURE**2 credit hours**

Production agriculture studies how to identify and resolve environmental issues. Class covers crop production and farming by means of soil science, plant growth, pest control, agricultural leadership, equipment safety/operation and daily farm maintenance. *2 credit hour/3 billed contact hours*

Fee: \$0.00

AGT-103 FUNDAMENTALS OF ENGINES**3 credit hours**

Examines internal combustion engine fundamentals and diesel engine construction and maintenance. Studies the basics of gas and diesel engines including disassembly, measurement and assembly procedures. Troubleshooting is also covered. *3 credit hours/7 billed contact hours*

Fee: \$75.00

AGT-104 VEHICLE/EQUIPMENT ELEC FUNDAMENTALS**3 credit hours**

This course introduces electrical and electronic systems used on agricultural equipment, with an emphasis toward the theory, operation, and application. Also included will be the introduction to diagnostic principles and procedures as they apply to basic circuit types and predominate components utilized. Students will be expected to gain utilization skills as they apply to common testing tools and instruments. Students also will be expected to test for and measure voltages, current flow, and resistance; as well as identify and measure analog and digital signals. *3 credit hours/5 billed contact hours*

Fee: \$325.00

AGT-109 HEATING/VENTING/AC SYSTEMS**2 credit hours**

Theory, service and repair of HVAC systems used on agricultural equipment are studied. Proper charging and recovery procedures are covered on both manual and automatic climate controlled systems. Safe handling of HVAC fluids and gases, as per EPA guidelines, as well as obtaining safe handling certification from either the Mobile Air Conditioning Society (MACS) or Automotive Service Excellence (ASE) is included. *2 credit hours/4 billed contact hours*

Fee: \$75.00

AGT-112 SEEDING & TILLAGE EQUIPMENT**2 credit hours**

Service and adjustment of seeding equipment including drills and planters along with tillage equipment are covered in this course. Students will learn to set up the equipment in the diesel labs according to manufacturer guidelines and then make field adjustments, depending on soil conditions. *2 credit hours/4 billed contact hours*

Fee: \$75.00

AGT-113 HYDRAULIC SYSTEMS**2 credit hours**

The second hydraulic course that introduces the student to variations of basic systems, schematics and more advanced testing and adjusting of mobile hydraulic systems. Students will gain hands on experience in components and equipment in the diesel laboratories. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-101

Fee: \$75.00

AGT-116 COMBINE MAINTENANCE & REPAIR**3 credit hours**

The setup, service, repair and adjustment of modern combines including both corn and grain heads are covered in this course. Students will apply theories learned in the classroom to current production combines in the diesel labs and in the field. *3 credit hours/7 billed contact hours*

Fee: \$75.00

AGT-119 VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS**3 credit hours**

The electrical and electronic systems found on agricultural equipment. Systems covered include; power, starting, charging, cab/operator station controls, engine, power train, hydraulic, braking, steering, data network and related electronic control units. System operation, service, diagnosis and repair are included.

Requisite(s): Must complete AGT-104

Fee: \$75.00

AGT-122 PRECISION FARMING SYSTEMS**2 credit hours**

This course presents the essentials of modern precision farming techniques. Function and application of precision farming components, equipment, satellite and cellular communications, OEM and/or aftermarket software systems and requirements, will be the focus of this course. System troubleshooting and diagnosis is stressed throughout this course. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-104

Fee: \$75.00

AGT-125 TRACTION DRIVELINES**2 credit hours**

Studies the maintenance and repair of various drivelines used on today's highly technical agricultural equipment. Actual hands-on experience in adjustment, maintenance, set-up, servicing and operation of this equipment is offered. The importance of manufacturers' shop manuals is stressed for repair, set up and problem diagnosis. *2 credit hours/4 billed contact hours*

Fee: \$75.00

AGT-207 ADVANCED HYDRAULICS**2 credit hours**

Advanced hydraulic systems such as electro/hydraulic circuit operation and testing and complex valving are the focus of this classroom/lab course. Students will gain practical knowledge in the agricultural labs using modern equipment utilizing schematics and advanced troubleshooting techniques. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-101 AGT-104 AGT-113 AGT-119 and may register with approval from the instructor.

Fee: \$75.00

AGT-213 DIESEL ENG PERF ANALYSIS/TUNE UP**3 credit hours**

Students learn to adjust and tune diesel engines to meet factory specifications. Using both engine and chassis dynamometers and the required instrumentation, students diagnose performance complaints, troubleshoot and plot performance curves. *3 credit hours/5 billed contact hours*

Requisite(s): Completion of AGT 103 and must obtain approval of instructor.

Fee: \$75.00

AGT-216 EQUIPMENT SHOP PROJECT**4 credit hours**

Students are placed into a simulated real world repair facility environment. The instructor acts as the service department supervisor assigning a variety of related tasks. Students are given various pieces of equipment to rebuild repair or reconditioned to like new condition. Each student will be evaluated on their ability to apply knowledge gained from all previous instruction. *4 credit hours/10 billed contact hours*

Requisite(s): Must complete AGT-101, AGT-103, AGT-104, AGT-109, AGT-112 AGT-113 AGT-116 AGT-119 AGT-125 AGT-213 and obtain approval of instructor. Must take AGT-122 and AGT-207 concurrently.

Fee: \$75.00

AGT-220 DIESEL TECH FIELD EXPERIENCE**2 credit hours**

Provides the student with the opportunity to put to practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience Instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and visits the student at the work site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. The course entails the completion of 360 total clock hours or work experience to receive the 2 credit hours. Course may be repeated for credit. *Billing will be made by credit hours NOT contact hours*

Fee: \$0.00

AGT-250 MECHANIZED IRRIGATION SYSTEMS**4 credit hours**

This course introduces the principles of mechanized irrigation systems. Basic concepts of center pivot operation are introduced, including how power is supplied to the pump and pivot, as well as basics of wet and dry operation. Center pivot installation and basic troubleshooting, including safety practices, assembly process, underground components, meter usage, schematics, and water distribution uniformity are discussed. Students work hands-on with pivots and pivot components.

Fee: \$0.00

Allied Health (ALH)

ALH-103 NUTRITION**3 credit hours**

Nutritional foundation development. Principles of nutrition related to health maintenance and illness prevention are covered. Age related nutritional concerns, diseases and conditions, and therapeutic diets are covered. Emerging dietary information and trends are also covered.

Fee: \$0.00

ALH-104 NURSE AIDE**3.90 credit hours**

Clinical and cognitive skills needed to prepare students for the State of Michigan CNA certification exam.

Fee: \$60.00

ALH-106 MEDICATION AIDE**4.90 credit hours**

This course prepares students to administer medications in nursing homes under the direct supervision of a licensed nurse. Students will learn medication fundamentals, safety, communication and documentation, medication administration, and legal and ethical protocols and responsibilities. Students who successfully complete the course are eligible to take the State of Michigan Medication Aide certification exam. *Course is billed at 6.7 billing hours*

Requisite(s): Students must have successfully completed ALH-104 or another state licensed nurse aide program and be licensed as a certified nurse aide on the State of Michigan in order to take this course. Students must be at least 18 years of age prior to the first day of the course start.

Fee: \$20.00

ALH-111 DIAGNOSTIC CODING**3 credit hours**

Designed to provide students with the necessary principles for properly coding diseases, conditions, and injuries. Coding compliance, adherence to guidelines, and data quality are covered as well. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0.

Fee: \$0.00

ALH-112 EMERGENCY RESPONSE/PATIENT INTERVIEWING**3 credit hours**

Covers patient interviewing, medical emergencies, legal aspects of emergency care, and a variety of sudden illnesses. Additional topics include: bloodborne pathogens, fire safety, safe work environments, response in emergency situations, and proper body mechanics when lifting and moving victims. American Heart Association: BLS & Heart Saver First Aid awarded upon successful completion of specific components of the course. CPR will be taught during this course. This course is 8 weeks in length.

Requisite(s): Students must complete ALH-218 ALH-225 and ALH-252 with a minimum grade of 2.0.

Fee: \$65.00

ALH-120 ADMIN I COM & BUS PRACTICES IN MED OFF**3 credit hours**

Fundamental skills needed to effectively communicate with patients, families, clients, providers, and supervisory personnel. Topics include verbal and non-verbal communication, barriers to communication, coping mechanisms, behavioral theories, diversity, and coaching patients based on their health care needs. Additional focus on administrative skills needed to maintain medical records, including electronic medical records. Patient scheduling is covered. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0.

Fee: \$0.00

ALH-130 ADMIN II FINANCIAL BUS PRAC IN MEDICAL**3 credit hours**

Financial skills related to bookkeeping, accounts receivable, third party reimbursement, and procedural and diagnostic coding. This course is 8 weeks in length

Requisite(s): Students must complete ALH-120, ALH-218, ALH-225 and ALH-120 with a minimum grade of 2.0 or better.

Fee: \$0.00

ALH-140 TOPICS IN PHARMACOLOGY & APPLIED MATH**3 credit hours**

Pharmacology and mathematical skills necessary to calculate, prepare and administer drugs safely in an ambulatory setting. Drug effects on body systems is presented. Additional focus on drug names, laws, development, categories, sources, classification of drugs, immunizations, and abuse and misuse of substances. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-120, ALH-218, ALH-225, and ALH-252 with a minimum grade of 2.0.

Fee: \$0.00

ALH-210 PROCEDURAL CODING**3 credit hours**

Principles for applying the CPT procedural code that most accurately identifies the service performed. Students will learn and be expected to demonstrate the ability to translate documentation into the appropriate procedural code. Emphasis is also placed on coding compliance and adherence to official guidelines. Additional focus on the importance of data quality and data integrity. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-111, ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0. Students must also complete ALH-240 previously or concurrently with a minimum grade of 2.0.

Fee: \$0.00

ALH-218 MEDICAL TERMINOLOGY**3 credit hours**

Basic terminology required for the health professional. Provides a basic knowledge of anatomy and physiology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis on forming a foundation for a medical vocabulary including meaning, spelling and pronunciation. Medical abbreviations, signs and symbols are included. This course is 8 weeks in length.

Fee: \$0.00

ALH-225 SURVEY OF BODY SYSTEMS & DISEASE COND**3 credit hours**

Basic anatomy and physiology and focus on common pathology, diagnostic measures and treatment modalities. Topics include diseases and conditions affecting the various body systems. Dietary needs for specific conditions, and body function across the lifespan is also discussed. This course is 8 weeks in length.

Requisite(s): Students must complete ALH-218 and ALH-252 previously or concurrently with a minimum grade of 2.0.

Fee: \$0.00

ALH-238 MEDICAL ASSISTANT EXTERNSHIP**3 credit hours**

Application of clinical and administrative skills learned in the classroom. Externship requires 160 clinical hours plus eight 1-hour Zoom meetings. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. After successful completion of this course, the student is eligible to complete the RMA (AMT) credentialing exam.

Requisite(s): Student must have completed all the curriculum courses of the Medical Assistant Certificate program with a minimum of 2.0 GPA in each class and an overall GPA of 2.0. Student must have completed or is currently registered (same semester) in ALH-112, ALH-140 and ALH-241. Minimum grade 2.0 in all courses required.

Fee: \$150.00

ALH-240 INSURANCE CLAIMS PROCESSING**3 credit hours**

Information necessary to accurately complete insurance claims for facilities and physicians. Apply diagnostic and procedural codes to various insurances. Emphasis on ethical responsibilities of insurance claims submissions. Current issues related to medical insurance will be discussed. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0. Students must take ALH-210 previously or concurrently with a minimum grade of 2.0 or better.

Fee: \$0.00

ALH-241 LABORATORY PROCEDURES & PHLEBOTOMY**4 credit hours**

Basic phlebotomy skills and practical application of routine laboratory procedures performed in an outpatient health care setting. Topics include: hematology, chemistry, urinalysis, immunology, and microbiology testing, as well as laboratory safety procedures, quality assurance, and quality control procedures. This course is 8 weeks.

Requisite(s): Students must successfully complete ALH-218, ALH-225, ALH-120, ALH-252, ALH-130, ALH-245 with a minimum grade of 2.0 or better.

Fee: \$65.00

ALH-245 FUNDAMENTAL CLINICAL OFFICE SKILLS**4 credit hours**

Fundamental skills needed to provide safe care for patients. It emphasizes skills related to obtaining vital signs, performing patient screening, assisting with an exams and procedures, administration of medications and injections, and performing EKG's and PFT's. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-120 ALH-130 ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0.

Fee: \$65.00

ALH-252 ETHICAL & LEGAL PRAC IN ALLIED HEALTH**2 credit hours**

Focus on scope of Allied Health practice, Health Information Portability and Accountability Act (HIPAA), patient rights, criminal and civil law, interviewing, compliance reporting, public health statutes, legal terms, ethics and morals. This course is 8 weeks in length.

Requisite(s): Students must successfully complete ALH-120, ALH-218 and ALH-225 with a minimum grade of 2.0.

Fee: \$0.00

ALH-280 MEDICAL CODING AND BILLING CAPSTONE**3 credit hours**

Designed to prepare students for careers in coding and billing. Health information documentation, data integrity, and quality are stressed and procedures for submitting information to insurance companies and governmental healthcare agencies are reinforced. Prepares students for AAPC and AHIMA exams..

Requisite(s): Student must have completed all of the curriculum in the Medical Coding and Billing Specialist program with a minimum of 2.0 in each ALH class and an overall GPA of 2.0. This course should be taken the semester following the completion of all program coursework or the student may be required to retake some of the classes.

Fee: \$0.00

ALH-285 PHLEBOTOMY EXTERNSHIP**2 credit hours**

Focus on laboratory skills within the clinical setting. Provides the student with experience in the work environment in the laboratory of a CLIA Waived medical office or a hospital based laboratory. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. After completion of the externship, the student is eligible to apply to the American Society of Clinical Pathology (ASCP) to take the Phlebotomy Technician (PBT) exam. This class is 8 weeks in length.

Requisite(s): Student must have complete ALH-218 and ALH -241 with an overall GPA of 2.0. Students must complete ALH 241 and BUS-104 with a minimum grade of 2.0 or take classes in the same semester as ALH-285.

Fee: \$0.00

Anthropology (ANTH)

ANTH-201 INTRO TO CULTURAL ANTHROPOLOGY**3 credit hours**

This course is intended to introduce students to the field of anthropology and to provide them with an understanding of the theoretical perspectives and methodological strategies used in the study of traditional and contemporary socio-cultural systems found throughout the world. Special attention will be given to the basic concept of "culture" and to the nature and inter-relationship of particular cultures with their environments. This course is designed to assist students in developing the skills needed to critically analyze anthropological data and to prepare them to pursue further study in the discipline.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Art (ART)

ART-100 ART APPRECIATION**4 credit hours**

A course designed to acquaint the student with the terminology, materials and goals of the artist. This class will survey Western Art from Ancient to Modern and introduce the student to artistic practices in World Art.

Requisite(s): Placement testing score beyond or satisfactory completion of ENG-073

Fee: \$0.00

ART-104 OBJECT DRAWING**3 credit hours**

This course focuses on freehand drawing from direct observation. Students learn drawing techniques, methods, linear perspective, and compositional skills. The properties of line, value, texture, shape and space are dealt with as elemental to the drawing process. Drawing will be explored as a vehicle for thinking, seeing and communicating. An ability to render and draw expressively in a variety of materials is stressed. *3 credit hours/5 billed contact hours*

Fee: \$25.00

ART-105 DRAWING AND CREATIVITY**3 credit hours**

This course focuses on the drawing experience as a process for art-making and as a means to convey ideas. Different types of image-making processes are studied along with their potentials for meaning. Students learn to invent from observation and imagination. There is also an introduction to historical and contemporary drawing practices from many traditions. *3 credit hours/5 billed contact hours*

Fee: \$20.00

ART-107 TWO-DIMENSIONAL DESIGN**3 credit hours**

This course focuses on the elements of design in visual expression. Emphasis is placed on two-dimensional problem solving, organization of visual elements, and color theory. These elements will be explored using a variety of materials and methods. The student will be prepared to explore fine art or commercial design. *3 credit hours/5 billed contact hours*

Fee: \$20.00

ART-108 THREE-DIMENSIONAL DESIGN**3 credit hours**

This course focuses on the elements of design in sculpture and spatial arrangement. Emphasis is placed on three-dimensional problem solving and organization of form in space. These elements will be explored using a variety of materials and methods. The student will be prepared to explore fine art or commercial design. *3 credit hours/5 billed contact hours*

Fee: \$30.00

ART-115 INTRODUCTION TO GRAPHIC DESIGN**3 credit hours**

This course will introduce the various aspects of the graphic design field. Topics include visual communication theory and practice, an overview of typography, spatial relationships and the potential areas of specialization and employment. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-116 COLOR THEORY FOR GRAPHIC DESIGN**3 credit hours**

This class will cover the theory of color with special emphasis on the unique color theories used in print and web application. The class will introduce the importance and use of color in all dimensions of commercial art and graphic design. The focus will be on practical assignments related to commercial projects. *3 credit hours/4 billed contact hours*

Requisite(s): Must take ART 115 concurrently

Fee: \$30.00

ART-160 BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM**3 credit hours**

This is an introductory course in the processing and camera techniques of 35mm photography and will explore both digital and analogue techniques. Emphasis is placed on basic photo composition, lighting, camera usage, darkroom techniques and procedures. The course accommodates both those who want to explore photography as a profession and those who want to improve their photographic skills. Students will be responsible to provide their own digital camera for coursework. Students must have Digital Single Lens Reflex (DSLR) camera, camera phone is not acceptable. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-170 IMAGE MANIPULATION: PHOTOSHOP**3 credit hours**

This course will explore the spectrum of image input into the digital format, manipulation of the image and the desired output using Adobe Photoshop. This class will be accessible to the beginning student and those pursuing graphic design or fine art application. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-172 DIGITAL ILLUSTRATION**3 credit hours**

This course explores the basics of illustration using Adobe Illustrator and relevant computer hardware. Digital illustration will be used as a tool to create brochures, labels and packaging as well as fine art applications. Emphasis will be placed on creating audience appropriate illustrations. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete ART 104 Must take ART 115 concurrently

Fee: \$30.00

ART-210 LIFE DRAWING**3 credit hours**

This course focuses on drawing the human form from live models and the study of anatomy. The student will explore skeletal, muscular, and surface anatomy, as well as the essential aspects of life drawing (such as gesture, contour, proportion, structure and articulation). *3 credit hours/5 billed contact hours*

Requisite(s): Must complete ART 104 and ART 107

Fee: \$75.00

ART-220 HISTORY OF ART I**3 credit hours**

This course is a historical survey of art from prehistory to the Renaissance. Art will be explored in the context of the culture in which it was created and the perspective of the artists. An exploration of the principles and practices of the artistic disciplines will enhance understanding of the art that will be covered.

Fee: \$0.00

ART-221 HISTORY OF ART II**3 credit hours**

This course is a historical survey of art from the Renaissance to present day. Art will be explored in the context of the culture in which it was created and the perspective of the artists. An exploration of the principles and practices of the artistic disciplines will enhance understanding of the art that will be covered.

Fee: \$0.00

ART-231 SCULPTURE**3 credit hours**

This is an introductory course in sculpture which will explore the theories and concepts of three-dimensional art forms in space. Mechanical, structural and compositional principles will be studied. A variety of sculptural techniques and materials will be used. *3 credit hours/5 billed contact hours*

Fee: \$50.00

ART-240 PAINTING**3 credit hours**

This is an introductory course in painting, which will prepare the student to realize visual observations and find personal expression through painting media. The class will explore oil, acrylic, watercolor and tempera painting techniques. Emphasis will be placed on learning to see and mix color, as well as the use of color in composition. A survey of historical painting styles and techniques will be included. *3 credit hours/5 billed contact hours*

Fee: \$50.00

ART-242 WATERCOLOR I**3 credit hours**

Survey of the application, techniques, and limitations of watercolor as a representational painting medium. Students will experiment with a variety of traditional and contemporary watercolor processes. Included will be a survey of historical use of watercolor in fine art.

Fee: \$0.00

ART-243 WATERCOLOR II**3 credit hours**

Advanced course in the application, techniques, and limitations of watercolor as a representational painting medium. Students will further experiment with a variety of traditional and contemporary watercolor processes. Included will be a survey of historical use of watercolor in fine art.

Requisite(s): Must complete ART-242

Fee: \$0.00

ART-244 OIL PAINTING I**3 credit hours**

This is an introductory course in oil painting which will examine the traditional oil painting techniques of imprimatura, under-painting, over-painting and glazing. Oil painting materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of oil paint in fine art. *3 credit hours/5 billed contact hours*

Fee: \$0.00

ART-245 OIL PAINTING II**3 credit hours**

This is an advanced course in oil painting which will further examine the traditional oil painting techniques of imprimatura, under-painting, over-painting and glazing. Oil painting materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of oil paint in fine art. *3 credit hours/5 billed contact hours*

Requisite(s): Must complete ART-244

Fee: \$0.00

ART-260 ADV PHOTOGRAPHY: COMMERCIAL & FINE ART**3 credit hours**

This class will expand on the material covered in Introduction to Digital Photography and will give the student practical experience in Portrait, Product, and Location Photography with emphasis on professional photographic processes that are applicable to both the fine art and commercial photographer. Both the photographic studio and off site locations will be utilized for student work. Student will be responsible to provide their own digital camera for coursework. *3 credit hours/4 billed contact hours*

Requisite(s): ART-160 and ART-170

Fee: \$25.00

ART-271 GRAPHIC DESIGN INTERNSHIP**3 credit hours**

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It's intended to provide the student with practical experience in a professional work environment. Internships vary in length but normally for some semester after 75% of the coursework is completed. Required are 135 to 240 hours of on-the-job experience, plus attendance in a scheduled seminar. The internship is cooperation the Sturgis Journal located in Sturgis, MI. and with its parent company, GateHouse Media. This is a paid internship and the Sturgis Journal determines the wages. A completed GOCC internship application is required for consideration.

Requisite(s): Must complete ART-115, ART-116, ART-170 and ART-172 Must take ART-274, ART-276 and ART-290 concurrently

Fee: \$0.00

ART-274 TYPOGRAPHY**3 credit hours**

This course is designed to introduce students to the basics of typography and the use of type in graphic design and visual communication. The class covers type and the letterforms as fundamental and aesthetic elements of visual design. This course uses traditional and digital media

Requisite(s): Must complete ART-115

Fee: \$30.00

ART-276 ADVERTISING DESIGN**3 credit hours**

This course is designed to give practical insight into the discipline of marketing and how it applies to the creative process within advertising agencies to create effective, integrated advertising campaigns for diverse markets and media. Advertising strategy based on media and marketing realities will be investigated and applied. Students will learn about the basic role and responsibilities of the art director/designer and how they influence and guide how products and services are brought to market.

Requisite(s): Must complete ART-115 BUS-153

Fee: \$30.00

ART-290 ART PORTFOLIO**2 credit hours**

Capstone course for the Associate of Arts in Visual Art degree. Students will create a portfolio of their work in preparation for submission to potential employers, galleries, or schools. Students will work individually with the instructor to select representative pieces of their work, design the presentation and produce the final portfolio in both digital and traditional media.

Requisite(s): Completion of all but the final semester of the appropriate emphasis with the Associate of Arts in Visual Arts degree

Fee: \$0.00

Automotive (AUTO)

AUTO-100 INTRO TO AUTO TECHNICIAN

3 credit hours

This course emphasizes safety and provides an introduction to automotive repair. The primary focus is safety in an auto shop and the safe use of tools. Students will perform vehicle maintenance and inspection and minor repairs.

Fee: \$70.00

AUTO-141 ENGINE DIAGNOSIS & IGNITION SYSTEMS

4 credit hours

Skills to test engine condition and ignition systems. Students will use vacuum, compression, cylinder leakage, and electronic engine analyzers. Students will learn how to diagnose an on-board computer system and its components for proper operation. The operation, inspection, testing and repair of ignition system components will be practiced.

Requisite(s): Must complete AUTO-100 or obtain instructor permission

Fee: \$70.00

AUTO-146 AUTO BRAKE SYSTEMS

4 credit hours

Theory, service and repair of automotive braking systems and their components. Emphasis is given to hydraulic theory, repair, and service of system components, including anti-lock and traction control systems.

Requisite(s): Must complete AUTO-100 or obtain instructor permission

Fee: \$70.00

AUTO-221 AUTOMOTIVE STEERING & SUSPENSION

4 credit hours

Study of the various mechanical and electronic steering and suspension systems used on today's vehicles. Focus on the theory and operation as well as the diagnosis and repair of steering and suspension system components including wheel alignment. This course will also cover tire diagnosis and repair and includes dynamic wheel balancing. The course will emphasize professional methods to diagnose and repair related steering and suspension components

Requisite(s): Must complete AUTO-100 or with instructor permission.

Fee: \$70.00

AUTO-225 AUTO ELECTRICAL SYSTEMS I

4 credit hours

Introduces the fundamentals of electricity and automotive electronics. Topics include digital multi-meters, circuit troubleshooting, batteries, and starting and charging systems. An emphasis is placed on understanding and utilizing electrical diagrams.

Requisite(s): Must complete AUTO-100 or obtain instructor permission

Fee: \$80.00

AUTO-226 AUTOMOTIVE HEATING & AIR COND

2 credit hours

Introduction to the basics of air conditioning. Topics include heating, ventilation, air conditioning theory, operation, servicing, repair, and diagnosis.

Requisite(s): Students must successfully complete AUTO-100.

Fee: \$90.00

AUTO-245 VALVE AND HEAD REBUILDING

4 credit hours

How the internal combustion works and how the parts interact. The testing of engine condition will be demonstrated. Cylinder head removal installation proper disassembly, cleaning and inspection of parts will be emphasized. The machining of valves and seats will be demonstrated. This is the first of two classes intended to prepare a student for engine repair certification tests.

Requisite(s): Must take AUTO-100 or obtain instructor permission.

Fee: \$70.00

AUTO-246 AUTO CYLINDER BLOCK REBUILDING

4 credit hours

Engine block diagnosis, repair and reassembly. The measurement and service of cylinders, crankshafts, piston and connecting rods will be demonstrated. Engine lubrication systems, cooling systems and proper installation of the completed engine assembly will be emphasized. This is the second of two classes intended to prepare a student for engine repair certification tests.

Requisite(s): Must complete AUTO-245

Fee: \$90.00

AUTO-250 INTRO TO AUTOMOTIVE TRANSMISSIONS

4 credit hours

A study of driveline, manual and automatic transmission theory of operation, diagnosis, testing, and repair procedures. Topics also include theory and diagnosis of computer-controlled transmissions.

Requisite(s): Must complete AUTO-100

Fee: \$70.00

Biology (BIO)

BIO-101 HUMAN BIOLOGY

3 credit hours

This course involves the study of the structure and function of the normal human body and the practices necessary to maintain normal health. Medical terminology, disease process and treatments are studied. *3 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073.

Fee: \$50.00

BIO-110 BIOLOGICAL FORM AND FUNCTION

3 credit hours

The course covers basic concepts of anatomy and physiology of plants and animals. By the end of this non-lab course students will be able to understand the language of anatomy and physiology used to describe the functions of plants and animals. It also introduces students to the role of organ systems in maintaining homeostasis in plants and animals. By the end of this course the student will also understand the common set of functional features that all living systems contain.

Requisite(s): Must complete one year of high school biology or BIO-120

Fee: \$0.00

BIO-120 INTRODUCTION TO BIOLOGY

4 credit hours

An introductory survey course covering the major principles and unifying theories of biology. This course will provide the beginning student with a basic understanding of biological principles encompassing basic biochemistry, cell biology, cell division, genetics, diversity and evolution and ecology. This is a lecture/laboratory combination course and is designed to meet the needs of students with limited science background. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$60.00

BIO-121 MOLECULAR AND CELLULAR BIOLOGY**4 credit hours**

A general study of the principles and processes of biology and the nature of biological investigation, with emphasis on cellular biology, respiration, photosynthesis, and genetics. This course, together with NSB 122 provides a basic background for further work in the biological sciences. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073 and MATH-084.

Fee: \$60.00

BIO-122 ORGANISMAL BIOLOGY**4 credit hours**

A general study of the principles and processes of biology and the nature of biological investigation, with emphasis on evolution, speciation, ecology and the diversity of life (includes taxonomy and classifications of organisms). Laboratory investigations coordinated with lecture topics. *4 credit hours/5 billed contact hours*

Requisite(s): MATH 100 or higher, BIO-120 or 1 year of high school biology recommended

Fee: \$60.00

BIO-125 ENVIRONMENT AND SOCIETY**3 credit hours**

An introduction to environmental studies through a survey of environmental topics exploring human interactions with the environment and the resulting changes.

Fee: \$0.00

BIO-210 HUMAN ANATOMY & PHYSIOLOGY 1**4 credit hours**

The first in a sequence of two intensive anatomy and physiology courses covering the human body as an integrated whole by examining the structures and functions of each body system as well as some of the common diseases associated with each system. Integration of the body's systems is emphasized by examining how each of these systems interacts with the body's other systems to maintain homeostasis. Laboratories include study of anatomical models, histology, animal dissections, and brief scientific experimentation. Study within this course includes the following systems: integumentary, skeletal, muscular, nervous, and special senses.

Requisite(s): Placement beyond or satisfactory completion of ENG-073 and successful completion of one of the following: BIO-101 with a grade of 2.0 or higher, BIO-120 with a grade of 2.0 or higher, BIO-121 with a grade of 2.0 or higher, CHEM-133 with a grade of 2.0 or higher, High School Biology with a grade of 3.0 or higher within the last 5-years, or High School Chemistry with a grade of 3.0 or higher within the last 5 years. Completion of a college level Science course is strongly recommended.

Fee: \$50.00

BIO-211 HUMAN ANATOMY & PHYSIOLOGY II**4 credit hours**

This is the second in a sequence of two intensive anatomy and physiology courses intending to cover the human body as an integrated whole by examining the structures and functions of each body system as well as some of the common diseases associated with each system. Integration of the body's systems is emphasized by examining how each of these systems interacts with the body's other systems in order to maintain homeostasis. Laboratory activities will include dissections, computer labs, anatomical models, and brief scientific experimentation. Study within this course includes the following body systems: cardiovascular (including blood), lymphatic and immune, respiratory, digestive, urinary, and reproductive. *4 credit hours/6 billed contact hours*

Requisite(s): Successful completion (grade 2.0 or better) of BIO-210

Fee: \$50.00

BIO-230 MICROBIOLOGY**4 credit hours**

Introduction to general microbiology. Topics include general properties of bacteria and fungi, disinfection, sterilization, sources and means of infection, infectious diseases and immunity. In the laboratory, students will prepare culture media, isolate and propagate and study morphological and physiological characteristics of both pathogens and non-pathogens.

Requisite(s): Must complete BIO-121 and CHEM-130 with a grade of 2.0 or better

Fee: \$60.00

BIO-275 BIOLOGY RESEARCH PROJECT**2 credit hours**

The Biology Research Project is a capstone experience in Biology for the student seeking an Associate of Science Degree. In this course the student will work with an instructor to design and conduct an experiment or investigation. The course will allow the student to bring together their college course experiences in science, mathematics and communications while pursuing advanced work in an area of their own interest. The evaluation of the student will be determined by the instructor, the Science Department and the Dean of Teaching & Learning.

Requisite(s): Placement beyond or satisfactory completion of ENG-073 and permission of instructor

Fee: \$0.00

Business (BUS)

BUS-104 INTRO TO BUSINESS**4 credit hours**

This course is designed as a survey of American Business and Industry. Emphasis will be placed on the understanding of business terminology and internal/external structures and their relationship to individuals, business and society. Past, present and future business trends will be studied providing students the foundational knowledge required to progress to upper level business courses.

Requisite(s): Placement beyond or satisfactory completion of ENG 073

Fee: \$0.00

BUS-105 BUSINESS MATHEMATICAL APPLICATIONS**3 credit hours**

Provides the student with a practical knowledge of typical mathematical concepts and calculations performed in the business environment. Emphasis on the introduction and understanding of mathematical concepts as applied in various business situations, formation and execution of applicable calculations, problem solving, and interpretation of results in reaching appropriate business decisions. This basic application of business concepts is extended to more complex decision-making with multiple variables and complex algebraic functions as they apply to business decisions.

Requisite(s): High School Algebra Recommended

Fee: \$0.00

BUS-151 FUND OF SELLING**3 credit hours**

An introduction to the principles of selling. Includes study of selling in our present economy, analysis of the steps in a sales demonstration, and classroom sales presentations by students.

Requisite(s): Must complete BUS-104

Fee: \$0.00

BUS-152 PRIN OF RETAILING**3 credit hours**

Designed to give the students an overall view of the field of retailing. History of retailing, types of retail institutions, store location, layout, fixtures and equipment, store record keeping, customer services and management will be covered in this course.

Requisite(s): Must complete BUS-104

Fee: \$0.00

BUS-153 ADVERTISING**3 credit hours**

This course is intended to give the business major a comprehensive view of American advertising. A brief study is made of advertising in the economy, in society and in business. An analysis is made of the principles and practices used in various types of advertising, such as newspapers, television, radio and direct mail.

Requisite(s): Must complete BUS-104

Fee: \$0.00

BUS-205 BUSINESS STATISTICS**3 credit hours**

An introductory course emphasizing the statistical analysis of business and economic data and how this analysis aids in planning and controlling operations and in making sound business decisions.

Requisite(s): Must complete MATH-117 or MATH-151 or MATH-201

Fee: \$0.00

BUS-250 PRIN OF MARKETING**3 credit hours**

A study of the dynamic forces operating in the business activity known as marketing includes all business activities dealing with the distribution of goods from the time they leave the factory or field until they reach the consumer. Marketing presents the actual processes market in an analytical and descriptive style. Analyze the ramifications of economics, politics, society, competition and technology on both the consumer and the business.

Requisite(s): Must complete BUS-104

Fee: \$0.00

BUS-251 ORGANIZATIONAL BEHAVIOR**3 credit hours**

This course examines individual, interpersonal, group and organizational processes. Students will discuss current theory, research and practice with regards to human behavior in the work place. Areas of concentration are goal setting, communication, team processes, motivational theory and techniques, culture, ethics, managing organizational change and conflict resolution.

Requisite(s): Must complete BUS-104

Fee: \$0.00

BUS-252 INTRO TO MANAGEMENT**3 credit hours**

The course is intended to give the business major an understanding of management concepts and activities. A study will be made of the following basic fundamentals: planning, organizing, leading and controlling. Selected management areas, such as team work, ethics and decision making, will be introduced. The course is designed to furnish a strong foundation in management for management trainees or business transfer students.

Requisite(s): Must complete BUS-104

Fee: \$0.00

BUS-253 SUPERVISION**3 credit hours**

This course is an overview of basic leadership skills needed to effectively supervise people with emphasis on productive communications, human relations issues, and the supervisor's role in employee recruitment, selection, training, motivation, planning, and evaluations as well as contemporary concerns of the supervisor.

Requisite(s): Must complete BUS-104

Fee: \$0.00

BUS-255 BUSINESS LAW**3 credit hours**

An introduction to the fundamental principles of law which the prospective businessperson will encounter in his/her business activities. A presentation of laws pertaining to contracts, agencies and effects of the uniform commercial code, as well as pre-code law. Basic principles applicable to business including legal rights and remedies, contracts and agency employer and employee relations is an intrinsic part of the course.

Fee: \$0.00

BUS-260 SMALL BUSINESS MANAGEMENT**3 credit hours**

Designed for small business managers, this course utilizes an analytical approach that embodies sound business principles. The course deals with sales, production, purchasing, personnel and finance. Also covered are the managerial functions of planning, organizing, leading and controlling. Case problems and business plan writing as related to small business will be discussed.

Requisite(s): Must complete BUS-105

Fee: \$0.00

BUS-271 INTERNSHIP I-BUSINESS**3 credit hours**

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It is intended to provide the student with a practical, experiential learning situation in a supervised professional work environment. Internships vary in length but are normally for one semester after 75% of coursework is completed. Required are 135 hours of on-the-job experience plus participation in a supplementary blackboard seminar. Some programs of study require an internship placement and others recommend it as an elective. Student usually arrange for their own internships. Contact the counseling office for more information. Prerequisite: 75% of coursework completed in the students major and a GPA of 2.5 or better. Students wishing to start an internship need to apply.

Fee: \$0.00

Chemistry (CHEM)

CHEM-133 GENERAL CHEMISTRY I**4 credit hours**

Introductory laboratory college chemistry course emphasizing mathematical relationships in chemistry. Lecture content includes atomic theory, stoichiometry, intermolecular forces and states of matter, thermodynamics, nuclear chemistry, and chemical bonding. Labs are project based with real-world implications that require critical thinking and teamwork.

Requisite(s): Students must successfully complete MATH-104 or higher
Fee: \$125.00

CHEM-134 GENERAL CHEMISTRY II**4 credit hours**

Continuation of CHEM-133. Topics covered include thermodynamics and state functions, properties of mixtures, kinetics, equilibrium, acid/base reactions, and redox reactions. Labs in this course are complimentary and will provide real world applications of topics and problems discussed in lecture.

Requisite(s): Must complete CHEM-133
Fee: \$125.00

CHEM-210 ORGANIC CHEMISTRY I**4 credit hours**

Organic chemistry course covering nomenclature, physical properties, and reactions involving alkanes, alkenes, alkynes, cyclics, alkyl halides and dienes. An emphasis on stereochemistry of organic compounds. Analysis will include an introduction to IR, Mass Spectra, and chromatography.

Requisite(s): Must complete CHEM-134
Fee: \$135.00

CHEM-211 ORGANIC CHEMISTRY II**4 credit hours**

Covers physical properties, analysis, preparation, reactions, and associated mechanisms involving alcohols, ethers, epoxides, aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, and amines. NMR and UV-Vis spectroscopy are also covered.

Requisite(s): Must take CHEM-210
Fee: \$135.00

Communications (COM)

COM-110 INTERPERSONAL COMMUNICATIONS**3 credit hours**

The course focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual assignments, presentations, demonstrations/role-playing, and other projects.

Fee: \$0.00

COM-140 GEN COMMUNICATIONS: SPEECH**3 credit hours**

This course provides a series of experiences that will aid in improving the ability to communicate orally in real-life situations. Emphasis will be on class discussions and various methods of presentations.

Fee: \$0.00

COM-150 PUBLIC SPEAKING**3 credit hours**

The traditional rhetorical concepts of material, organization, delivery, creativity and persuasion. The student is expected to put into practice each one of the concepts by giving a variety of speeches.

Requisite(s): Placement beyond or satisfactory completion of ENG-073
Fee: \$0.00

Computers (CIS)

CIS-100 USING THE INTERNET**1 credit hour**

Develop skills and confidences needed to successfully work with the Internet and Internet of Everything (IoE). Student will learn the physical and logical makeup of the Internet worldwide web, and IoT networks. Students will learn ways to connect to the Internet, create and use email accounts, and efficiently use current web browsers. Students will also learn how to effectively use search strategies, and evaluate the steps to implement secure IoE solutions.

Fee: \$40.00

CIS-101 INTRO TO COMPUTERS & SOFTWARE**4 credit hours**

A survey course on computer concepts and applications associated with the current generation of computer technology. Students will study terminology as it applies to computers, networks, operating systems, and internet usage. This course includes a hand-on component where students will work with current productivity software such as Microsoft's Word, Excel and Access within the Windows Operating system.

Fee: \$40.00

CIS-112 CISCO I**3 credit hours**

Architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing, and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes following security best practices. This is the first course to prepare students for the CCNA certification exam.

Requisite(s): Students must successfully complete CIS-101 or obtain instructor's permission

Fee: \$40.00

CIS-113 CISCO II**3 credit hours**

The architecture, components, and operations of routers and switches in a small network. Students learn how to securely configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and configure and resolve common issues with Static and Dynamic routes, DHCP, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks following security best practices. Students will also configure network redundancy and WLANs following security best practices. This is the second course that will prepare students for a CCNA certification.

Requisite(s): Students must successfully complete CIS 112

Fee: \$40.00

CIS-114 CISCO III**3 credit hours**

A comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement an enterprise network. Students will work with routers and switches using OSPF in point-to-point and multiaccess networks. Mitigate threats and enhance network security using access control lists and security best practices. Understand virtualization, SDN, and how APIs and configuration management tools enable network automation.

Requisite(s): Students must successfully complete CIS-113

Fee: \$40.00

CIS-117 VISUAL BASIC PROGRAMMING**3 credit hours**

This course will introduce the student to the fundamental concepts and structure objectorientated, event driven programming using Visual Basic computer language as used on microcomputers. Topics such as algorithm writing, program logic, program development and program execution will be covered. This course will improve a student's critical thinking and logical sequencingskills.

Requisite(s): Must complete CIS-101

Fee: \$40.00

CIS-121 COMPUTER SCIENCE I**4 credit hours**

Introduction to programming and computer science through lab and lecture. Simple and structured data types and program control structures. Problem analysis, algorithm design, and program documentation using a high-level language.

Requisite(s): TAKE MATH-151;

Fee: \$40.00

CIS-122 COMPUTER SCIENCE II**4 credit hours**

Intermediate object-oriented programming: inheritance, abstract classes, interfaces and exception handling. Inroduction to algorithms and data structures: recursion, searching, sorting, linked lists, stacks, queues, basics of trees and tree traversal algorithms, natural language processing and machine learning.

Requisite(s): TAKE CIS-121;

Fee: \$40.00

CIS-132 PROGRAMMING IN JAVA**3 credit hours**

Introduction to fundamental object-oriented programming concepts. A student of this course will learn the principles of programming, and in particular object-oriented programming principles. Programming principles and constructs, such as data types, common control flow structures, basic data structures, and console input/output will be presented. Students will also learn several key object-oriented principles, such as defining classes and methods and information hiding. We will use the Java programming language to learn and implement the basic programming and object-oriented principles described above. Students signing up for this course must have access to the Internet to complete required assignments. Glen Oaks' Library has computers connected to the Internet for those students who do not have access to the Internet either at work or home.

Requisite(s): Must successfully complete CIS-101

Fee: \$40.00

CIS-151 ETHICAL HACKING I**3 credit hours**

The first of two courses that cover the Certified Ethical Hacker (CEH) exam objectives. This course will focus on basic networking concepts, ethical hacking concepts and methodologies, and attack vectors and countermeasures. Students will be well grounded in the principles of protecting computer systems and networks.

Requisite(s): TAKE CIS-101;

Fee: \$40.00

CIS-152 ETHICAL HACKING II**3 credit hours**

The second course in a sequence that prepares students for the Certified Ethical Hacker (CEH) exam. It continues to focus on the tools and techniques used by ethical hackers. This course also examines the legal framework surrounding "computer hacking," intrusion detection, and penetration testing. Malware threats, packet sniffing, and social networking with also be discussed.

Requisite(s): TAKE CIS-151;

Fee: \$40.00

CIS-161 CYBERSECURITY OPERATIONS**3 credit hours**

Prepares candidates to begin a career working with associate-level cybersecurity analysts within a Security Operations Center SOCs. The course focuses on how to monitor, detect and respond to cybersecurity threats. Plus, covers cryptography, host-based security analysis, security monitoring, computer forensics, attack methods and incident reporting and handling.

Requisite(s): TAKE CIS-101;

Fee: \$40.00

CIS-162 INTRODUCTION TO COMPUTER FORENSICS**3 credit hours**

Identify, preserve, recover, analyze from computers, and detail media is a safe and secure matter to identify a computer attack or cybercrime. This course will introduce students to the forensics investigation process, gather and backup computer information for forensic analysis, and avoid anti-forensic techniques.

Requisite(s): Student will successsfully complete CIS-152.

Fee: \$40.00

CIS-165 HYBRID SERVER CORE**3 credit hours**

This course provides preparation for a Microsoft Windows Server certification exam towards MCSA AZ-800 certification. Students will be introduced to server and networking foundational concepts that bridge the gap as students are introduced to on-premise Windows Server 2022 management and Azure Cloud integration in a hybrid environment. This course provides for the installation, practice, and working with the Microsoft Server operating system. Students will study and prepare for certification topics such as: planning for server deployment, the ability to work with PowerShell commands, monitoring and maintaining servers, working with server roles, working with server storage and file systems, and server virtualization.

Requisite(s): Students must successfully complete CIS-240.

Fee: \$25.00

CIS-172 LINUX OPERATING SYSTEMS**3 credit hours**

This course provides the skills and knowledge necessary to install, configure, and administer Linux desktop operating systems. This course introduces students to the basic skills used by all Linux distributions. Specifically, the course covers the objectives outlined by CompTIA for its Linux+ exam and certification.

Requisite(s): Must complete CIS-101

Fee: \$40.00

CIS-200 CONFIGURING WINDOWS DESKTOPS**3 credit hours**

This course covers installing and upgrading to Windows 8, configuring hardware and applications, configuring network connectivity, configuring access to resources, configuring remote access, monitoring and maintaining windows clients, configuring backup and recovery options. This course covers the MCSA 70-687 exam objectives. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-243

Fee: \$40.00

CIS-220 COMPUTER TECHNICIAN ESSENTIALS**3 credit hours**

Foundational knowledge of PC hardware, its maintenance, and repair. Students will learn to use, install, and configure current PC Operating systems and learn the fundamental principles of computer networks. In addition, this course will assist the student in preparing for the A+ Certification tests.

Requisite(s): Must complete CIS-101 or obtain instructor's permission

Fee: \$40.00

CIS-221 DATA STRUCTURES**3 credit hours**

Advanced data structures, including lists, trees, sets and graphs. Analysis of algorithms. Emphasis on abstract data types, their representations and role as models in the development of computer algorithms.

Requisite(s): TAKE CIS-122;

Fee: \$40.00

CIS-224 COMPUTER REPAIR ESSENTIALS**3 credit hours**

A continuation of EDP 220 Computer Technician Essentials. Students will learn more advanced skills for installing, configuring, supporting and troubleshooting computer hardware and software. Computer networks and security will be discussed as well as customer service skills. In addition, this course will assist the student in preparing for the A+ Certification tests.

Requisite(s): Must complete CIS 101

Fee: \$40.00

CIS-240 INTRO TO NETWORKING**3 credit hours**

This course introduces the student to Local Area Networks (LAN's) and Wide Area Networks (WAN's) concepts and topologies, as well as networking hardware, software, and protocols along with the skills necessary to succeed in the dynamic field of networking. The emphasis in this course will be on the NET+ certification objectives.

Requisite(s): Must complete CIS-101 or obtain instructor's permission

Fee: \$40.00

CIS-241 INSTALL & CONFIGURE A WINDOWS NETWORK**3 credit hours**

Fundamentals skills to install and configure a Windows based server. Students will learn (through hands-on instruction) various ways to deploy a window server and configure server components including: storage, server roles, hyper-v, core services, and group policies. The course will also help prepare the student for the latest Microsoft certification exam.

Requisite(s): Must complete CIS-101 Must take with: CIS-240

Fee: \$40.00

CIS-243 ADMINISTRATING A WINDOWS SERVER**3 credit hours**

Hands-on instruction to demonstrate the ability to implement, administer, and troubleshoot information systems using Microsoft Windows Server infrastructure in an enterprise environment. This course will cover the administration tasks necessary to maintain a Windows Server 2012 infrastructure, such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. The course will also help prepare the student for the latest Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-241

Fee: \$40.00

CIS-244 ADVANCED MANAGEMENT OF A WINDOWS,NETWORK**3 credit hours**

Advanced instructions that will provide knowledge and ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows servers and clients. This course will also provide skills necessary to pass current Microsoft certification exam.

Requisite(s): Must complete CIS-243

Fee: \$40.00

CIS-245 NETWORK SECURITY**3 credit hours**

Fundamental knowledge and skills in system and computer network security. Students will learn about security threats and risks, and how to defend against them. Other topics covered will include access control, assessments and audits, cryptography, and organizational security. The course will prepare the student to pass the CompTIA Security + Certification exam.

Requisite(s): Must complete CIS-240

Fee: \$40.00

CIS-248 COMPUTER NETWORKING CAPSTONE**3 credit hours**

Capstone course for all computer networking students and will integrate all of the networking skills acquired throughout the computer networking degree program. In this course, students will design, develop and implement a network design in either server infrastructure or router and switch infrastructure. Students will also prepare of an industry certification exam.

Requisite(s): Must complete CIS-114 and CIS-241 Co-requisite: CIS-244

Fee: \$40.00

CIS-265 HYBRID SERVER ADVANCE**3 credit hours**

Building on the foundational concepts introduced in CIS 165 Hybrid Server I, this advanced course dives deeper into high-level server management topics. secure Windows servers, implement disaster recovery, migrate servers and workloads, manage performance, and monitor and troubleshoot Windows server environments. This course provides preparation for Microsoft Server certification exams towards MCSA AZ-801 certification.

Requisite(s): Students must successfully complete CIS-165.

Fee: \$25.00

CIS-270 PC OPERATING SYSTEMS**3 credit hours**

Survey of the current operating systems (OS) being used. The course will cover topics such as: operating system theory, OS interfaces, installation and configuration, file structures, troubleshooting, and networking. The CompTIA certification exam objectives will be emphasized in the course.

Requisite(s): Must complete CIS-101

Fee: \$40.00

CIS-272 LINUX OPERATING SYSTEM ADMINISTRATION**3 credit hours**

A continuation of CIS 172 in which students will further master Linux installation, configuring and maintenance. Students will perform advance system administration, storage, and file management, and advance configuration networking and security. The course will follow LPIC-2 and CompTIA Linux+ Certifications Objectives.

Requisite(s): TAKE CIS-172;

Fee: \$40.00

Criminal Justice (CRJU)

CRJU-110 INTRO TO LAW ENFORCEMENT**3 credit hours**

The problems of law enforcement in a democratic society are studied. The agencies involved in the administration of law enforcement - the legislature, the police, the prosecutor, the courts, and the correctional institutions are also studied.

Requisite(s): Placement into ENG 073

Fee: \$0.00

CRJU-111 POLICE ADMINISTRATION**3 credit hours**

The course covers the basic functions of a police organization; management, communications, recruiting, training, public relations, and coordination.

Requisite(s): Placement into ENG-121

Fee: \$0.00

CRJU-113 CRIMINAL INVESTIGATION**3 credit hours**

Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence including interviewing witnesses and interrogating suspects.

Fee: \$0.00

CRJU-114 INTRO TO CORRECTIONS**3 credit hours**

Overview of the criminal justice system's history, development, and evolution including subsystems of police, courts, and corrections.

Fee: \$0.00

CRJU-120 CRIMINOLOGY**3 credit hours**

The course is designed to study the nature and development of criminal behavior. Emphasis is placed on an examination of the leading theories concerning the causes of crime, nature of the criminal offender, and treatment of convicted offenders. A review of the public's reaction toward crime is included.

Requisite(s): Must complete CRJU-110 Completion of ENG-121 or taken concurrently

Fee: \$0.00

CRJU-145 PHYSICAL EDUCATION FOR LAW ENFORCEMENT**2 credit hours**

This course is intended to prepare students for the physical rigors of the Police Academy and physical challenges of a career in criminal justice. It includes an introduction to and practice of the techniques of physical fitness necessary in law enforcement. Students will participate in stretching to increase flexibility, running to improve cardiovascular fitness, various calisthenics and weight training to increase upper and lower body strength as well as a variety of mental emotional health concepts in which to strengthen the mind body spirit connection. Overall health to include mental emotional health, diet, exercise and life span fitness are examined. The class is designed primarily to prepare students for the mandatory Michigan Commission on Law Enforcement (MCOLES) Fitness Agility Test in order to successfully be accepted into the police academy. However, all students are eligible for this course. This class will be offered winter semester. *2 credit hours/3 billed contact hours*

Fee: \$0.00

CRJU-211 PREVENTION CRIME & JUV DELINQ**3 credit hours**

Analysis of cause and control of crime as well as the problems of juvenile delinquency are studied - causation, control, juvenile courts, institutions, community resources, and federal and state programs.

Requisite(s): Must complete CRJU-110

Fee: \$0.00

CRJU-212 COMMUNITY RELATIONS**3 credit hours**

Principles of community policing including youth-focused activities, community-based crime prevention, reorientation of patrol, police/public accountability, and decentralizing police decision making.

Requisite(s): Must complete CRJU-110

Fee: \$0.00

CRJU-214 PUBLIC SERVICE ADMINISTRATION**3 credit hours**

This course is designed to assist the learner in enhancing their perspective of the role, functions and purpose of the police organization and management structure. The intent of the course is to integrate the learners' experiences into the larger picture of the police organization and their role in that structure as a supervisor, manager or executive. The format for this class will include readings, online & library research, and other individualized learning experiences.

Requisite(s): Must complete CRJU-110

Fee: \$0.00

CRJU-216 PROBATION & PAROLE**3 credit hours**

History and philosophy of probation, aftercare, and other community programs for juvenile and adult offenders; function and philosophy of parole, current laws, and case studies.

Requisite(s): Must complete CRJU-110

Fee: \$0.00

CRJU-218 SOCIAL JUSTICE**3 credit hours**

Exploration of job stresses and the social value and ethics of the criminal justice process.

Requisite(s): Must complete CRJU-110

Fee: \$0.00

Drafting & Design (CADD)

CADD-215 BASIC AUTOCAD**3 credit hours**

This is an entry level course for students to learn basic drafting standards. AutoCAD software will be used throughout the course. Topics include: terminology, techniques, and applications of computer generated design as it relates to engineering, product design, and architecture. *3 credit hours/4 billed contact hours*

Fee: \$65.00

CADD-216 ADVANCED AUTOCAD**3 credit hours**

This course is intended to introduce the aspects of Advance Computer Aided Drafting techniques using AutoCAD. AutoCAD software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD 215

Fee: \$65.00

CADD-217 COMPUTER AIDED MODELING-INVENTOR**3 credit hours**

This course is intended to introduce the aspects of Advanced Computer Aided Drafting. Techniques using Inventor and SolidWorks. Inventor and SolidWorks software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-215 and CADD-216

Fee: \$65.00

CADD-218 COMPUTER AIDED MODELING-SOLIDWORKS**3 credit hours**

This course is intended to introduce the advanced aspects of 3D Modeling using SolidWorks. SolidWorks software will be used throughout the course. Topics include: advance terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-217

Fee: \$65.00

CADD-219 ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING**3 credit hours**

This is an advanced level course for students to learn 3D modeling using Inventor. Inventor software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-217

Fee: \$65.00

CADD-220 ARCHITECTURAL DRAWING**3 credit hours**

This is a beginning level course for students to learn AutoCAD software to construct a set of architectural drawings used in construction. A full set of architectural construction documents will be completed. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to architectural design. *3 credit hours/4 billed contact hours*

Fee: \$65.00

CADD-221 CADD 3D INDEPENDENT PROJECT**3 credit hours**

This is an advanced level course for students to learn more about architectural and engineering softwares. The 3D software will be used to construct a set of architectural drawings used in construction. A full set of architectural construction documents will be completed. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to architectural design. *3 contact hours/4 billed credit hours*

Requisite(s): Must complete CADD-215

Fee: \$0.00

CADD-230 CADD CAPSTONE PROJECT**2 credit hours**

This is an advanced level course for students to create a final CAD project that will exemplify their knowledge of CAD. Students will select Inventor, Solidworks, or an architectural project to construct a list of required drawings. Students will learn advanced CAD terminology, techniques, and applications of computer generated design as it relates to one final CAD project.

Requisite(s): Must complete CADD-215, CADD-216, CADD-217, CADD-218 or CADD-219, CADD-220

Fee: \$0.00

Economics (ECON)

ECON-203 PRIN OF ECONOMICS-MICRO

4 credit hours

Introductory course in economics. This course builds upon the qualitative aspects of terminology, formulas and models to the quantitative application of these concepts. The four types of competition: perfect competition, monopolistic competition, oligopoly, and monopoly, will be covered in depth. Influential components of the U.S. market, such as labor, unions, wages and income distribution, will give the student a sound foundation toward understanding our complex economy.

Requisite(s): Placement beyond or satisfactory completion of ENG-073 and test into MATH-117

Fee: \$0.00

ECON-204 PRIN OF ECONOMICS-MACRO

4 credit hours

Continuation of Microeconomic. A shift from single businesses to the inter-relationship between businesses, consumers and investors will be covered. The aggregate economy will also see the effects of government spending, taxation inflation, fiscal and monetary policy. This inter-relationship will be expanded to the global economy and the United States' role in this economy through international trade and financing.

Requisite(s): Must complete ECON-203

Fee: \$0.00

Education (EDU)

EDU-100 ESSENTIALS OF EDUCATION

4 credit hours

This course will introduce students to social and behavioral sciences with a focus on their relationship to how schools function. In approaching educational issues from this perspective students should develop an understanding of our American schools and the complex relationship between schools and society. Students will also be introduced to the latest research and theories impacting educational practice. They will be given the opportunity to observe and identify these practices through 30 hours of a clinical experience in various classroom settings. The clinical experience will provide students the opportunity to gain firsthand experience in a school setting. Critical thinking and communication skills will be developed throughout the course.

Fee: \$0.00

EDU-105 FIELD EXPERIENCE IN EDUCATION

1 credit hour

This course broadens student knowledge through selected topics and issues pertaining to K-12 education. Topics may include: learning strategies and environments, legal and ethical issues, literacy, special needs, trends in education, and new practices.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Electronics (ELEC)

ELEC-110 BASIC ELECTRICITY

4 credit hours

Introduction to fundamentals necessary to be safe and competent when working with electricity. Topics include basic electrical circuits, electrical math, testing devices, wiring techniques, and safety. All modules must be completed with a minimum of 2.0 GPA. *4 credit hours/6 billed contact hours*

Fee: \$0.00

ELEC-111 INTRODUCTION TO AC/DC CIRCUITS

4 credit hours

Introduction to AC and DC circuitry. Students will design, draw, build, test, and troubleshoot AC/DC circuits. All modules must be completed with a minimum of 2.0 GPA. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-110

Fee: \$0.00

ELEC-116 RESIDENTIAL TECHNOLOGY

4 credit hours

Introduction to the general information for residential electrical installations. Topics include switching circuits, electric symbols, conductor sizing, low-voltage wiring, GFCI's, AFCI's, residential NEC codes, grounding, bonding, fuses, and short circuit calculations. All modules must be completed with a minimum of 2.0 GPA. *4 credit hours/6 billed contact hours*

Requisite(s): Students must successfully complete ELEC-119.

Fee: \$10.00

ELEC-117 INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING

4 credit hours

An introduction to the basic components for commercial and industrial wiring systems. Topics include general wiring fundamentals, including wire, raceway, and box-sizing, circuits, service and feeder calculations, grounding and bonding, overcurrent protection, motor circuits, and transformers. All modules must be completed with a minimum of 2.0 GPA unless otherwise stated for credit to be awarded. *4 credit hours/6 billed contact hours*

Requisite(s): Students must successfully complete ELEC-110, ELEC-111 and ELEC-119.

Fee: \$10.00

ELEC-119 INTRO TO THE NATIONAL ELECTRICAL CODE

4 credit hours

Introduction to the National Electrical Code (NEC) and how it is used in health care, hazardous locations, and general industry. Electrical standards are explained, and students are taught how to locate information in the NFPA 70-National Electrical Code. All modules must be completed with a minimum of 2.0 GPA. *4 credit hours/6 billed contact hours*

Requisite(s): Must take ELEC-110 concurrently.

Fee: \$0.00

ELEC-120 ELECTRICAL MOTOR CONTROLS I

4 credit hours

Introduces the fundamental concepts of motor controls used in electrical systems. Topics include motor devices and symbols, manual controls, transformers, ladder logic, timers, counters, and advanced troubleshooting. Students shall draw, build, and troubleshoot motor control circuits. All modules must be completed with a minimum of 2.0 GPA. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-119;

Fee: \$10.00

ELEC-122 INTRODUCTION TO MOTORS AND TRANSFORMERS

4 credit hours

Introduction to the basic components of wiring distribution systems. Topics include transformers, generators, AC and DC motors. All modules must be completed with a 2.0 GPA minimum competency level. *4credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-119

Fee: \$10.00

English (ENG)

ENG-073 ESSENTIALS OF COLLEGE WRITING I

2 credit hours

A co-requisite course for ENG-121 English Composition I that develops writing skills through the study of grammar, sentence structure and paragraph development.

Requisite(s): Student must take concurrently with ENG-121.

Fee: \$0.00

ENG-121 ENGLISH COMPOSITION I

3 credit hours

A writing course that develops the use of language as a means to shape and order individual experience and ideas, develops critical thinking skills, and develops thought, organization, and clarity through written work.

Requisite(s): Appropriate placement based on assessment (ACT, SAT or placement) or successful completion of ENG-073

Fee: \$0.00

ENG-122 ENGLISH COMPOSITION II

3 credit hours

Extends the emphasis on expository writing and critical thinking to research writing, this course analyzes argumentative strategies, models, and texts. Topics include the research process, identifying sources, evaluating research materials, and integrating and synthesizing research materials. Citation styles including the American Psychological Association (APA) format is introduced and applied to research projects.

Requisite(s): Must complete ENG-121 with a minimum grade of 2.0

Fee: \$0.00

ENG-126 CREATIVE WRITING I

3 credit hours

Develops the foundations of creative writing through reading, writing and analyzing fiction, non-fiction and poetry.

Requisite(s): Must complete ENG-121 with a grade of 2.5 or better

Fee: \$0.00

ENG-201 WOMEN & LITERATURE

3 credit hours

Feminine sensibility as revealed in literary themes and characterizations through a study of works written by women.

Requisite(s): Must complete ENG-121

Fee: \$0.00

ENG-226 CREATIVE WRITING II

3 credit hours

Further develops the foundations of creative writing set forth in ENG 121; focus: creative, yet critical, thinking reflected in the composition and analysis of written word.

Requisite(s): Must complete ENG-121 and ENG-126 with a 2.5 or higher

Fee: \$0.00

ENG-233 CHILDRENS LITERATURE

3 credit hours

An introduction to various genres of reading materials for children from pre-school age to age twelve. Students will gain an appreciation for differing perspectives regarding literature geared for children and an understanding of how literature for children has changed from its earliest forms to today. In addition to an exploration of current reading materials, the course presents a discussion of possible adaptation to present classroom use.

Requisite(s): Must complete ENG-121

Fee: \$0.00

ENG-234 WORLD MYTHOLOGIES

3 credit hours

Introduces myths, legends, and folklore of a variety of world cultures, both ancient and modern. Special attention will be focused on the historical and cultural context in which specific myths have developed. The course focuses on critical thinking through the analysis of myths leading to a better understanding of some of the universal concerns of humankind that have been creatively expressed in myth throughout the world.

Requisite(s): Must complete ENG-121

Fee: \$0.00

Geography (GEOG)

GEOG-142 PHYSICAL GEOGRAPHY

4 credit hours

An integrated study of the nature of man's physical environment with emphasis on understanding the forces that create and shape our landforms. Lectures and laboratory experiences also include the study of earth materials, analysis of characteristic landforms, and interpretation of maps. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$15.00

Geology (GEOL)

GEOL-145 PHYSICAL GEOLOGY

4 credit hours

This course is a study of the rocks and minerals that make up the Earth along with the processes that form the Earth's features and structure. Additionally, it will cover the glacial processes that have shaped much of Michigan. The course will include two field trips to sites of geologic interest in southern Michigan. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

History (HIST)

HIST-101 WEST CIV I: ANCIENT WORLD-1715

3 credit hours

Defines the basic political, economic and social trends influencing western cultural development including Mesopotamia, Egypt, Greece, Roman Republic and Empire, the Christian Era (c. 1000 - 1500), the Reformation, and the Wars of Religion. Instruction employs critical analysis of significant historical eras and societies affecting western civilization.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

HIST-102 WESTERN CIV II

3 credit hours

Continues the development of Western Civilization from c. 1700 to the 20th Century. Major political, economic, and social developments reviewed include the Scientific, French, and American revolutions, the Industrial Revolution, the European Balance of Power (c. 1815 - 1870), the origins of World War I and II, the Cold War ear (c. 1945-1990). Instruction develops critical thinking skills relevant to understanding complex historical trends of this era.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

HIST-201 US HISTORY I**3 credit hours**

Instructional focus involves identifying significant political, economic and social trends in American development c. 1490's through U.S. Reconstruction, 1877. Primary concentrations include review of European colonization, the British colonial rebellion, U.S. nation building, 1780's - 1830's and delineating the course of prominent events leading to the American Civil War and Reconstruction, 1865-1877. The course develops critical thinking skills through inquiry into broad overreaching themes of historical activity.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

HIST-202 US HIST II: RECONSTRUC-PRESENT**3 credit hours**

Dominant political, economic, foreign policy, and social trends in U.S. development from Reconstruction through the 20th century. The main focus identifies the movement of America from rapid, post-Civil War industrialization, to emergence as a competitive world power; culminating in its becoming a preeminent global force after 1945. This inquiry involves refining critical thinking skills through analyzing overlapping and interconnected themes or modern U.S. development.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

HIST-230 WOMEN IN THE WESTERN PAST**3 credit hours**

This course examines the condition of women in western civilization from Pre-history to 1815 with particular attention to women's changing status and experiences in the family and work. Study of various institutions, associations, and activities in which women expressed themselves becomes the basis for conclusion of women in society: their arts, sciences, and literature; and their political activities. This course allows students an opportunity to broaden their knowledge of the geography and culture of different countries while fulfilling the basic course learning objectives. This course is intended for students of all majors.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Humanities (HUM)

HUM-101 MODERN CULTURE & THE ARTS**3 credit hours**

Introduces art, music, photography, film, dance and architecture. Topics include the inter-relationship between art and culture. Designed to help students describe and analyze works of art and to understand that art evolves within a cultural-historical context.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Industrial Studies (INDS)

INDS-151 MANUFACTURING PROCESSES**3 credit hours**

Covers manufacturing processes and systems that transform resources into products. Processes include the appropriate use of tools and machines, and human-made systems for planning, organizing, directing and controlling activities. Special emphasis is placed on automation and its impact on a manufacturing system.

Fee: \$0.00

Language (LNG)

LNG-112 SPANISH FOR TEACHERS**3 credit hours**

This course is an elementary introduction to the Spanish language and Hispanic culture with an emphasis on the particular needs of the classroom teacher and educational personnel. It seeks to provide students with basic communicative competence through an approach that focuses on the four essential skills of reading, writing, speaking, and listening. Educational topics presented include: greeting children, giving classroom directions, correcting behavior, encouraging and praising children, communicating in parent-teacher conference, filling out registration information, explaining educational programs, and talking on the phone.

Fee: \$0.00

LNG-125 SPANISH FOR HEALTH CARE WORKERS**2 credit hours**

This course is designed for healthcare professionals that are non-Spanish speaking and are not seeking a degree in Spanish but want to pursue some Spanish language skills. It is a course with an emphasis on reading, writing, speaking, and listening in the target language. The student will memorize many phrases, verbs, and vocabulary words. In addition, the student will be introduced to some cultural and historical information about the Hispanic World.

Fee: \$0.00

LNG-161 SPANISH I**4 credit hours**

This class offers an introduction to the Spanish language and culture. It is a course with emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will be introduced to some cultural and historical information about the Hispanic World. LNG 161 is equivalent to two years of high school Spanish or the first semester of 100-level Spanish at a four-year institution. Students with more than two years of Spanish must take LNG 162.

Fee: \$0.00

LNG-162 SPANISH II**4 credit hours**

This class is a continuation of LNG 161 Spanish I. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will continue to learn cultural and historical information about the Hispanic World. This course is the equivalent to the third and fourth year of high school or the second semester of 100-level Spanish at a four-year university.

Requisite(s): Must complete LNG 161

Fee: \$0.00

LNG-163 SPANISH III**4 credit hours**

This class is a continuation of LNG 162 Spanish II. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will develop conversation skills while continuing to learn cultural and historical information about the Hispanic World. This course is the equivalent to the third semester of 100-200 level Spanish at a four-year university and/or you must have completed 4 years of high school Spanish.

Requisite(s): Must take LNG 162

Fee: \$0.00

LNG-261 SPANISH IV**4 credit hours**

This course is a continuation of the grammar review and cultural study offered in LNG 163 Spanish III and provides additional refinement of a student's speaking, listening, reading and writing skills. LNG 261 Spanish IV is equivalent to a second semester 200-level Spanish course at a four year institution.

Requisite(s): Must take LNG 163

Fee: \$0.00

Machine Tool (MACH)

MACH-105 MACHINING FUNDAMENTALS**3 credit hours**

Covers the fundamentals of machining as applied to the manufacturing field. Topics include safety, the Machinery's Handbook, machine tool safety, fundamental machining technology skill operations, and drill press and band saw operating. Modules will introduce these topics and provide hands-on experience to develop skills and abilities to operate machining equipment safely and appropriately.

Fee: \$0.00

MACH-110 MACHINE TOOL SAFETY**0.17 credit hours**

The manufacturing worker understands that safety is the most important concern, primarily in regards to proper dress, housekeeping, safe machine operation, managing chips, and making machine adjustments. This module will provide the student with information necessary for the development of this knowledge as it applies to the machining industry.

.17 credits/.27 billed contact hours

Fee: \$90.00

MACH-115 PRECISION MEASUREMENT/BLUEPRINT READING**4 credit hours**

The fundamentals of blueprint reading and precision measurement in the manufacturing field. Topics covered include safety, engineering details, drawings, specifications, dimensions, and tolerances. Students will learn to interpret prints and apply precision measurement processes and practices. The course modules will help students develop skills and abilities to use various measurement devices, read blueprints, and apply geometric dimensioning and tolerancing.

Fee: \$0.00

MACH-120 FUNDAMENTAL SKILLS**1.98 credit hours**

The manufacturing worker must effectively and efficiently perform fundamental machining technology skill operations. These modules will provide the student with information necessary for the development of these skills and abilities. *1.98 credit hours/3.2 billed contact hours*

Fee: \$0.00

MACH-125 PRECISION MEASUREMENT**2.75 credit hours**

The manufacturing worker must effectively and efficiently use measurement devices and apply precision measurement processes and practices. These modules will provide the student with information necessary for the development of these skills and abilities as they apply to using the various measurement devices. *2.75 credit hours/4.33 billed contact hours*

Fee: \$0.00

MACH-130 DRILL PRESS AND BAND SAW**2.51 credit hours**

Modules will provide the student with the information necessary for the development of these skills and abilities as they apply to determining proper speeds and feeds inoperating the drill press and band saw. *2.51 credit hours/4 billed contact hours*

Fee: \$125.00

MACH-135 LATHE TURNING**2 credit hours**

Covers all aspects of lathe safety, care, and operation. Emphasizes common lathe operations required by multi-skilled industrial maintenance technicians. Reviews the types of lathes used in industry, their component parts, and associated safety precautions. Modules provide in-depth hands-on lathe operations.

Requisite(s): Must complete MACH-115

Fee: \$70.00

MACH-140 ELECTRONIC DISCHARGE MACHINING**0.79 credit hours**

Modules will provide the student with information necessary for the development of skills and abilities as they apply to the principles of electronic discharge machining. *.79 credit hours/1.27 billed contact hours*

Fee: \$70.00

MACH-145 VERTICAL/HORIZONTAL MILLING**2.50 credit hours**

Modules will provide the student with information necessary for the development of these skills and abilities as they apply to the set-up and operation of manual milling machines to manufacture parts that meet specifications. *5.84 credit hours/9.33 billed contact hours*

Fee: \$195.00

MACH-150 SURFACE GRINDING**1.50 credit hours**

Covers setup and operation of surface grinders to manufacture parts that meet specifications. Students will set up and cleanup work environments, adjust grinders to meet print specifications, and grind and finish parts to meet designs. Modules provide in-depth hands-on grinder operation.

Requisite(s): Must complete MACH 115.

Fee: \$105.00

MACH-155 CYLINDRICAL GRINDING**1.50 credit hours**

Modules will provide the student with information necessary for the development of the skills and abilities to effectively and efficiently set-up and operate cylindrical grinding machines to manufacture parts that meet specifications. *1.5 credit hours/2.4 billed contact hours*

Fee: \$70.00

MACH-160 TOOL AND CUTTER GRINDING**3 credit hours**

Modules will provide the student with information necessary for the development of skills and abilities to effectively and efficiently set-up and operate cutter grinding machines to sharpen and/or manufacture cutting tools that meet specifications. *3 credit hours/4.8 billed contact hours*

Fee: \$80.00

MACH-165 CNC PROGRAMMING AND MACHINING**5 credit hours**

Covers parts, use, and proper care for computer numerical control (CNC) machines. Students will set up and cleanup work environments, adjust CNC machines to meet blueprint specifications, operate CNC machines, and manufacture parts and components to meet designs. Modules provide in-depth hands-on CNC adjustment, operation, and care.

Requisite(s): Must complete MACH-150

Fee: \$90.00

MACH-170 MACHINE TOOL PROJECTS**5 credit hours**

Covers all aspects of machine tool including operation of all equipment, machines, and tools commonly found in industry and the production of parts to specifications. Modules provide in-depth hands on machine operation, critical thinking to design and develop parts, and projects to produce precision gages, fixtures, tooling and other associated devices.

Requisite(s): Take MACH-165;

Fee: \$90.00

MACH-175 MASTERCAM**4.50 credit hours**

Modules will provide information necessary to effectively and efficiently work with CAD/CAM software. *4.5 credit hours/7.2 billed contact hours*

Fee: \$110.00

MACH-180 PLASMA CUTTER**1.84 credit hours**

Modules will provide students with the understanding and skills necessary as they relate to plasma and oxy-fuel metal cutting processes including CNC plasma oxy fuel cutting. CNC plasma machine components, CNC plasma controls and advanced CNC plasma. *1.84 credit hours/2.93 billed contact hours*

Fee: \$90.00

Mathematics (MATH)

MATH-081 QUANTITATIVE REASONING FUNDAMENTALS**2 credit hours**

This course provides extra support for students concurrently enrolled in MATH-101 through a review of mathematical topics needed to be successful in quantitative reasoning, and will offer students the opportunity to review, ask questions and receive additional help with the content of MATH-101.

Requisite(s): Students must take MATH 081 concurrently with MATH-101. Grade of 2.0 or better required.

Fee: \$0.00

MATH-084 BEGINNING ALGEBRA**4 credit hours**

This course provides extra support for students concurrently enrolled in MATH-104 by building algebraic skills through working with expressions and linear and quadratic equations. The course particularly emphasizes graphs and equations of lines, factoring techniques, methods of solving quadratic equations and linear and quadratic modeling.

Requisite(s): Students must take concurrently with MATH-104, Intermediate Algebra.

Fee: \$0.00

MATH-091 ALGEBRA FOR STATISTICS**2 credit hours**

This course provides extra support for students concurrently enrolled in MATH-201 by introducing fundamental algebraic concepts within an underlying framework of statistics and mathematical modeling based on real-world data. Major concepts and themes include: problem solving and experimental design; unit analysis and error in measurement; dimensional analysis and scientific notation; representing data and coordinate graphing; introduction to basic descriptive statistics and probability theorems; basic geometric principles (area, volume, perimeter); arithmetic operations on numbers, ratios, summations, and percents; solution of formulas; modeling relationships (linear regression); solving equations and inequalities; and function arithmetic and graphing.

Requisite(s): Students must complete MATH-201 concurrently.

Fee: \$0.00

MATH-101 QUANTITATIVE REASONING**4 credit hours**

This course develops student skills in analyzing, synthesizing and communicating quantitative information, cultivates algebraic reasoning and modeling skills through a quantitative literacy lens and emphasizes critical thinking and the use of multiple strategies in applied contexts. Topics include proportional and statistical reasoning, probability and evaluation of bias and validity.

Requisite(s): Students must take MATH-081 concurrently or complete MATH-081 with a 2.0 grade or better. Students may also place into MATH-101 with placement test scores.

Fee: \$0.00

MATH-104 INTERMEDIATE ALGEBRA**4 credit hours**

This course is an extension of Introductory Algebra and prepares students for College Algebra, Finite Math, Statistics and Calculus. Topics include operations with polynomials and rational algebraic expressions, graphs, rational exponents and radicals, equations and inequalities of the first and second degree, systems of linear and second-degree equations and inequalities, equations and inequalities with absolute values and functions.

Requisite(s): Placement into MATH-104 or take MATH 084 concurrently.

Fee: \$0.00

MATH-105 MATH CONCEPTS FOR ELEMENTERY TEACHERS**3 credit hours**

Demonstrate conceptual understanding of number concepts, including numeration systems, number theory, rational number and integers.

Requisite(s): Recommended to complete MATH-101 or MATH-104 before MATH-105.

Fee: \$0.00

MATH-109 MATH FOR TECHNICIANS I**3 credit hours**

This course is intended for technology students or business and industry employees who seek to acquire a basic knowledge of mathematics including arithmetic review, applied algebra and use of simple calculators.

Fee: \$0.00

MATH-117 FINITE MATHEMATICS**3 credit hours**

Non-calculus background for business, management and the life and social sciences. Topics include set theory, systems of linear equations and inequalities, vectors and matrices, probability and statistics, financial calculations, and linear programming. Emphasis throughout is to enhance students' understanding of the modeling process and how mathematics is used in real-world applications.

Requisite(s): Students must successfully complete MATH-104.

Fee: \$0.00

MATH-151 COLLEGE ALGEBRA**4 credit hours**

Intended to prepare students for further science and business courses.

A study of functions and their graphs, including linear, exponential, logarithmic, trigonometric, and power functions. Emphasis on applications, problem solving and using graphic, numeric and symbolic methods to solve equations. Regression is used to construct linear, exponential, power, and quadratic functions from data. Additional topics include exponents, radicals, complex numbers, conic sections, and systems of equations.

Requisite(s): Must complete MATH-104 or placement into MATH-151

Fee: \$0.00

MATH-161 CALCULUS I & ANALYTIC GEOMETRY**4 credit hours**

This course is designed to provide an introduction to calculus for students majoring in mathematics, engineering, and physical sciences, or the social sciences. Topics include limits, continuity, derivatives, differentials, areas, definite and indefinite integrals.

Requisite(s): Must complete MATH-151 or placement into MATH-161

Fee: \$0.00

MATH-162 CALCULUS II & ANALYTIC GEOM**4 credit hours**

This course is designed to follow NSM 161 Calculus I, providing mathematics and science majors with further background in analytic geometry and in differential and integral calculus. Topics include applications of the definite integral (e.g. volumes, arc length, areas and moments), hyperbolic functions, integration techniques, infinite sequences and series, parametric equations and polar coordinates.

Requisite(s): Must complete MATH-161

Fee: \$0.00

MATH-201 INTRO TO STATISTICS**4 credit hours**

An introductory course in statistics to include: probability, descriptive statistics, probability distributions and hypothesis testing.

Requisite(s): Must place into MATH 201 or take MATH 091 concurrently.

Fee: \$0.00

MATH-261 CALCULUS III & ANALYTIC GEOM**4 credit hours**

A continuation of the calculus sequence for science, mathematics and engineering students. Topics include two and three-dimensional vectors, parametric equations, directional derivatives, applications of partial derivatives, three dimensional analytic geometry, multiple integrals and line integrals.

Requisite(s): MATH 162

Fee: \$0.00

Music (MUS)

MUS-150 MUSIC APPRECIATION**3 credit hours**

Provides a broad interpretation of music heritage including Western Art Music, Jazz, Non-Western Music, and the American Musical Theatre. The elements of music will be utilized to analyze musical styles.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Nursing (NUR)

NUR-101 FUND OF NURSING**7 credit hours**

This course is designed to develop beginning knowledge of skills related to the holistic health needs of the client. It provides beginning nursing students with the foundation upon which other courses build and expand. Assessment via the nursing process, problem identification and communication skills necessary for therapeutic client care are emphasized. Caring and sensitivity to the client's unique cultural, ethnic, and age-related needs are incorporated throughout. A short period of directed learning activities in the College laboratory takes place before students care for selected clients in long-term health care facilities. Clients are assigned and their care supervised by professors/instructors from the College. Provision is made for post-conferences during which selected topics/procedures are presented and students share their learning experiences. *Clinical run 11 weeks of the semester* *13 billed contact hours*

Requisite(s): Acceptance into the Nursing Program. Students must take NUR-109 concurrently

Fee: \$229.00

NUR-109 PHARMACOLOGY I**1 credit hour**

This course is designed to provide a systematic method for calculations of medications, and to provide practice in solving drug, solution and dosage problems. A beginning survey of the sources of drugs, legal aspects regarding drug prescriptions, the effects of drug therapy, modes of administration and the use of references in the acquisition of information about drugs.

Requisite(s): Acceptance into the Nursing Program Students must take NUR 101 concurrently

Fee: \$50.00

NUR-111 MEDICAL-SURGICAL NURSING I**8 credit hours**

This course is an introduction to the theory and practice of providing nursing care for adult clients having common health care needs. Objectives are met through classroom theory and activities, a short period of directed learning activities in the nursing skills laboratory, and assignments in clinical agencies. The nursing process is emphasized in classroom theory and in the practical application of client care. A caring attitude and sensitivity to the client's unique cultural, ethnic, and age-related needs are considered. Clinical experience in health care agencies is provided. Clients are assigned and their care supervised by professors/instructors from the College. Provision is made for post-conferences which reinforce the learning process. *8 credit hours/16 billed contact hours*

Requisite(s): Students must complete NUR 101 and NUR 109 with a minimum grade of 2.5 as pre-requisites Students must take NUR 119 concurrently

Fee: \$266.00

NUR-119 PHARMACOLOGY II**2 credit hours**

This course is a structured systematic approach to the study of drug therapy as it relates to the management of disorders included in NUR 111 Medical-Surgical Nursing for Adults I which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.

Requisite(s): Must complete NUR 101 and 109 with a minimum grade of 2.5 as pre-requisites Students must take NUR-111 concurrently

Fee: \$0.00

NUR-204 NURSING ROLE TRANSITION**3 credit hours**

This course supports the student through role transition to the registered nurse level of practice. Opportunities to learn and practice advanced nursing skills will be provided. *2 credit hours/5 billed contact hours*

Requisite(s): Must transfer in an LPN certificate from another institution

Fee: \$150.00

NUR-211 MEDICAL-SURGICAL NURSING II**5.90 credit hours**

This course is designed to provide advanced integration of the pathophysiology of complex acute conditions that affect adults. This course introduces the theory and practice of providing nursing care for adult clients having acute health care needs. The nursing process is emphasized in relation to the care of adults with high-risk health problems or combination of multiple health problems which indicate complexity. A caring attitude and sensitivity to the client's unique cultural, ethnic, and age-related needs are considered. Clinical experience in health care agencies is provided; clients are assigned and their care supervised by instructors from the College. Provision is made for post conferences during which selected topics/procedures are presented and students share their learning experiences. Student learning outcomes will be met through classroom theory, directed learning activities and assignments in clinical agencies. *Billed at 9.6 contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR NUR-204 (minimum grade of 2.5) and transfer in an LPN certificate from a previous institution Students must take NUR-218 and NUR-219 concurrently

Fee: \$150.00

NUR-218 MENTAL HEALTH NURSING**4.40 credit hours**

The focus of this course is to provide students with knowledge and skills related to the individual with emotional and/or mental health needs.

The course will help the student identify aberrations in personality and behavior as well as techniques or methods available in the community to restore mental health. The clinic experience will utilize available community resources and support the student to develop therapeutic communication and interaction techniques. *7 billed contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR complete NUR-204 (Minimum grade of 2.5) and transfer in an LPN certificate from a previous institution. Students must complete NUR-211 and NUR-219 concurrently.

Fee: \$0.00

NUR-219 PHARMACOLOGY III**2 credit hours**

This course is a structured systematic approach to the study of drug therapy as it relates to the management of disorders included in NUR 112 Medical-Surgical Nursing of Adults II which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204 (Minimum grade 2.5) and transfer in an LPN certificate from a previous institution Students must complete NUR-211 and NUR-218 concurrently

Fee: \$0.00

NUR-221 MEDICAL/SURGICAL NURSING III**5.40 credit hours**

This course is designed to provide advanced integration of the pathophysiology of complex acute conditions that affect adults. This course introduces the theory and practice of providing nursing care for adult clients having acute health care needs. The nursing process is emphasized in relation to the care of adults with high-risk health problems or combination of multiple health problems which indicate complexity. A caring attitude and sensitivity to the client's unique cultural, ethnic, and age-related needs are considered. Clinical experience in health care agencies is provided; clients are assigned and their care supervised by instructors from the College. Provision is made for post conferences during which selected topics/procedures are presented and students share their learning experiences. Student learning outcomes will be met through classroom theory, directed learning activities and assignments in clinical agencies. *8.2 billed contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Students must complete NUR-224 and NUR 230 concurrently

Fee: \$150.00

NUR-224 FAMILY NURSING**6.40 credit hours**

The nursing process is used as the foundation for providing care along a continuum beginning with pregnancy and progressing through childbirth, postpartum care, care of the child from newborn up to and including adolescence. Content identifies emotional needs of the family and individual members, complications of the maternity cycle and seriousness of health problems affecting children. Student learning outcomes are met through classroom theory, activities, assignments, as well as directed learning activities in the nursing skills laboratory using simulation and assignments in the clinical agencies.

Requisite(s): Students must successfully complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Students must complete NUR-221 and NUR-230 concurrently

Fee: \$0.00

NUR-230 PROFESSIONAL ISSUES IN NURSING**2 credit hours**

Professional Issues in Nursing is intended to expand on the integration of the student into the role of a professional nurse. Current trends and issues in nursing are presented with a brief historical perspective. Scope of Practice, Code of Ethics and Legal issues are presented and discussed as they apply to current nursing and healthcare issues. Licensure, professional organization membership, employability skills, levels of educational preparation for nursing and an emphasis for lifelong learning complete the preparation for the professional role.

Requisite(s): Students must successfully complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218, NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Student must successfully complete NUR-221 and NUR-224 concurrently with NUR-230.

Fee: \$0.00

Philosophy (PHIL)

PHIL-210 ETHICS**3 credit hours**

Studies ethical terminology, standards of ethical and moral decisions, and types of ethical value systems. Topics include issues such as right and wrong, responsibility, and accountability. This course takes a topical issues approach to emphasize practical decision making in terms of personal, professional, and social morality.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

PHIL-230 INTRO TO PHILOSOPHY**3 credit hours**

An introduction to the study of philosophy emphasizing the examination of issues that have been the focus of thinkers of various cultures and civilizations. This course will challenge students to foster a greater understanding, tolerance and appreciation for diversity of alternative views and approaches to philosophical thought.

Fee: \$0.00

Physical Education (PHED)

PHED-105 FITNESS/WELLNESS LAB 3**1 credit hour**

An extension of PHED 104 Fitness/Wellness Lab, but with a greater involvement to maintain/improve physical fitness. Will include an individual fitness evaluation and analysis of results. *1 credit hours/2 billed contact hours*

Requisite(s): Must Complete PHED-104

Fee: \$25.00

PHED-106 WELLNESS & LIFESTYLE**2 credit hours**

A course designed to teach the appreciation of the skills necessary to obtain fitness for a lifetime. It will take you from your current level of fitness toward increased cardiovascular endurance, proper weight control, increased strength and flexibility. Wellness and Lifestyle encourages optimal development of the six dimensions of wellness: Physical, intellectual, emotional, social, spiritual and occupational. *2 credit hours/3 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$25.00

PHED-107 FITNESS/WELLNESS LAB 4**1 credit hour**

Similar to PHED 105 Fitness/Wellness Lab, but individuals will write and engage in their own personalized fitness program. Will include an individual evaluation and analysis of results. *1 credit hours/2 billed contact hours*

Requisite(s): Must Complete PHED-105

Fee: \$25.00

PHED-145 PHYSICAL EDUCATION FOR LAW ENFORCEMENT**2 credit hours**

This course is intended to prepare students for the physical rigors of the Police Academy and physical challenges of a career in criminal justice. It includes an introduction to and practice of the techniques of physical fitness necessary in law enforcement. Students will participate in stretching to increase flexibility, running to improve cardiovascular fitness, various calisthenics and weight training to increase upper and lower body strength as well as a variety of mental emotional health concepts in which to strengthen the mind body spirit connection. Overall health to include mental emotional health, diet, exercise and life span fitness are examined. The class is designed primarily to prepare students for the mandatory Michigan Commission on Law Enforcement (MCOLES) Fitness Agility Test in order to successfully be accepted into the police academy. However, all students are eligible for this course. This class will be offered winter semester. *2 credit hours/3 billed contact hours*

Fee: \$0.00

PHED-212 COACHING PRINCIPLES**2 credit hours**

A course designed to cover the fundamental techniques of coaching major sports. Coaching principles of conditioning, drills, team organization and game strategy will be stressed.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Physics (PHYS)

PHYS-144 ASTRONOMY**4 credit hours**

Introductory laboratory based astronomy course for those who desire an exploratory experience covering a wide range of astronomical topics. The course coverage will include: our solar system, stars, constellations, galaxies and theories of the universe. The theory and use of astronomical telescopes will be a prominent part of the course. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

PHYS-251 PHYSICS I**5 credit hours**

This is the first semester of calculus-based physics that covers the laws of motion, work and energy. *5 credit hours/7 contact hours*

Requisite(s): Must Complete MATH-161

Fee: \$60.00

PHYS-253 PHYSICS II**5 credit hours**

A continuation of PHYS-251 Physics I. Included are topics in heat, electricity, magnetism, light and elements of modern physics. *5 credit hours/7 billed contact hours*

Requisite(s): Must complete PHYS-251

Fee: \$60.00

PHYS-275 PHYSICAL SCIENCE RESEARCH PROJECT**2 credit hours**

The Physical Science Research Project is a capstone experience in the Physical Sciences for the student seeking an Associate of Science Degree. In this course the student will pose a question or problem in physical science, design and conduct an experiment or investigation, report the results of their experiment or investigation to an appropriate student-level publication or present their results at a student-level science conference. The course will allow the student to bring together their college course experiences in science, mathematics and communications while pursuing advanced work in an area of their own interest. A departmental exam covering skills learned in the science core will be administered at the end of this course.

Requisite(s): Permission of instructor/professor

Fee: \$135.00

Political Science (PSI)

PSI-110 AMERICAN GOV'T & POLITICAL SCI**3 credit hours**

This course familiarizes students with various important aspects of American Government and the general study of political science. The prominent topics covered include identifying the ideological origins and functional components of the U.S. Constitution; investigating first amendment and civil rights and their extension to historically "non-mainstream" groups; reviewing significant political ideologies; analyzing public opinion polling, voting behavior and special interest group activities; defining public and foreign policy formation, and the role of political leadership. Critical thinking skills will be developed through applying course material to consideration of practical political situations.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

PSI-111 STATE & LOCAL GOVERNMENT**3 credit hours**

A study of structure and functions of states, municipalities, and other units of local government.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Psychology (PSY)

PSY-101 PSYCHOLOGY**3 credit hours**

A scientific study of behavior is examined which leads to a greater understanding of human behavior, insight into mental processes and a better comprehension of the inconsistencies between human feelings and actions. Topics include learning, memory, the nervous system, perception, motivation, social interaction, attitudes, intelligence and abnormal behavior.

Fee: \$0.00

PSY-210 HUMAN GROWTH & DEVELOPMENT**3 credit hours**

Prepares students for transfer to a 4 year university. Developmental Psychology is the scientific study of ways in which people change, as well as stay the same, from conception to death. The course examines change and stability across a broad range of topics. These include physical and other psychophysiological processes, cognition, language, and psychosocial development.

Requisite(s): Must complete ENG-121

Fee: \$0.00

PSY-220 ABNORMAL PSYCHOLOGY**3 credit hours**

This course places primary emphasis on clinically significant behavioral and psychological patterns associated with distress and impairment. Symptoms, suspected causes and treatment will be examined.

Requisite(s): Must complete PSY-101

Fee: \$0.00

PSY-250 HUMAN SEXUALITY**3 credit hours**

Introduction to the biological, psychological and social aspects of human sexuality. Topics include sexual values, sexual development, male and female anatomy and physiology, the sexual responses cycle, sexual health and diseases, pregnancy, contraception, abortion issues, sexual gender orientation issues, intimate relationships, sexual dysfunction, and sexual abuse.

Requisite(s): Must complete ENG-121 or take concurrently

Fee: \$0.00

PSY-260 SOCIAL PSYCHOLOGY**3 credit hours**

Understanding ourselves and others, and how to develop our resources for effective living in today's world. Topics include an inquiry into basic nature and individual's potentialities, intellectual, emotional, and social development, how individuals perceive themselves in relation to their environment and are motivated to act, the kinds of problems people face and how they go about trying to solve them, and the nature of individual and group relationships.

Requisite(s): Must complete ENG-121 or take concurrently

Fee: \$0.00

Religion (REL)

REL-231 COMPARATIVE RELIGION**3 credit hours**

A study of the major world religions—Hinduism, Buddhism, Judaism, Christianity, and Islam—their history, beliefs, festivals and practices as well as their place in the contemporary world. The nature of religion and its place in the human experience will also be considered.

Fee: \$0.00

Social Work (SWK)

SWK-150 INTRO TO SOCIAL WORK**3 credit hours**

This course introduces students to the social work profession; its code of ethics, value base, and commitment to social justice which include its history, practice settings, professional roles, agencies, political implications, and values related to social work careers. Students will be introduced to concepts fundamental to understanding the helping professions' efforts on behalf of vulnerable populations including the delivery of social work services to minority and majority groups in the public and private sectors. This course includes field experience as part of the course requirements.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Sociology (SOC)

SOC-120 PRIN OF SOCIOLOGY

3 credit hours

This course provides a broad introduction to the field of sociology with an emphasis on the fundamental concepts of sociological study. Sociological perspectives will be emphasized to allow for critical analysis of research and theories pertaining to culture, society, the social construction of self, social control, social change, inequalities in society and social institutions.

Requisite(s): Placement beyond or satisfactory completion of ENG-073.

Fee: \$0.00

SOC-121 MODERN SOCIAL PROBLEMS

3 credit hours

A contemporary survey of some of American society's major social problems. Included in the study are problems involving crime, population, family life, social class, minority groups, urban life, and mass communications. A sociological frame of reference will be used in considering the origins of, the development of, and attempts to control social problems. This is a continuation of SOC 120 Principles of Sociology, but may be taken separately.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

SOC-220 MARRIAGE & FAMILY LIVING

3 credit hours

This course is an introduction to marriage and family life with an emphasis on family structure and interpersonal relationships in a rapidly changing world. Sociological perspectives and theories will be used to critically analyze family organization, composition, values, diversity and current trends in family living.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$0.00

Technology (TECH)

TECH-271 INTERNSHIP I-TECHNOLOGY

3 credit hours

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It is intended to provide the student with a practical, experiential learning situation in a supervised professional work environment. Internships vary in length but are normally for one semester after 75% of coursework is completed. Required are 135 hours of on-the-job experience plus participation in a supplementary blackboard seminar. Some programs of study require an internship placement and others recommend it as an elective. Students usually arrange for their own internships. Contact the counseling office for more information. Prerequisite: 75% of coursework completed in the student's major and a GPA of 2.5 or better. Students wishing to start an internship need to apply. Note: Automotive students are expected to have their own tools.

Fee: \$0.00

Welding (WELD)

WELD-105 BASICS OF WELDING

0.50 credit hours

Course will review welding shop safety rules, American Welding Society specifications for the welding joint numbering system and how to properly use a square and tape measure in accordance with industrial standards. *.5 credit hours/0.67 billed contact hours*

Fee: \$0.00

WELD-110 OXYACETYLENE WELDING

2 credit hours

Modules will provide students with a basic knowledge of the oxyfuel welding process including how to properly set up an oxyfuel welding station, establish a welding puddle with and without filler rod and production of basic welds in the flat position using the oxy-fuel gas welding process in accordance with the American Welding Society standards. *2 credit hours/2.47 billed contact hours*

Fee: \$50.00

WELD-115 CUTTING PROCESSES

1 credit hour

Modules will review oxy-fuel cutting process and fundamental skills necessary in production and non-production settings. Students will also further develop oxy-fuel cutting techniques to cut materials and review the plasma cutting process to be used in production and non-production settings. *1 credit hour/1.27 billed contact hours*

Fee: \$50.00

WELD-120 BRAZING AND SOLDERING

1 credit hour

Modules will include knowledge and skills necessary to set up brazing and soldering station, perform basic brazing techniques, perform a braze weld on 1/4" plate, identify and silver-braze copper to stainless steel, and solder copper fittings using 95-5 solder all as defined by the American Welding Society. *1 credit hour/1.47 billed contact hours*

Fee: \$60.00

WELD-125 SHIELDED METAL ARC WELDING

4 credit hours

Modules will include a basic understanding of the history and fundamentals of the shielded metal arc welding process, the electrode numbering system as established by the American Welding Society, as well as striking the arc and running stringer beads E6010 and E7018 electrodes. Materials will also overview the characteristics that allow operators to produce quality welds in order to meet the American Welding Society standards. *4 credit hours/6.4 billed contact hours*

Fee: \$75.00

WELD-130 ADVANCED ARC WELDING

6 credit hours

Modules include knowledge and skills for student to effectively complete various advanced arc welding functions including the vertical, horizontal and overhead tee joints and butt joints to meet the specific standards as determined by the American Welding Society. *6 credit hours/9.2 contact hours*

Fee: \$125.00

WELD-135 WELDING METALLURGY

1.50 credit hours

Modules contain an introduction to metallurgy, including blue-print reading, the differences between non-ferrous and ferrous metals, the numbering systems associated with metals, repairing cast iron, repairing stainless steel and the weld testing procedures as determined by the American Welding Society. *1.5 credit hours/2 billed contact hours*

Fee: \$50.00

WELD-140 GAS METAL ARC WELDING

3 credit hours

Modules contain information necessary to acquire the knowledge and skills students need to effectively perform gas metal arc welding in accordance with standards set by the American Welding Society. Modules will explain the GMAW, arc run beads, all positions of weld joints and GMAW of aluminum. *3 credit hours/4.47 billed contact hours*

Fee: \$100.00

WELD-145 GAS TUNGSTEN ARC WELDING

5 credit hours

Modules will consist of teaching the basics of the gas tungsten arc welding process including the TIG process and equipment maintenance, welding aluminum in the flat position (GTAW), and the knowledge and skills necessary to run beads in three positions when welding the four basic joints: but, tee, lap and corner. *5 credit hours/8 billed contact hours*

Fee: \$110.00

WELD-150 PIPE WELDING

4 credit hours

Modules in this course contain knowledge and practice to equip students to accurately identify all aspects of pipe welding techniques and applications. Students will develop the skills to produce various quality pipe welds in accordance with the American Welding Society. *4 credit hours/7 billed contact hours*

Fee: \$90.00

WELD-155 SPECIAL APPLICATIONS

2 credit hours

Modules will provide a comprehensive knowledge of special welding applications including fabricating a project, cast iron repair, hardsurfacing, and tool and die welding. *2 credit hours/2.67 billed contact hours*

Fee: \$60.00

WELD-190 APPLIED WELDING FOR SKILLED TRADES

4 credit hours

This course provides basic welding skills for students in the skilled trades programs (such as Automotive and Agricultural Equipment Technology). American Welding Society specifications and proper selection and use of welding processes for specific trade applications are covered.

Fee: \$60.00

DEGREES & CERTIFICATES

You can explore academic programs by career interest. Earn an Occupational Certificate or an Associate Degree and move right into employment or transfer courses to a college or university. For more information, make an appointment with a Glen Oaks advisor and map out your future.

Selecting Transfer or Non-Transfer Degrees

The Associate of General Studies, Associate of Arts, Associate of Business, Associate of Science and Associate of Visual Arts degrees are

typically pursued when transfer to a 4-year institution is likely. The college recommends regular advising appointments to assure the best possible transfer to a 4-year school. Completion of general education courses at Glen Oaks in these five degrees may qualify the student for the Michigan Transfer Agreement (pg. 38).

Those who seek an Associate of Applied Science in Business, Associate of Applied Science in Technology, or an Associate of Applied Science in Nursing or Allied Health generally move directly into the workplace upon graduation. Many classes taken in these programs will transfer and the MA agreement may be available. All associate degrees, except the AASN, are flexible and provide for a wide range of classroom experience. It is recommended that students meet with an advisor to schedule classes that will pertain to their chosen degree.

Program	Credential
Agriculture (p. 96)	
Agricultural Equipment Technology, AAS (p. 96)	Associate of Applied Science
Agricultural Equipment Technology Certificate (p. 97)	Certificate
Agricultural Operations - MSU, AS (p. 99)	Associate Degree
Agricultural Operations - MSU, AAS (p. 98)	Associate of Applied Science
Mechanized Irrigation Technician Certificate (p. 100)	Certificate
Mechanized Irrigation Service Certificate (p. 101)	Certificate
Art Design (p. 101)	
Visual Arts: Emphasis in Commercial Photography, AA (p. 101)	Associate Degree
Visual Arts: Emphasis in Fine Art, AA (p. 102)	Associate Degree
Visual Arts: Emphasis in Graphic Design, AA (p. 103)	Associate Degree
Business (p. 104)	
Accounting Certificate (p. 104)	Certificate
Business - Applied, AAS (p. 105)	Associate of Applied Science
Business - Transfer, AB (p. 107)	Associate Degree
Management/Marketing Certificate (p. 107)	Certificate
Management/Supervision Certificate (p. 108)	Certificate
Computer Information Technology (p. 108)	
Computer Information Systems, AAS (p. 109)	Associate of Applied Science
Computer Information Systems, AS (p. 111)	Associate Degree
Computer Science, AA (p. 113)	Associate Degree
Computer Support Assistant Certificate (p. 114)	Certificate
Computer Support Technician Certificate (p. 112)	Certificate
Cybersecurity, AA (p. 114)	Associate Degree
Cybersecurity Specialist Certificate (p. 115)	Certificate
Cybersecurity Technician Certificate (p. 116)	Certificate
Network Administration Technician Certificate (p. 116)	Certificate
Network Management Certificate (p. 117)	Certificate
Humanities (p. 117)	
Arts, AA (p. 117)	Associate Degree
General Studies, AGS (p. 118)	Associate Degree
Science, AS (p. 119)	Associate Degree
Health Sciences (p. 120)	
Allied Health, AAS (p. 120)	Associate of Applied Science
Medical Coding and Billing Specialist Certificate (p. 125)	Certificate
Criminal Justice, AAS (p. 122)	Associate of Applied Science
Medical Assistant Certificate (p. 123)	Certificate
Nursing- LPN to RN Track (p. 130)	Associate of Applied Science

Nursing, AAS (p. 125)	Associate of Applied Science
Phlebotomy Technician Certificate (p. 134)	Certificate
Manufacturing Skilled Trades (p. 134)	
Automotive Service Certificate (p. 138)	Certificate
Automotive Technician Certificate (p. 138)	Certificate
Computer Aided Drafting and Design Certificate (p. 139)	Certificate
Electrical Technologies Certificate (p. 140)	Certificate
Machining Advanced and CNC Technology Certificate (p. 140)	Certificate
Machining Basics and Metrology Certificate (https://catalog.glenoaks.edu/programs/manufacturing-industrial-technology/machining-metrology-certificate/)	Certificate
Technology, AAS (p. 134)	Associate of Applied Science
Welding Certificate (p. 141)	Certificate
Math, Science and Engineering (https://catalog.glenoaks.edu/programs/math-science-engineering/)	

Transfer Programs

Glen Oaks Community College offers freshman and sophomore year courses that are needed to fulfill general education requirements toward the achievement of a four-year Bachelor's degree. General education course options vary slightly at different colleges. Glen Oaks advisors can develop a "program specific" transfer guide for any major at any college you choose in the United States.

Agriculture

Degrees

- Agricultural Equipment Technology, AAS (p. 96)
- Agricultural Operations - MSU, AAS (p. 98)
- Agricultural Operations - MSU, AS (p. 99)

Certificates

- Agricultural Equipment Technology Certificate (p. 97)
- Mechanized Irrigation Service Certificate (p. 101)
- Mechanized Irrigation Technician Certificate (p. 100)

Agricultural Equipment Technology, AAS

This degree is designed to develop technically competent professional agricultural equipment service technicians. Students receive state-of-the-art technical education on the latest agricultural equipment through a combination of classroom instruction, hands-on laboratory instruction and supervised occupational work experience at a partnering dealership.

Program Outcomes

1. Diagnose and repair small, medium and heavy-duty gas and diesel engines.
2. Diagnose and repair suspension and steering systems applicable for agricultural equipment.
3. Diagnose and repair electrical/electronic systems applicable for agricultural equipment.
4. Perform preventative maintenance inspection procedures and adjustments applicable for agricultural equipment.

Requirements

Code	Title	Credits
English Composition		
ENG-121	ENGLISH COMPOSITION I ¹	
Communications		6.00
COM-150	PUBLIC SPEAKING ¹ or COM-110 INTERPERSONAL COMMUNICATIONS	
Humanities or Fine Arts/Social Sciences		3.00
Complete one Humanities or Fine Arts or Social Sciences course		
Any ANTH course		
Any ART course		
ENG-126	CREATIVE WRITING I (or higher) ¹	
COM-110 (if not taken for Communications Requirement)		
COM-150 (If not taken for Communications Requirement) ¹		
Any ECON course		
Any HIST course		
Any HUM course		
Any LNG course		
Any MUS course		
Any PHIL course		
Any PSI course		
Any PSY course		
Any REL course		
Any SOC course		
Mathematics/Natural Sciences		3.00
MATH-109	MATH FOR TECHNICIANS I	
General Education		3.00
Complete 3 additional general education credits to meet a minimum of 15		
Required Courses		48.00
AGT-101	HYDRAULIC THEORY & OPERATION	
AGT-102	PRODUCTION AGRICULTURE	
AGT-103	FUNDAMENTALS OF ENGINES	
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	
AGT-109	HEATING/VENTING/AC SYSTEMS	
AGT-112	SEEDING & TILLAGE EQUIPMENT	
AGT-113	HYDRAULIC SYSTEMS ¹	

AGT-116	COMBINE MAINTENANCE & REPAIR
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS ¹
AGT-122	PRECISION FARMING SYSTEMS ¹
AGT-125	TRACTION DRIVELINES
AGT-207	ADVANCED HYDRAULICS ¹
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP ¹
AGT-216	EQUIPMENT SHOP PROJECT ¹
AGT-220	DIESEL TECH FIELD EXPERIENCE (Internship)
BUS-104	INTRO TO BUSINESS ¹
INDS-151	MANUFACTURING PROCESSES
WELD-190	APPLIED WELDING FOR SKILLED TRADES
Total Credits	63.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Notes: AGT-220 DIESEL TECH FIELD EXPERIENCE is billed by credits.

No courses below 100 level will be accepted toward this degree.

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	PRODUCTION AGRICULTURE	2.00
AGT-103	FUNDAMENTALS OF ENGINES	3.00
AGT-109	HEATING/VENTING/AC SYSTEMS	2.00
INDS-151	MANUFACTURING PROCESSES	3.00
Credits		12.00
Winter 1		
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-113	HYDRAULIC SYSTEMS	2.00
AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Credits		15.00
Summer 1		
AGT-220	DIESEL TECH FIELD EXPERIENCE	2.00
Credits		2
Fall 2		
AGT-112	SEEDING & TILLAGE EQUIPMENT	2.00
AGT-125	TRACTION DRIVELINES	2.00
AGT-207	ADVANCED HYDRAULICS	2.00
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP	3.00
BUS-104	INTRO TO BUSINESS	4.00
MATH-109	MATH FOR TECHNICIANS I	3.00
Credits		16.00
Winter 2		
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS	3.00
AGT-122	PRECISION FARMING SYSTEMS	2.00
AGT-216	EQUIPMENT SHOP PROJECT	4.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
or COM-150	or PUBLIC SPEAKING	
GENERAL EDUCATION ELECTIVE		3.00

HUMANITIES or SOCIAL SCIENCE ELECTIVE	3.00
Credits	18.00
Total Credits	63.00

Agricultural Equipment Technology Certificate

This certificate is designed to develop technically competent professional agricultural equipment service technicians. Students receive state-of-the-art technical education on the latest agricultural equipment through a combination of classroom instruction, hands-on laboratory instruction and supervised occupational work experience at a partnering dealership.

Program Outcomes

1. Diagnose and repair small, medium and heavy-duty gas and diesel engines.
2. Diagnose and repair suspension and steering systems applicable for agricultural equipment.
3. Diagnose and repair electrical/electronic systems applicable for agricultural equipment.
4. Perform preventative maintenance inspection procedures and adjustments applicable for agricultural equipment.
5. Diagnose and repair heating, ventilation and air conditioning systems applicable for agricultural equipment.

Requirements

Code	Title	Credits
Required Coursework		41.00
AGT-101	HYDRAULIC THEORY & OPERATION	
AGT-102	PRODUCTION AGRICULTURE	
AGT-103	FUNDAMENTALS OF ENGINES	
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	
AGT-109	HEATING/VENTING/AC SYSTEMS	
AGT-112	SEEDING & TILLAGE EQUIPMENT	
AGT-113	HYDRAULIC SYSTEMS ¹	
AGT-116	COMBINE MAINTENANCE & REPAIR	
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS ¹	
AGT-122	PRECISION FARMING SYSTEMS ¹	
AGT-125	TRACTION DRIVELINES	
AGT-207	ADVANCED HYDRAULICS ¹	
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP ¹	
AGT-216	EQUIPMENT SHOP PROJECT ¹	
AGT-220	DIESEL TECH FIELD EXPERIENCE (Internship)	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Total Credits		41.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Notes: No courses below 100 level will be accepted toward this certificate.

AGT-220 DIESEL TECH FIELD EXPERIENCE is billed by credit hour

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	PRODUCTION AGRICULTURE	2.00
AGT-103	FUNDAMENTALS OF ENGINES	3.00
AGT-109	HEATING/VENTING/AC SYSTEMS	2.00
Credits		9.00
Winter 1		
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-113	HYDRAULIC SYSTEMS	2.00
AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Credits		12.00
Summer 1		
AGT-220	DIESEL TECH FIELD EXPERIENCE	2.00
Credits		2
Fall 2		
AGT-112	SEEDING & TILLAGE EQUIPMENT	2.00
AGT-125	TRACTION DRIVELINES	2.00
AGT-207	ADVANCED HYDRAULICS	2.00
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP	3.00
Credits		9.00
Winter 2		
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS	3.00
AGT-122	PRECISION FARMING SYSTEMS	2.00
AGT-216	EQUIPMENT SHOP PROJECT	4.00
Credits		9.00
Total Credits		41.00

Agricultural Operations - MSU, AAS

Students seeking an Associates of Applied Science in Agricultural Operations can move directly in the workforce or continue on to further studies. Students will take courses concurrently from Glen Oaks and Michigan State University Institute of Agricultural Technology to earn the AAS degree and certificate. Students will study in such fields as soil and water usage, plant nutrients, crop disease and pest management, natural resource and land management, emerging technologies, and regulations. Students are required to meet with advisors from Glen Oaks and IAT program coordinator on course selection.

Program Outcomes

1. Think critically.
2. Communicate effectively.
3. Exhibit information competency.
4. Recognize diverse perspectives.

Requirements

Code	Title	Credits
Students must earn a minimum grade of 2.0 in all Glen Oaks Community College courses that are to be transferred to MSU for completion of a certificate program.		
English Composition		3.00
ENG-121	ENGLISH COMPOSITION I	
Communications		3.00
COM-110	INTERPERSONAL COMMUNICATIONS	
	or COM-150 PUBLIC SPEAKING	

Mathematics		3.00
MATH-109	MATH FOR TECHNICIANS I	
Humanities or Fine Arts/Social Sciences		3.00
Complete one Humanities or Fine Arts or Social Sciences course from MTA Course listing ²		
General Education		3.00
Complete 3 additional general education credits to meet a minimum of 15		
Elective Courses		11.00
Select 11 elective credits as needed to reach 26 total GOCC credit hours		
Total Credits		26.00

¹ Course has prerequisite(s).

² Michigan Transfer Agreement (MTA) Course Listings (p. 154)

Note: No courses under 100 level are accepted toward this degree.

Suggested Electives

Code	Title	Credits
ACCT Courses		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	PRODUCTION AGRICULTURE	2.00
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-109	HEATING/VENTING/AC SYSTEMS	2.00
AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
ART-115	INTRODUCTION TO GRAPHIC DESIGN	3.00
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	3.00
ART-170	IMAGE MANIPULATION: PHOTOSHOP	3.00
ART-172	DIGITAL ILLUSTRATION ¹	3.00
ART-274	TYPOGRAPHY ¹	3.00
ART-276	ADVERTISING DESIGN ¹	3.00
BUS-104	INTRO TO BUSINESS ¹	4.00
COM Courses		3.00

¹ Course has prerequisite(s).

MSU IAT Requirements

Code	Title	Credits
MSU IAT REQUIREMENTS		
AFRE 130	FARM MANAGEMENT I	3.00
AE 131	AGRICULTURAL WATER RESOURCE MANAGEMENT	3.00
AE 143	APPLICATION OF PRECISION AG TECHNOLOGIES	3.00
AT 100	CAREER DEVELOPMENT IN AGRICULTURAL TECHNOLOGY	1.00
AT 202	AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY	3.00
AT 293	PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY	3.00
CSS 101	INTRODUCTION TO CROP SCIENCE	3.00
CSS 126	INTRODUCTION TO WEED MANAGEMENT	2.00
CSS 203	WORLD OF SOILS	2.00
ENT 110	APPLIED ENTOMOLOGY OF ECONOMIC PLANTS	3.00
PLP 105	FUNDAMENTALS OF APPLIED PLANT PATHOLOGY	1.00

PLP 105L FUNDAMENTALS OF APPLIED PLANT PATHOLOGY LABORATORIES	1.00
MSU ELECTIVES	6.00
Total Credits	34.00

Total Credit Hours: 60 credits

MSU Courses are billed through MSU.

GOCC Tuition is calculated on contact hours.

Current/Updated: 07/01/2023

Course	Title	Credits
Fall 1		
GOCC Courses		
COM-110 or COM-150	INTERPERSONAL COMMUNICATIONS or PUBLIC SPEAKING	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
GOCC ELECTIVE COURSE		3.00
MSU COURSES		
AT 100 CAREER DEVELOPMENT IN AGRICULTURAL TECHNOLOGY		1.00
AT 202 AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY COURSE		3.00
CSS 203 WORLD OF SOILS		2.00
Credits		15.00
Winter 1		
GOCC ELECTIVE COURSES		
MSU COURSES		
AFRE 130 FARM MANAGEMENT I		3.00
AE 131 AGRICULTURAL WATER RESOURCE MANAGEMENT		3.00
CSS 101 INTRODUCTION TO CROP SCIENCE		3.00
Credits		14.00
Summer 1		
MSU COURSE		
AT 293 PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY		3.00
Credits		3.00
Fall 2		
GOCC COURSES		
MATH-109	MATH FOR TECHNICIANS I	3.00
GOCC ELECTIVE COURSE		3.00
MSU COURSES		
CSS 126 INTRODUCTION TO WEED MANAGEMENT		2.00
ENT 110 APPLIED ENTOMOLOGY OF ECONOMIC PLANTS		3.00
MSU ELECTIVE COURSES FROM THE COLLEGE OF AGRICULTURE AND NATURAL RESOURCES		3.00
Credits		14.00
Winter 2		
GOCC COURSES		
GEN EDU ELECTIVE		3.00
HUMANITIES or SOCIAL SCIENCE ELECTIVE		3.00
MSU COURSES		
AE 143 APPLICATION OF PRECISION AG TECHNOLOGIES		3.00
ELEC MSU FROM THE COLLEGE OF AGRICULTURE AND NATURAL RESOURCES		3.00
PLP 105 FUNDAMENTALS OF APPLIED PLANT PATHOLOGY		1.00
PLP 105L FUNDAMENTALS OF APPLIED PLANT PATHOLOGY LABORATORIES		1.00
Credits		14.00
Total Credits		60.00

Agricultural Operations - MSU, AS

Students seeking an Associates of Science in Agricultural Operations are prepared to go on to further studies in agriculture. Students will take courses from Glen Oaks and Michigan State University Institute of Agricultural Technology (IAT) to earn the AS degree and certificate. It is

designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. Students will study in such fields as soil and water usage, plant nutrients, crop disease and pest management, emerging technologies, and regulations. Students are required to meet with advisors from Glen Oaks and IAT program coordinator on course selection to ensure transferability.

Program Outcomes

1. Think critically.
2. Communicate effectively.
3. Exhibit information competency.
4. Recognize diverse perspectives.

Requirements

Code	Title	Credits
Students must earn a minimum grade of 2.0 in all Glen Oaks Community College courses that are to be transferred to MSU for completion of a certificate program.		
English Composition		3.00
ENG-121	ENGLISH COMPOSITION I	
English Composition or Communications		6.00
ENG-122	ENGLISH COMPOSITION II ¹	
Complete one:		
COM-110	INTERPERSONAL COMMUNICATIONS	
	or COM-150 PUBLIC SPEAKING	
Humanities or Fine Arts		3.00
Complete one additional Humanities or Fine Arts course from MTA course listing: ⁴		
Mathematics		4.00
MATH-151	COLLEGE ALGEBRA ¹	
Natural Sciences		4.00
Complete four credit hours from the MTA Natural Science course listing ^{3,4}		
Social Sciences		6.00
Complete two courses from two different prefixes from the MTA Social Science course listing ⁴		
Total Credits		26.00

- ¹ Course has prerequisite(s)
- ² PHIL-210 may be used to fulfill Social Science credit (if not used for Humanities requirement)
- ³ MSU's ENT 110 course to be used to fulfill second MTA natural science requirement
- ⁴ Michigan Transfer Agreement (MTA) Course Listings (p. 154)

Tuition is calculated by contact hours per semester.

Notes: No courses under 100 level are accepted toward this degree. All GOCC courses must be completed with a grade of 2.0 or higher.

MSU IAT Requirements

Code	Title	Credits
AFRE 130 FARM MANAGEMENT I		3.00
AE 131 AGRICULTURAL WATER RESOURCE MANAGEMENT		3.00
AE 143 APPLICATION OF PRECISION AGRICULTURE TECHNOLOGIES		3.00
AT 100 CAREER DEVLEOPMENT IN AGRICULTURAL TECHNOLOGY		1.00

AT 202 AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY	3.00
AT 293 PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY	3.00
CSS 101 INTRODUCTION TO CROP SCIENCE	3.00
CSS 126 INTRODUCTION TO WEED MANAGEMENT	2.00
CSS 203 WORLD OF SOILS	2.00
ENT 110 APPLIED ENTOMOLOGY OF ECONOMIC PLANTS ³	3.00
PLP 105 FUNDAMENTALS OF APPLIED PLANT PATHOLOGY	1.00
PLP 105L FUNDAMENTALS OF APPLIED PLANT PATHOLOGY LABORATORIES	1.00
MSU ELECTIVES	6.00
Total Credits	34.00

Total: 60 Credits

MSU Courses are billed through MSU

GOCC tuition is calculated on contact hours.

Current/Updated: 07/01/2023

Course	Title	Credits
Fall 1		
GOCC COURSES		
COM-110 or COM-150	INTERPERSONAL COMMUNICATIONS or PUBLIC SPEAKING	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
SOCIAL SCIENCE ELECTIVE (FROM MTA LISTING)		3.00
MSU COURSES		
AT 100 CAREER DEVELOPMENT IN AGRICULTURAL TECHNOLOGY		1.00
AT 202 AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY COURSE		3.00
CSS 203 WORLD OF SOILS		2.00
Credits		15.00
Winter 1		
GOCC COURSES		
ENG-122	ENGLISH COMPOSITION II	3.00
SOCIAL SCIENCE ELECTIVE (FROM MTA LISTING) DIFFERENT SUBJECT THAN FALL 1 ELECTIVE		3.00
MSU COURSES		
AFRE 130 FARM MANAGEMENT I		3.00
AE 131 AGRICULTURAL WATER RESOURCE MANAGEMENT		3.00
CSS 101 INTRODUCTION TO CROP SCIENCE		3.00
Credits		15.00
Summer 1		
MSU COURSE		
AT 293 PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY		3.00
Credits		3.00
Fall 2		
GOCC COURSES		
MATH-151	COLLEGE ALGEBRA	4.00
MSU COURSES		
CSS 126 INTRODUCTION TO WEED MANAGEMENT		2.00
ENG 110 APPLIED ENTOMOLOGY OF ECONOMIC PLANTS		3.00
MSU ELECTIVE COURSES FROM THE COLLEGE OF AGRICULTURE AND NATURAL RESOURCES		3.00
Credits		12.00
Winter 2		
GOCC COURSES		
HUMANITIES AND FINE ARTS COURSE (FROM MTA LISTING - NOT COM)		3.00
NATURAL SCIENCE ELECTIVE (FROM MTA LISTING WITH A DIFFERENT SUBJECT THAN THE FALL 2 ELECTIVE)		4.00
MSU COURSES		

AE 143 APPLICATION OF PRECISION AG TECHNOLOGIES	3.00
MSU ELECTIVE COURSES FROM THE COLLEGE OF AGRICULTURE AND NATURAL RESOURCES	3.00
PLP 105 FUNDAMENTALS OF APPLIED PLANT PATHOLOGY	1.00
PLP 105 FUNDAMENTALS OF APPLIED PLANT PATHOLOGY LABORATORY	1.00
Credits	15.00
Total Credits	60.00

Mechanized Irrigation Technician Certificate

This program prepares students to become mechanized irrigation technicians, preparing them with basic concepts and skills of agricultural equipment technology, electrical technology, welding, as well as specialized knowledge and skills in mechanized irrigation systems. Students will receive a work-based learning experience via a co-op/field experience with a local irrigation dealership placement.

Program Outcomes

1. Think critically.
2. Communicate efficiently.
3. Exhibit information competency.
4. Recognize diverse perspectives.

Requirements

Code	Title	Credits
Required Coursework		30.00
AGT-101	HYDRAULIC THEORY & OPERATION	
AGT-103	FUNDAMENTALS OF ENGINES	
AGT-220	DIESEL TECH FIELD EXPERIENCE ¹	
AGT-250	MECHANIZED IRRIGATION SYSTEMS	
COM-150	PUBLIC SPEAKING ¹	
ELEC-110	BASIC ELECTRICITY	
ELEC-111	INTRODUCTION TO AC/DC CIRCUITS	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Total Credits		30.00

¹ Billing for Field Experience (Co-Op) courses is on the basis of credits, not contact hours.

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be accepted toward this certificate.

Current/Updated: 07/01/2023

Course	Title	Credits
Fall 1		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-103	FUNDAMENTALS OF ENGINES	3.00
ELEC-110	BASIC ELECTRICITY	4.00
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	4.00
Credits		13.00
Winter 1		
AGT-250	MECHANIZED IRRIGATION SYSTEMS	4.00
COM-150	PUBLIC SPEAKING	3.00
ELEC-111	INTRODUCTION TO AC/DC CIRCUITS	4.00

WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Credits		15.00
Summer 1		
AGT-220	DIESEL TECH FIELD EXPERIENCE	2.00
Credits		2
Total Credits		30.00

Mechanized Irrigation Service Certificate

This short certificate program imparts basic skills for students to become mechanized irrigation technicians, preparing them with basic concepts and skills of electrical technology and mechanized irrigation systems. Students will receive a work-based learning experience via a co-op/field experience with a local irrigation dealership placement.

Program Outcomes

1. Think critically.
2. Communicate efficiently.
3. Exhibit information competency.
4. Recognize diverse perspectives.

Requirements

Code	Title	Credits
Required Coursework		18.00
AGT-220	DIESEL TECH FIELD EXPERIENCE ¹	
AGT-250	MECHANIZED IRRIGATION SYSTEMS	
ELEC-110	BASIC ELECTRICITY	
ELEC-111	INTRODUCTION TO AC/DC CIRCUITS	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	
Total Credits		18.00

¹ Billing for Field Experience (Co-Op) courses is on the basis of credits, not contact hours.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Course	Title	Credits
Fall 1		
ELEC-110	BASIC ELECTRICITY	4.00
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	4.00
AGT-250	MECHANIZED IRRIGATION SYSTEMS	4.00
Credits		12.00
Winter 1		
ELEC-111	INTRODUCTION TO AC/DC CIRCUITS	4.00
Credits		4.00
Summer 1		
AGT-220	DIESEL TECH FIELD EXPERIENCE	2.00
Credits		2
Total Credits		18.00

Art & Design

Degrees

- Arts, AA (p. 117)
- Computer Aided Drafting and Design, Cert (p. 139)

- Visual Arts: Emphasis in Commercial Photography, AA (p. 101)
- Visual Arts: Emphasis in Fine Art, AA (p. 102)
- Visual Arts: Emphasis in Graphic Design, AA (p. 103)

Visual Arts: Emphasis in Commercial Photography, AA

The Associate of Arts in Visual Arts Degree with emphasis in Commercial Photography enables students to pursue a career or interest in Photography. The degree provides knowledge of the photographic process from creation to the output of the image. The degree provides practical experience in product, portrait, and location photography. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four year college, university, art school or to begin work in the field of commercial photography.

Program Outcomes

1. Demonstrate critical thinking skills.
2. Demonstrate proficiency in the skills appropriate to the Visual Arts concentration they have selected.
3. Complete research assignment, identifying art work, design trends or art periods. This research will demonstrate information literacy, the ability to find, retrieve and use data and draw appropriate conclusions.
4. Demonstrate the ability to critique and evaluate their own artwork and the artwork of others.
5. Demonstrate the ability to learn and retain specific terminology related to the visual arts.
6. Demonstrate an awareness of ethical behavior in the field of Visual Arts and Design, including an awareness of copyright and intellectual property concerns.
7. Demonstrate cultural awareness.
8. Demonstrate the ability to read, write and speak at a college level.
9. Demonstrate involvement in the community through service within the college and in the community at large.

Requirements

Code	Title	Credits
Art History		6.00
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
Art Studio Requirements		12.00
ART-107	TWO-DIMENSIONAL DESIGN	
ART-160	BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM	
ART-170	IMAGE MANIPULATION: PHOTOSHOP	
ART-260	ADV PHOTOGRAPHY: COMMERCIAL & FINE ART ¹	
Art Studio Electives		9.00
Complete three courses from the following:		
ART-104	OBJECT DRAWING	
ART-105	DRAWING AND CREATIVITY	
ART-108	THREE-DIMENSIONAL DESIGN	
ART-115	INTRODUCTION TO GRAPHIC DESIGN	
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	
ART-172	DIGITAL ILLUSTRATION ¹	

ART-210	LIFE DRAWING ¹	
ART-231	SCULPTURE ¹	
ART-240	PAINTING	
ART-242	WATERCOLOR I	
ART-243	WATERCOLOR II ¹	
ART-244	OIL PAINTING I	
ART-245	OIL PAINTING II ¹	
ART-274	TYPOGRAPHY ¹	
ART-276	ADVERTISING DESIGN	
Capstone Course		2.00
ART-290	ART PORTFOLIO ¹	
Computers		4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
English Composition and Communications		9.00
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I	
ENG-122	ENGLISH COMPOSITION II ¹	
Mathematics		3.00
	Complete one course from the Mathematics MTA listing ²	
Natural Sciences		7.00
	Complete two courses from two different prefixes from the Natural Science MTA course listing – one must have a lab ²	
Social Sciences		6.00
	Complete two courses from two different prefixes from Social Science MTA course listing ²	
Electives		2.00
	Complete additional credits as needed to reach an overall total of 60 credits	
Total Credits		60.00

¹ Course has prerequisite(s)

² Michigan Transfer Agreement (MTA) Course listings (p. 154)

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied toward this degree.

Current/Updated: 07/02/2019

Course	Title	Credits
Fall 1		
ART STUDIO ELECTIVE		3.00
ART-107	TWO-DIMENSIONAL DESIGN	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATHEMATICS - MTA		3.00
	Credits	16.00
Winter 1		
ART-160	BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM	3.00
ART STUDIO ELECTIVE		3.00
COM-150	PUBLIC SPEAKING	3.00
ENG-122	ENGLISH COMPOSITION II	3.00
ELECTIVES		2.00
	Credits	14.00
Fall 2		
ART-170	IMAGE MANIPULATION: PHOTOSHOP	3.00
ART-220	HISTORY OF ART I	3.00
NATURAL SCIENCE - MTA		3.00

SOCIAL SCIENCE ELECTIVES - MTA		6.00
	Credits	15.00
Winter 2		
ART STUDIO ELECTIVE		3.00
ART-221	HISTORY OF ART II	3.00
ART-260	ADV PHOTOGRAPHY: COMMERCIAL & FINE ART	3.00
ART-290	ART PORTFOLIO	2.00
NATURAL SCIENCE - MTA		4.00
	Credits	15.00
	Total Credits	60.00

Visual Arts: Emphasis in Fine Art, AA

The Associate of Arts in Visual Arts Degree with emphasis in Fine Art enables students to pursue a career or interest in Fine Art. The degree provides grounding in art fundamentals and allows specialization in areas of particular interest. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university or art school.

Program Outcomes

1. Demonstrate critical thinking skills.
2. Demonstrate proficiency in the skills appropriate to the Visual Arts concentration they have selected.
3. Complete research assignment, identifying art work, design trends or art periods. This research will demonstrate information literacy, the ability to find, retrieve and use data and draw appropriate conclusions.
4. Demonstrate the ability to critique and evaluate their own artwork and the artwork of others.
5. Demonstrate the ability to learn and retain specific terminology related to the visual arts.
6. Demonstrate an awareness of ethical behavior in the field of Visual Arts and Design, including an awareness of copyright and intellectual property concerns.
7. Demonstrate cultural awareness.
8. Demonstrate the ability to read, write and speak at a college level.
9. Demonstrate involvement in the community through service within the college and in the community at large.

Requirements

Code	Title	Credits
Art History		
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
	Art Studio Requirements	12.00
	Complete twelve credits from the following courses:	
ART-104	OBJECT DRAWING	
ART-105	DRAWING AND CREATIVITY	
ART-107	TWO-DIMENSIONAL DESIGN	
ART-108	THREE-DIMENSIONAL DESIGN	
ART-274	TYPOGRAPHY ¹	
ART-276	ADVERTISING DESIGN ¹	
	Art Studio Electives	9.00
ART-210	LIFE DRAWING ¹	
ART-240	PAINTING	

Art Elective (200 level course)		
Capstone Course		2.00
ART-290	ART PORTFOLIO ¹	
English Composition and Communications		9.00
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
COM-150	PUBLIC SPEAKING ¹	
or COM-110 INTERPERSONAL COMMUNICATIONS		
Humanities or Fine Arts		3.00
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
Mathematics		4.00
MATH-151	COLLEGE ALGEBRA ¹	
Natural Sciences		7.00
BIO-121	MOLECULAR AND CELLULAR BIOLOGY (Natural Science) ¹	
Social Sciences		6.00
PSY-101	PSYCHOLOGY (Social Science) ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
Electives		2.00
Complete additional credits as needed to reach an overall total of 60 credits		
Total Credits		60.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied toward this degree.

Current/Updated: 07/02/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
ART-104	OBJECT DRAWING	3.00
ART-107	TWO-DIMENSIONAL DESIGN	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-151	COLLEGE ALGEBRA	4.00
ELECTIVE		2.00
Credits		15.00
Winter 1		
ART-105	DRAWING AND CREATIVITY	3.00
ART-108	THREE-DIMENSIONAL DESIGN	3.00
COM-150	PUBLIC SPEAKING	3.00
ENG-122	ENGLISH COMPOSITION II	3.00
HIST-101	WEST CIV I: ANCIENT WORLD-1715	3.00
Credits		15.00
Fall 2		
ART-220	HISTORY OF ART I	3.00
ART-240	PAINTING	3.00
PSY-101	PSYCHOLOGY	3.00
SOC-120	PRIN OF SOCIOLOGY	3.00
NATURAL SCIENCE ELECTIVE - MTA		3.00
Credits		15.00
Winter 2		
ART-210	LIFE DRAWING	3.00
ART-221	HISTORY OF ART II	3.00
ART-290	ART PORTFOLIO	2.00

ART 200 LEVEL ELECTIVE		3.00
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	4.00
Credits		15.00
Total Credits		60.00

Visual Arts: Emphasis in Graphic Design, AA

The Associate of Arts degree with emphasis in Graphic Design is appropriate for students who want to pursue a career or further study in the fields of Advertising Design, Graphic Design or Digital Design. The degree provides grounding in design fundamentals, the use of design software and hardware, web design, and advertising principles. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university or art school.

Program Outcomes

1. Demonstrate critical thinking skills.
2. Demonstrate proficiency in the skills appropriate to the Visual Arts concentration they have selected.
3. Complete research assignment, identifying art work, design trends or art periods. This research will demonstrate information literacy, the ability to find, retrieve and use data and draw appropriate conclusions.
4. Demonstrate the ability to critique and evaluate their own artwork and the artwork of others.
5. Demonstrate the ability to learn and retain specific terminology related to the visual arts.
6. Demonstrate an awareness of ethical behavior in the field of Visual Arts and Design, including an awareness of copyright and intellectual property concerns.
7. Demonstrate cultural awareness.
8. Demonstrate the ability to read, write and speak at a college level.
9. Demonstrate involvement in the community through service within the college and in the community at large.

Requirements

Code	Title	Credits
Art History		6.00
Complete one course from the following:		
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
Art Studio Requirements		18.00
ART-115	INTRODUCTION TO GRAPHIC DESIGN	
ART-116	COLOR THEORY FOR GRAPHIC DESIGN ¹	
ART-170	IMAGE MANIPULATION: PHOTOSHOP	
ART-172	DIGITAL ILLUSTRATION ¹	
ART-274	TYPOGRAPHY ¹	
ART-276	ADVERTISING DESIGN ¹	
Art Studio Electives		6.00
Complete two courses from the following:		
ART-104	OBJECT DRAWING (Select two courses from the following:)	
ART-107	TWO-DIMENSIONAL DESIGN	

ART-108	THREE-DIMENSIONAL DESIGN	
ART-160	BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM	
ART-210	LIFE DRAWING ¹	
ART-231	SCULPTURE	
ART-240	PAINTING	
ART-242	WATERCOLOR I	
ART-243	WATERCOLOR II ¹	
ART-244	OIL PAINTING I	
ART-245	OIL PAINTING II ¹	
ART-260	ADV PHOTOGRAPHY: COMMERCIAL & FINE ART ¹	
Capstone Course		2.00
ART-290	ART PORTFOLIO ¹	
Business Requirements		7.00
BUS-104	INTRO TO BUSINESS ¹	
BUS-153	ADVERTISING ¹	
English Composition and Communications		9.00
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
COM-150	PUBLIC SPEAKING ¹	
Mathematics		3.00
Complete one course from the Mathematics MTA course listing: ²		
Social Sciences		6.00
Complete two courses from the Social Science MTA course listing: ²		
Natural Sciences		7.00
Complete two courses from two different prefixes from the Natural Science MTA course listing— one must have a lab: ²		
Total Credits		64.00

¹ Course has prerequisite(s)

² Michigan Transfer Agreement (MTA) Course listing (p. 154)

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied toward this degree.

Current/Updated: 07/02/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
ART STUDIO ELECTIVE		3.00
ART-115	INTRODUCTION TO GRAPHIC DESIGN	3.00
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATHEMATICS ELECTIVE - MTA		3.00
Credits		15.00
Winter 1		
ART STUDIO ELECTIVE		3.00
ART-170	IMAGE MANIPULATION: PHOTOSHOP	3.00
BUS-104	INTRO TO BUSINESS	4.00
COM-150	PUBLIC SPEAKING	3.00
ENG-122	ENGLISH COMPOSITION II	3.00
Credits		16.00
Fall 2		
ART-172	DIGITAL ILLUSTRATION	3.00
ART-220	HISTORY OF ART I	3.00

ART-274	TYPOGRAPHY	3.00
BUS-153	ADVERTISING	3.00
NATURAL SCIENCE ELECTIVE - MTA		3.00
Credits		15.00
Winter 2		
ART-221	HISTORY OF ART II	3.00
ART-276	ADVERTISING DESIGN	3.00
ART-290	ART PORTFOLIO	2.00
NATURAL SCIENCE ELECTIVE - MTA		4.00
SOCIAL SCIENCE ELECTIVES - MTA		6.00
Credits		18.00
Total Credits		64.00

Business

Degrees

- Business - Applied, AAS (p. 105)
- Business - Transfer, AB (p. 107)

Certificates

- Accounting Certificate (p. 104)
- Management/Marketing Certificate (p. 107)
- Management/Supervision Certificate (p. 108)

Accounting Certificate

This is an entry-level certificate for students wishing to pursue accounting careers in the retail, service, or manufacturing sector. Emphasis is placed on accounting principles and knowledge, as well as basic business and communications skills. This certificate may be applied towards the Associate of Applied Science in Business Degree.

Program Outcomes

1. Obtain the Accounting skills needed to perform the functions of a tax preparer or entry-level accounting professional.
2. Demonstrate basic business knowledge and proficient communication skills.
3. Demonstrate knowledge in a wide range of accounting skills, including tax accounting, cost accounting, financial accounting, and managerial accounting.
4. Demonstrate knowledge and use of accounting software including Quickbooks and Excel.

Requirements

Code	Title	Credits
Required Coursework		21.00
ACCT-109	PAYROLL ACCOUNTING	
ACCT-111	PRINCIPLES OF ACCOUNTING I	
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	
ACCT-113	QUICKBOOKS FOR ACCOUNTING ¹	
ACCT-204	SM BUS TAX ACCOUNTING	
ACCT-213	COST ACCOUNTING ¹	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		21.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Note: No courses below 100 level will be applied to this certificate.

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
ACCT-109	PAYROLL ACCOUNTING	2.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
ACCT-113	QUICKBOOKS FOR ACCOUNTING	2.00
BUS-104	INTRO TO BUSINESS	4.00
Credits		12.00
Winter 1		
ACCT-112	PRINCIPLES OF ACCOUNTING II	4.00
ACCT-204	SM BUS TAX ACCOUNTING	2.00
Credits		6.00
Fall 2		
ACCT-213	COST ACCOUNTING	3.00
Credits		3.00
Total Credits		21.00

Business - Applied, AAS

Students seeking an Associate of Applied Science in Business degree generally move directly into the workplace upon graduation. This Associate degree is flexible and provides a wide range of classroom experience in the fields of accounting, computers, management, marketing, administrative assistant, medical office assistant, medical transcriptionist, health insurance/coder biller and supervision. Students are encouraged to meet with their advisor to choose classes that pertain to their area of concentration.

Program Outcomes

1. Describe how various business environments operate.
2. Explain how different components of business interconnect.
3. Apply principles of micro- and macroeconomics.
4. Communicate effectively in business situations with the use of technology.
5. Apply the concepts and skills developed in one of the required Certificate programs.

Requirements

Code	Title	Credits
Business Introduction		4.00
BUS-104	INTRO TO BUSINESS ¹	
Computers		4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
Economics		8.00
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	
English Composition and Communications		9.00
ENG-121	ENGLISH COMPOSITION I ¹	
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	

Humanities or Fine Arts Elective	3.00
Complete one course from the Humanities or Fine Arts MTA course listing ²	
Social Sciences	3.00
Complete one course from the Social Studies MTA course listing ²	
Mathematics	3.00
Any Mathematics course 100 level or above BUS-105	
Certificate Program Requirement	18.00
To be granted an Associate of Applied Science in Business Degree the student must complete (1) of the following:	
Accounting Certificate	
Management/Marketing Certificate	
Management/Supervision Certificate	
Electives	8.00
Complete accounting or business elective credits as needed to meet 60 credit hours	
Total Credits	60.00

¹ Course has prerequisite(s)

² Michigan Transfer Agreement (MTA) Course listing (p. 154)

Total: 60 credits

Under certain categories, substitutions are possible with approval
 Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied toward this degree.

Current/Updated: 07/01/2023

Accounting Certificate

Code	Title	Credits
Required Coursework		21.00
ACCT-109	PAYROLL ACCOUNTING	
ACCT-111	PRINCIPLES OF ACCOUNTING I	
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	
ACCT-113	QUICKBOOKS FOR ACCOUNTING ¹	
ACCT-204	SM BUS TAX ACCOUNTING	
ACCT-213	COST ACCOUNTING ¹	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		21.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied to this certificate.

Current/Updated: 07/01/2023

Management/Marketing Certificate

Code	Title	Credits
Required Coursework		21.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-153	ADVERTISING	
BUS-250	PRIN OF MARKETING	

7 elective credits with "ACCT" or "BUS" prefix	
Total Credits	21.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Note: No courses below 100 level will be applied to this certificate.

Current/Updated: 07/01/2023

Management/Supervision Certificate

Code	Title	Credits
Required Coursework		18.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-252	INTRO TO MANAGEMENT	
BUS-253	SUPERVISION	
4 elective credits with "ACCT" or "BUS" prefix		
Total Credits		18.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Note: No courses below 100 level will be applied toward this certificate.

Current/Updated: 07/01/2023

Suggested Schedule

AASB with Accounting Certificate

Course	Title	Credits
Fall 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-104	INTRO TO BUSINESS	4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		15.00
Winter 1		
ACCT-109	PAYROLL ACCOUNTING	2.00
ACCT-112	PRINCIPLES OF ACCOUNTING II	4.00
ACCT OR BUS ELECTIVE - BUS-252 SUGGESTED		3.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
MATHEMATICS: 100-level or above		3.00
Credits		15.00
Fall 2		
ACCT-113	QUICKBOOKS FOR ACCOUNTING	2.00
ACCT-213	COST ACCOUNTING	3.00
COM-150	PUBLIC SPEAKING	3.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
SOCIAL SCIENCE ELECTIVE - MTA		3.00
Credits		15.00
Winter 2		
ACCT-204	SM BUS TAX ACCOUNTING	2.00
ACCT OR BUSINESS ELECTIVES		6.00
ECON-204	PRIN OF ECONOMICS-MACRO	4.00

HUMANITIES ELECTIVE - MTA	3.00
Credits	15.00
Total Credits	60.00

¹ Course is optional

AASB with Management/Marketing Certificate

Course	Title	Credits
Fall 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-104	INTRO TO BUSINESS	4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		15.00
Winter 1		
ACCT OR BUS ELECTIVE - ACCT-112 SUGGESTED		4.00
ACCT OR BUS ELECTIVE - BUS-252 SUGGESTED		3.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
ACCT OR BUS ELECTIVE		3.00
MATHEMATICS: 100-LEVEL OR ABOVE		3.00
Credits		16.00
Fall 2		
BUS-250	PRIN OF MARKETING	3.00
COM-150	PUBLIC SPEAKING	3.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
SOCIAL SCIENCE ELECTIVE - MTA		3.00
Credits		13.00
Winter 2		
BUS-153	ADVERTISING	3.00
ECON-204	PRIN OF ECONOMICS-MACRO	4.00
ACCT OR BUS ELECTIVES		6.00
HUMANITIES ELECTIVE - MTA		3.00
Credits		16.00
Total Credits		60.00

¹ Course is optional

AASB with Management Supervision Certificate

Course	Title	Credits
Fall 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-104	INTRO TO BUSINESS	4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		15.00
Winter 1		
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
MATHEMATICS: 100-LEVEL OR ABOVE		3.00
ACCT OR BUS ELECTIVE - BUS-251 SUGGESTED		3.00
Credits		15.00
Fall 2		
ACCT OR BUS ELECTIVE - ACCT-112 SUGGESTED		4.00
COM-150	PUBLIC SPEAKING	3.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
SOCIAL SCIENCE ELECTIVE - MTA		3.00
Credits		14.00
Winter 2		
ACCT OR BUS ELECTIVES		9.00

ECON-204	PRIN OF ECONOMICS-MACRO	4.00
HUMANITIES ELECTIVE - MTA		3.00
Credits		16.00
Total Credits		60.00

¹ Course is optional

Business - Transfer, AB

The Associate of Business Degree will give the students a core of business and general courses and is designed as a transfer degree for those individuals planning to acquire a bachelor's degree in business. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. It is recommended that students work closely with a Glen Oaks Community College advisor and with an advisor from the college or university of their choice to ensure transferability of courses.

Program Outcomes

1. Describe how various business environments operate.
2. Explain how different components of business interconnect.
3. Describe the role of government and other regulatory bodies, which set the rules, laws, and regulations for business.
4. Apply principles of micro- and macroeconomics.
5. Communicate effectively in business situations with the use of technology.

Requirements

Code	Title	Credits
English Composition and Communications		
ENG-121	ENGLISH COMPOSITION I ¹	3.00
COM-150	PUBLIC SPEAKING ¹	3.00
Humanities or Fine Arts		6.00
Complete two courses from two different prefixes from Humanities or Fine Arts MTA listing ²		
Mathematics		3.00
Choose 1 Mathematics course -suggested BUS-205 or MATH-201 ²		
Natural Sciences		7.00
Complete two courses from two different prefixes from the Natural Science MTA listing – one must have a lab ²		
Social Sciences		3.00
Complete one course from the Social Science MTA listing ²		
Required Coursework		23.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	3.00
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	3.00
BUS-104	INTRO TO BUSINESS ¹	3.00
BUS-255	BUSINESS LAW ¹	3.00
ECON-203	PRIN OF ECONOMICS-MICRO ¹	3.00
ECON-204	PRIN OF ECONOMICS-MACRO ¹	3.00
Electives		12.00
Complete a minimum of twelve elective credit hours or as needed to reach 60 total credits		
Total Credits		60.00

¹ Course has prerequisite(s).

² Michigan Transfer Agreement (MTA) Course listings (p. 154)

Business Electives to Consider

Code	Title	Credits
BUS-205	BUSINESS STATISTICS ¹	3.00
BUS-250	PRIN OF MARKETING ¹	3.00
BUS-251	ORGANIZATIONAL BEHAVIOR ¹	3.00
BUS-252	INTRO TO MANAGEMENT ¹	3.00

Other ACCT/BUS Courses – in consultation with Advisor

¹ Course has prerequisite(s).

Notes: No courses under 100 level are accepted toward this degree.

A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Tuition is calculated by contact hours per semester.
Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-104	INTRO TO BUSINESS	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
ELECTIVES		4.00
Credits		15.00
Winter 1		
ACCT-112	PRINCIPLES OF ACCOUNTING II	4.00
ELECTIVES		5.00
HUMANITIES ELECTIVE: MTA LIST		3.00
MATHEMATICS - suggested BUS-205 or MATH-201		3.00
Credits		15.00
Fall 2		
BUS-255	BUSINESS LAW	3.00
COM-150	PUBLIC SPEAKING	3.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
MTA NATURAL SCIENCE WITH LAB		4.00
SOCIAL SCIENCE ELECTIVE: MTA LIST		3.00
Credits		17.00
Winter 2		
ECON-204	PRIN OF ECONOMICS-MACRO	4.00
NATURAL SCIENCE ELECTIVE: MTA LIST		3.00
ELECTIVES		3.00
HUMANITIES ELECTIVE: MTA LIST		3.00
Credits		13.00
Total Credits		60.00

Management/Marketing Certificate

The Management/Marketing Certificate will prepare the student for entry-level positions in marketing for all types of businesses. The program will familiarize the student with the skills needed for understanding the effects of marketing on an organization. Areas of study will include advertising, promotions, market research, retailing, and forecasting. Completion of this certificate can prepare students for industry-wide certification. The Management/Marketing Certificate can also be used toward an Associate of Applied Science in Business Degree.

Program Outcomes

1. Demonstrate basic business knowledge and proficient communication skills.
2. Demonstrate basic knowledge of accounting principles to include recording and analyzing transactions for decision making.
3. Demonstrate an understanding of market segmentation, target markets, and forms of advertising to reach a desired market.
4. Demonstrate an understanding of diversity in the workplace.
5. Demonstrate an understanding of making decisions by managers.
6. Demonstrate an understanding of federal and state employment laws.

Requirements

Code	Title	Credits
Required Coursework		21.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-153	ADVERTISING	
BUS-250	PRIN OF MARKETING	
7 elective credits with "ACCT" or "BUS" prefix		
Total Credits		21.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied to this certificate.

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
ACCT OR BUS ELECTIVE		4.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-104	INTRO TO BUSINESS	4.00
Credits		12.00
Winter 1		
ACCT OR BUS ELECTIVE		3.00
BUS-153	ADVERTISING	3.00
BUS-250	PRIN OF MARKETING	3.00
Credits		9.00
Total Credits		21.00

Management/Supervision Certificate

This certificate prepares students for entry-level management/supervision positions. This program will introduce the student to the concepts and theories of management and provide practical skills essential for managing employees in the modern workplace. Completion of this certificate can prepare students for industry-wide certification. The Management/Supervision Certificate can also be used toward an Associate of Applied Science in Business Degree.

Program Outcomes

1. Demonstrate basic business knowledge and proficient communication skills.

2. Demonstrate basic knowledge of accounting principles to include recording and analyzing transactions for decision making.
3. Demonstrate an understanding of diversity in the workplace.
4. Demonstrate an understanding of making decisions by managers.
5. Demonstrate an understanding of federal and state employment laws.

Requirements

Code	Title	Credits
Required Coursework		18.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-252	INTRO TO MANAGEMENT	
BUS-253	SUPERVISION	
4 elective credits with "ACCT" or "BUS" prefix		
Total Credits		18.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied toward this certificate.

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-104	INTRO TO BUSINESS	4.00
Credits		8.00
Winter 1		
ACCT OR BUS ELECTIVE		4.00
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
Credits		10.00
Total Credits		18.00

¹ Course is optional

Computer & Information Technology Degrees

- Computer Information Systems, AAS (p. 109)
- Computer Information Systems, AS (p. 111)
- Computer Science, AA (p. 113)
- Cybersecurity, AA (p. 114)

Certificates

- Computer Support Assistant Certificate (p. 114)
- Computer Support Technician Certificate (p. 112)
- Cybersecurity Specialist Certificate (p. 115)
- Cybersecurity Technician Certificate (p. 116)
- Network Administration Technician Certificate (p. 116)
- Network Management Certificate (p. 117)

Computer Information Systems, AAS

The Associates of Applied Science in Computer Information Systems (CIS) at Glen Oaks will prepare students for various roles in the Information Technology (IT) industry including computer networking, repair, and helpdesk. Glen Oaks offers both Associates in Applied Science and Certificate programs, and the programs cover the objectives for several industry certifications including: A+, Network+, Linux+, Security+, Cisco Certified Network Administrator, Microsoft Certified IT Professional and Microsoft Office Specialist.

Program Outcomes

1. Recognize professional responsibilities and make informed judgments in computer practice based on legal principles and industry standards.
2. Use systemic approaches to select, develop, apply, integrate, and administer secure computing technologies to accomplish user goals.
3. Analyze a computing problem and apply principles of computing and other relevant disciplines to identify solutions.

Code	Title	Credits
English Composition		3.00
ENG-121	ENGLISH COMPOSITION I ¹	
English Composition and Communications		3.00
Complete one:		
COM-110	INTERPERSONAL COMMUNICATIONS ²	
COM-150	PUBLIC SPEAKING ^{1, 2}	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities or Fine Arts/Social Sciences		3.00
Complete any course from Humanities/Fine Arts or Social Science course listing ³		
Mathematics		4.00
Complete one:		
MATH-151	COLLEGE ALGEBRA (Choose 1 math course from the following)	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-201	INTRO TO STATISTICS	
Natural Sciences		3.00
Complete one course from the Natural Science MTA course listing: ³		
Required Certificates		44.00
Complete one option		
Total Credits		60.00

¹ Course has prerequisite(s)

² COM-110 or COM-150 may be applied to the Humanities or Fine Arts requirement if not being used to fulfill the Communications requirement.

³ Michigan Transfer Agreement (MTA) Course listings

Note: No courses under the 100 level will be accepted towards this degree.

Certificate Options

Complete one:

Option 1 - Computer Support Technician Certificate (p. 112) + Cybersecurity Technician Certificate (p. 116) + CIS-113 & CIS-243

Option 2 - Cybersecurity Specialist Certificate (p. 115) + Computer Support Assistant Certificate (p. 114)

Option 3 - Cybersecurity Specialist Certificate (p. 115) + Network Management Certificate (p. 117) + CIS-243 and 3 CIS elective credits

Option 4 - Network Administration Technician Certificate (p. 116) + Computer Support Assistant Certificate (p. 114) + CIS elective credit hours to reach 60 credits

Option 5 - Network Administration Technician Certificate (p. 116) + Cybersecurity Technician Certificate (p. 116)+8-10 CIS elective credit hours to reach 60

Tuition is calculated on contact hours

Current/Updated: Fall 2021

Option 1

Course	Title	Credits
Fall 1		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-151	ETHICAL HACKING I	3.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-240	INTRO TO NETWORKING	3.00
Credits		17.00
Winter 1		
CIS-112	CISCO I	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
MATHEMATICS - MTA		4.00
Credits		16.00
Fall 2		
CIS-113	CISCO II	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-245	NETWORK SECURITY	3.00
COMMUNICATIONS - MTA		3.00
NATURAL SCIENCE - MTA		3.00
Credits		15.00
Winter 2		
COMMUNICATIONS - MTA		3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
HUMANITIES/SOCIAL SCIENCE ELECTIVE - MTA		3.00
Credits		12.00
Total Credits		60.00

Option 2

Course	Title	Credits
Fall 1		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00

CIS-172 or CIS-121	LINUX OPERATING SYSTEMS or COMPUTER SCIENCE I	3.00
Credits		13.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-245	NETWORK SECURITY	3.00
MATHEMATICS - MTA		4.00
Credits		16.00
Fall 2		
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	3.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-240	INTRO TO NETWORKING	3.00
COMMUNICATIONS - MTA		3.00
NATURAL SCIENCE - MTA		4.00
Credits		16.00
Winter 2		
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
COMMUNICATIONS - MTA		3.00
HUMANITIES/SOCIAL SCIENCE - MTA		3.00
Credits		15.00
Total Credits		60.00

Option 3

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
CIS ELECTIVE		3.00
Credits		15.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-245	NETWORK SECURITY	3.00
MATHEMATICS - MTA		4.00
Credits		16.00
Fall 2		
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
COMMUNICATIONS - MTA		3.00
NATURAL SCIENCE - MTA		3.00
Credits		15.00
Winter 2		
CIS ELECTIVE		2.00
CIS-270	PC OPERATING SYSTEMS	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
COMMUNICATIONS - MTA		3.00
HUMANITIES/SOCIAL SCIENCE - MTA		3.00
Credits		14.00
Total Credits		60.00

Option 4

Course	Title	Credits
Fall 1		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
CIS-112	CISCO I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
CIS ELECTIVE: CIS-151, CIS-162, CIS-270 OR CIS-272		3.00
Credits		16.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-245	NETWORK SECURITY	3.00
MATHEMATICS - MTA		4.00
Credits		13.00
Fall 2		
CIS-114	CISCO III	3.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
COMMUNICATIONS - MTA		3.00
NATURAL SCIENCE - MTA		3.00
Credits		15.00
Winter 2		
CIS ELECTIVE		4.00
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK	3.00
COMMUNICATIONS - MTA		3.00
HUMANITIES/SOCIAL SCIENCE - MTA		3.00
Credits		16.00
Total Credits		60.00

Option 5

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
CIS ELECTIVE: CIS-151, CIS-162, CIS-270 OR CIS-272		3.00
Credits		15.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-245	NETWORK SECURITY	3.00
MATHEMATICS - MTA		4.00
Credits		13.00
Fall 2		
CIS-114	CISCO III	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
COMMUNICATIONS - MTA		3.00
NATURAL SCIENCE - MTA		3.00
Credits		15.00
Winter 2		
CIS ELECTIVES		8.00
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK	3.00
COMMUNICATIONS - MTA		3.00

HUMANITIES/SOCIAL SCIENCE - MTA	3.00
Credits	17.00
Total Credits	60.00

Computer Information Systems, AS

The Associate of Science in Computer Information Systems (CIS) degree prepares students for various roles in the Information Technology (IT) industry including computer networking, repair and helpdesk. This degree program includes Michigan Transfer Agreement courses and certificate options that prepare students for further education and cover the objectives for several industry certifications including A+, Network+, Linux+, Security+, Cisco Certified Network Administrator, Microsoft Certified IT Professional and Microsoft Office Specialist.

Requirements

Code	Title	Credits
English Composition		3.00
ENG-121	ENGLISH COMPOSITION I ¹	
English Composition and Communications		3.00
Complete one:		
COM-110	INTERPERSONAL COMMUNICATIONS ²	
COM-150	PUBLIC SPEAKING ^{1,2}	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities or Fine Arts		6.00
Complete two courses from two different prefixes from the Humanities or Fine Arts MTA Course listing: ⁴		
Mathematics		4.00
Complete one:		
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-201	INTRO TO STATISTICS ¹	
Natural Sciences		7.00
Complete two courses from two different prefixes from the Natural Science MTA course listing - one must have a lab; ⁴		
Social Sciences		6.00
Complete two courses from two different prefixes from the Social Science MTA Course listing: ⁴		
Elective		1.00
Complete elective credits as needed to reach a total of 60 credits		
Degree Requirements		30.00-31.00
Complete one:		
Computer Support Technician Certificate (31 Credits)		
Network Technician Certificate (30 Credits)		
Total Credits		60.00-61.00

¹ Course has prerequisite(s)
² COM-110 or COM-150 may be applied to Humanities or Fine Arts requirement if not being used to fulfill Communications requirement.
³ PHIL-210 may be applied to Social Sciences requirement, if not being used to fulfill Humanities or Fine Arts requirement.
⁴ Michigan Transfer Agreement (MTA) Course listing (p. 154)

Minimum Hours Required 60-62 (CST) or 62 (NTC) credits

Computer Support Technician Certificate

Code	Title	Credits
Required Coursework		29.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
CIS-112	CISCO I ¹	
CIS-121	COMPUTER SCIENCE I ¹	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	
CIS-240	INTRO TO NETWORKING ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-270	PC OPERATING SYSTEMS ¹	
Electives		6.00
Complete two courses from the following:		
CIS-113	CISCO II ¹	
CIS-151	ETHICAL HACKING I ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		35.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Note: No courses below 100 level will be applied to this certificate.

Current/Updated: 07/23/2019

Network Administration Technician Certificate

Code	Title	Credits
Required Coursework		27.00
CIS-112	CISCO I ¹	
CIS-113	CISCO II ¹	
CIS-114	CISCO III ¹	
CIS-165	HYBRID SERVER CORE	
CIS-240	INTRO TO NETWORKING ¹	
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS, NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-265	HYBRID SERVER ADVANCE	
Electives		3.00
Complete one course from the following:		
CIS-151	ETHICAL HACKING I (cannot be applied to AACIS degree, Option 5) ¹	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	
CIS-243	ADMINISTRATING A WINDOWS SERVER	
CIS-270	PC OPERATING SYSTEMS ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		30.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.
Current/Updated: 08/05/2019

Tuition is calculated by contact hours per semester.
Current/Updated: 08/12/2019

Suggested Schedule

Computer Support Technician

Course	Title	Credits
Fall 1		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-240	INTRO TO NETWORKING	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
HUMANITIES - MTA		3.00
Credits		20.00
Winter 1		
CIS-112	CISCO I	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
COMMUNICATIONS - MTA		3.00
MATHEMATICS - MTA		4.00
Credits		16.00
Fall 2		
CIS-245	NETWORK SECURITY	3.00
CIS ELECTIVE - CIS-113, CIS-151, CIS-172, CIS-243 OR CIS-272		3.00
HUMANITIES - MTA		3.00
SOCIAL SCIENCE - MTA		3.00
NATURAL SCIENCE - MTA		4.00
Credits		16.00
Winter 2		
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
CIS ELECTIVE - CIS-113, CIS-151, CIS-172, CIS-243 OR CIS-272		3.00
NATURAL SCIENCE - MTA		3.00
SOCIAL SCIENCE - MTA		3.00
Credits		15.00
Total Credits		67.00

Network Administration Technician

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
HUMANITIES - MTA		3.00
Credits		15.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-245	NETWORK SECURITY	3.00
COMMUNICATIONS - MTA		3.00
MATHEMATICS - MTA		4.00
Credits		16.00
Fall 2		
CIS-114	CISCO III	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00

HUMANITIES - MTA		3.00
NATURAL SCIENCE - MTA		4.00
SOCIAL SCIENCE - MTA		3.00
Credits		16.00
Winter 2		
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS, NETWORK	3.00
CIS ELECTIVE - CIS-151, CIS-162, CIS-270 OR CIS-272		3.00
NATURAL SCIENCE - MTA		3.00
SOCIAL SCIENCE - MTA		3.00
ELECTIVE		1.00
Credits		13.00
Total Credits		60.00

Computer Support Technician Certificate

The purpose of this certificate is to prepare the student for an entry-level computer support or repair position. The student will learn to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and optimization of PC hardware and software. Computer network and security concepts will be taught, as well as, customer service skills. The core computer courses will map to the latest CompTIA certification objective. This certificate may be applied toward the Associate of Applied Science in Business or Associate of Applied Science in Technology.

Program Outcomes

1. Apply IT support and security skills including installing, operating, diagnosing, and repairing problems with computer hardware and operating systems.
2. Configure and diagnose a secure home/small office network.
3. Demonstrate customer service skills as an IT professional.
4. Manage information technology hardware.

Requirements

Code	Title	Credits
Required Coursework		29.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
CIS-112	CISCO I ¹	
CIS-121	COMPUTER SCIENCE I ¹	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	
CIS-240	INTRO TO NETWORKING ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-270	PC OPERATING SYSTEMS ¹	
Electives		6.00
Complete two courses from the following:		
CIS-113	CISCO II ¹	
CIS-151	ETHICAL HACKING I ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		35.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied to this certificate.

Current/Updated: 07/23/2019

Course	Title	Credits
Fall 1		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-240	INTRO TO NETWORKING	3.00
Credits		14.00
Winter 1		
CIS-112	CISCO I	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
CIS ELECTIVE - CIS-113, CIS-151, CIS-172, CIS-243 OR CIS-272		3.00
Credits		15.00
Fall 2		
CIS-245	NETWORK SECURITY	3.00
CIS ELECTIVE - CIS-113, CIS-151, CIS-172, CIS-243 OR CIS-272		3.00
Credits		6.00
Total Credits		35.00

Computer Science, AA

The Associate of Arts in Computer Science degree will provide the foundational requirements to students who wish to transfer to a four-year institution and pursue a bachelor's degree in Computer Science. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. In addition to general education and mathematics, students will receive appropriate preparation in computer programming algorithms, data structures, fundamental syntax of an object-oriented language, data types, control structures, file I/O, classes, objects, methods, and arrays. Since transfer requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Program Outcomes

1. Understand programming algorithms, data structures, fundamental syntax of an object-oriented language, data types, control structures, file I/O, classes, objects, methods and arrays.
2. Understand mathematical logic, sets, relations, functions, combinatorial mathematics, recurrence relations, proof techniques, mathematical induction, graphs, digraphs, trees and algorithms.
3. Creation of database designs using normalization of existing data as well as the development of data models.
4. Interpret programs containing common data structures and algorithms.

Requirements

Code	Title	Credits
English Composition and Communications		
		6.00
ENG-121	ENGLISH COMPOSITION I ¹	
COM-150	PUBLIC SPEAKING ^{1, 2}	
	or ENG-122 ENGLISH COMPOSITION II	

Humanities or Fine Arts		6.00
Complete two courses from two different prefixes from the Humanities or Fine Arts MTA Course listing: ⁴		
Mathematics		12.00
Complete two to three courses from the following:		
MATH-151	COLLEGE ALGEBRA	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	
MATH-162	CALCULUS II & ANALYTIC GEOM	
MATH-201	INTRO TO STATISTICS	
Natural Sciences		7.00
Complete two courses from two different prefixes from the Natural Science MTA Course listing– one must have a lab: ⁴		
Social Sciences		6.00
Complete two courses from two different prefixes from the Social Science MTA Course listing: ⁴		
Required Courses		15.00
CIS-121	COMPUTER SCIENCE I ¹	
CIS-122	COMPUTER SCIENCE II ¹	
CIS-132	PROGRAMMING IN JAVA ¹	
CIS-221	DATA STRUCTURES ¹	
Elective Courses		8.00
Complete elective credit hours as needed to reach 60 total credits		
CIS-101 is recommended as an elective		
Total Credits		60.00

¹ Course has prerequisite(s).

² COM-150 may be applied to Humanities or Fine Arts requirement if not being used to fulfill Communications requirement

³ PHIL-210 may be applied to Social Sciences requirement, if not being used to fulfill Humanities or Fine Arts requirement.

⁴ Michigan Transfer Agreement (MTA) Course listing (p. 154)

Tuition is calculated on contact hours.

Notes: No courses under the 100 level will be accepted toward this degree.

A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Current/Updated: 04/09/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
CIS ELECTIVE - CIS-101 SUGGESTED		4.00
CIS-121	COMPUTER SCIENCE I	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATHEMATICS - MTA		4.00
Credits		15.00
Winter 1		
CIS-122	COMPUTER SCIENCE II	4.00
COM-150	PUBLIC SPEAKING	3.00
	or ENG-122 or ENGLISH COMPOSITION II	
HUMANITIES - MTA		3.00
MATHEMATICS - MTA		4.00
Credits		14.00
Fall 2		
CIS-221	DATA STRUCTURES	3.00

ELECTIVES	6.00
NATURAL SCIENCE - MTA	4.00
SOCIAL SCIENCE - MTA	3.00
Credits	16.00
Winter 2	
CIS-132 PROGRAMMING IN JAVA	4.00
ELECTIVES	2.00
HUMANITIES - MTA	3.00
NATURAL SCIENCE - MTA	3.00
SOCIAL SCIENCE - MTA	3.00
Credits	15.00
Total Credits	60.00

Computer Support Assistant Certificate

The Computer Support Assistant certificate is designed to prepare students to provide computer support services, including installation, troubleshooting and management of operating systems, computer components, mobile devices, and peripherals. Students will also learn to provide assistance in productivity software, network installation, configuration, support, and security.

Program Outcomes

1. Apply IT support and security skills including installing, operating, diagnosing, and repairing problems with computer hardware and operating systems.
2. Configure and diagnose a secure home/small office network.
3. Demonstrate customer service skills as an IT professional.
4. Manage information technology hardware.

Code	Title	Credits
Required Coursework		16.00
CIS-121 or CIS-101	COMPUTER SCIENCE I ¹ INTRO TO COMPUTERS & SOFTWARE	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	
CIS-240	INTRO TO NETWORKING ¹	
CIS-245	NETWORK SECURITY ¹	
Total Credits		16.00

¹ Course has prerequisite(s)

Note: No courses below 100 level will be applied to this certificate.

Tuition is calculated on contact hours

Current/Updated: Fall 2021

Course	Title	Credits
Fall 1		
CIS-101 or CIS-121	INTRO TO COMPUTERS & SOFTWARE or COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS	3.00
CIS-240	INTRO TO NETWORKING	3.00

CIS-245	NETWORK SECURITY	3.00
Credits		16.00
Total Credits		16.00

Cybersecurity, AA

The Associate of Arts in Cybersecurity degree is designed for students interested in a career in the area of protecting computer systems and networks. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer to a four-year institution. Students will learn about the vulnerabilities of hardware and software systems, perform network security testing, including countermeasure testing and the risk factor analysis needed to design a flexible and comprehensive security plan. Students will gain skills in providing for business continuity and disaster recovery. They can sit for the following industry certifications: CompTIA Linux+ and Security+; CCENT; CCNA Cyber Ops (SECOPS); and Microsoft Technology Associate. Since transfer requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Program Outcomes

1. Develop cybersecurity programs, policies, and procedures for implementation.
2. Evaluate and recommend cybersecurity systems and solutions for network defense and monitoring.
3. Assess the cybersecurity posture of systems.
4. Discuss relevant laws, regulations, and frameworks as they apply to cybersecurity operations.
5. Prioritize and classify cybersecurity risks.

Requirements

Code	Title	Credits
English Composition and Communications		6.00
ENG-121	ENGLISH COMPOSITION I ¹	
COM-150	PUBLIC SPEAKING ^{1,2}	
or ENG-122	ENGLISH COMPOSITION II	
Humanities or Fine Arts		6.00
Complete two courses from two different prefixes from the Humanities or Fine Arts MTA course listing: ⁴		
Mathematics		4.00
Complete one: ⁵		
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ^{1,5}	
Natural Sciences		7.00
Complete two courses from two different prefixes from the Natural Science MTA course listing – one must have a lab: ⁴		
Social Sciences		6.00
Complete two courses from two different prefixes from the Social Science MTA course listing: ⁴		
Cybersecurity Certificate		30.00
CIS-112	CISCO I	
CIS-113	CISCO II	
CIS-151	ETHICAL HACKING I ¹	
CIS-152	ETHICAL HACKING II ¹	
CIS-161	CYBERSECURITY OPERATIONS ¹	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	

CIS-172	LINUX OPERATING SYSTEMS ¹
CIS-245	NETWORK SECURITY ¹
CIS-270	PC OPERATING SYSTEMS ¹
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹

Elective 1.00
Complete elective credits as needed to reach a total of 60 credits

Total Credits 60.00

- ¹ Course has prerequisite(s).
- ² COM-150 may be applied to Humanities or Fine Arts requirement if not being used for Communications requirement
- ³ PHIL-210 may be applied to Social Sciences requirement if not being used to fulfill Humanities or Fine Arts requirement.
- ⁴ Michigan Transfer Agreement (MTA) Course listing (p. 154)
- ⁵ MATH-161 recommended

Notes: No courses under the 100 level will be accepted toward this degree.

A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.
Tuition is calculated on contact hours.
Current/Updated: 05/14/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
HUMANITIES - MTA		3.00
Credits		15.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-245	NETWORK SECURITY	3.00
COM-150 or ENG-122	PUBLIC SPEAKING or ENGLISH COMPOSITION II	3.00
Credits		15.00
Fall 2		
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	3.00
MATH-151 or MATH-161	COLLEGE ALGEBRA or CALCULUS I & ANALYTIC GEOMETRY	4.00
HUMANITIES - MTA		3.00
NATURAL SCIENCE - MTA		4.00
SOCIAL SCIENCE - MTA		3.00
Credits		17.00
Winter 2		
CIS-270	PC OPERATING SYSTEMS	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
ELECTIVE		1.00
NATURAL SCIENCE - MTA		3.00
SOCIAL SCIENCE - MTA		3.00
Credits		13.00
Total Credits		60.00

Cybersecurity Specialist Certificate

The Cybersecurity Specialist certificate is designed for students interested in a career in the area of protecting computer systems and networks, preparing students for career advancement and serving as the major core of the Associate of Arts in Cybersecurity degree for transfer students. Students will learn about the vulnerabilities of hardware and software systems, perform network security testing, including countermeasure testing and the risk factor analysis needed to design a flexible and comprehensive security plan. Students will gain skills in providing for business continuity and disaster recovery. They can sit for the following industry certifications: CompTIA Linux+ and Security+; CCENT; CCNA Cyber Ops (SECOPS); and Microsoft Technology Associate.

Program Outcomes

1. Develop cybersecurity programs, policies, and procedures for implementation.
2. Evaluate and recommend cybersecurity systems and solutions for network defense and monitoring.
3. Assess the cybersecurity posture of systems.
4. Discuss relevant laws, regulations, and frameworks as they apply to cybersecurity operations.
5. Prioritize and classify cybersecurity risks.

Requirements

Code	Title	Credits
Required Coursework		30.00
CIS-112	CISCO I ¹	
CIS-113	CISCO II ¹	
CIS-151	ETHICAL HACKING I ¹	
CIS-152	ETHICAL HACKING II ¹	
CIS-161	CYBERSECURITY OPERATIONS ¹	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-270	PC OPERATING SYSTEMS ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		30.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: No course below 100 level will be applied to this certificate.

Current/Updated: 05/14/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
Credits		15.00
Winter 1		
CIS-113	CISCO II	3.00

CIS-152	ETHICAL HACKING II	3.00
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	3.00
CIS-245	NETWORK SECURITY	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
Credits		15.00
Total Credits		30.00

Cybersecurity Technician Certificate

The Cybersecurity Technician certificate is designed for students interested in obtaining basic skills in the area of protecting computer systems and networks, preparing students for career advancement, and serving as a concentration option for the Associate of Applied Science in CIS degree. Students will learn about the vulnerabilities of hardware and software systems, as well as perform network security testing. Students will gain hands-on experience in securing hardware and software. This program serves as preparation for Cisco and CompTIA industry certifications.

Program Outcomes

1. Develop cybersecurity programs, policies, and procedures for implementation.
2. Evaluate and recommend cybersecurity systems and solutions for network defense and monitoring.
3. Assess the cybersecurity posture of systems.
4. Discuss relevant laws, regulations, and frameworks as they apply to cybersecurity operations.
5. Prioritize and classify cybersecurity risks.

Code	Title	Credits
Required Coursework		12.00
CIS-151	ETHICAL HACKING I ¹	
CIS-161	CYBERSECURITY OPERATIONS ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-240	INTRO TO NETWORKING ¹	
Total Credits		12.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.
Current/Updated: Fall 2021

Course	Title	Credits
Fall 1		
CIS-151	ETHICAL HACKING I	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
Credits		12.00
Total Credits		12.00

Network Administration Technician Certificate

Network Administration plays a vital part in all companies from start-ups to the largest global players. Network Administration is a highly sought after skill that can provide students with job security and

enhanced earning potential. The Network Administration program is an affordable and convenient way to get the training students need to launch a rewarding career in the expanding IT field. The certificate provides a comprehensive overview of networking concepts and skills, from network applications to the protocols and services provided to those applications by the lower layers of the network, with an emphasis on practical application and workforce readiness. Also, the certificate teaches the advanced skills needed to install, configure, monitor, and troubleshoot small to medium-sized networks and manage wireless, and security. Completion of this certificate can prepare students for industry-wide certification. The Network Administration Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Program Outcomes

1. Design, construct, and maintain computer networks.
2. Install, configure, and maintain network based operating systems.
3. Explain the OSI model, and network protocols.
4. Troubleshoot hardware and software problems in a network environment.
5. Install and configure basic host and network security.

Requirements

Code	Title	Credits
Required Coursework		27.00
CIS-112	CISCO I ¹	
CIS-113	CISCO II ¹	
CIS-114	CISCO III ¹	
CIS-165	HYBRID SERVER CORE	
CIS-240	INTRO TO NETWORKING ¹	
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS, NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-265	HYBRID SERVER ADVANCE	
Electives		3.00
Complete one course from the following:		
CIS-151	ETHICAL HACKING I (cannot be applied to AACIS degree, Option 5) ¹	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	
CIS-243	ADMINISTRATING A WINDOWS SERVER	
CIS-270	PC OPERATING SYSTEMS ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		30.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.
Current/Updated: 08/05/2019

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
CIS-240	INTRO TO NETWORKING	3.00
Credits		9.00

Winter 1		
CIS-113	CISCO II	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-245	NETWORK SECURITY	3.00
Credits		9.00
Fall 2		
CIS-114	CISCO III	3.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	3.00
Credits		6
Winter 2		
CIS ELECTIVE - CIS-151, CIS-162, CIS-270 OR CIS-272		3.00
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS, NETWORK	3.00
Credits		6
Total Credits		30.00

Network Management Certificate

In the Network Management certificate of achievement program, students will gain hands-on experience securely installing, configuring, and support network hardware and software. This certificate of achievement will prepare the student for Cisco, CompTIA, and Microsoft certifications.

Program Outcomes

1. Design, construct, and maintain computer networks.
2. Install, configure, and maintain network based operating systems.
3. Explain the OSI model, and network protocols.
4. Troubleshoot hardware and software problems in a network environment.
5. Install and configure basic host and network security.

Code	Title	Credits
Required Coursework		12.00
CIS-112	CISCO I ¹	
CIS-165	HYBRID SERVER CORE	
CIS-240	INTRO TO NETWORKING ¹	
CIS-245	NETWORK SECURITY	
Electives		4.00
Complete elective course from CIS listings		
Total Credits		16.00

¹ Course has pre-requisite(s)

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated on contact hours

Current/Updated: 02/10/21

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-165	HYBRID SERVER CORE	3.00
CIS-240	INTRO TO NETWORKING	3.00
CIS-245	NETWORK SECURITY	3.00
CIS Elective		4.00
Credits		16.00
Total Credits		16.00

Humanities

Degrees

- Arts, AA (p. 117)
- General Studies, AGS (p. 118)

Arts, AA

The Associate of Arts degree is designed for students who desire a rigorous liberal arts education that emphasizes depth of intellectual and academic experience and wish to transfer to a four-year institution. The degree is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for further study, and it can also serve as the basis for career advancement. Since transfer credit and degree requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Program Outcomes

1. Think critically.
2. Communicate effectively.
3. Exhibit information competency.
4. Recognize diverse perspectives.

Requirements

Code	Title	Credits
English Composition		3.00
ENG-121	ENGLISH COMPOSITION I ¹	
English Composition and Communications		3.00
Complete one of the following courses:		
COM-110	INTERPERSONAL COMMUNICATIONS ²	
COM-150	PUBLIC SPEAKING ^{1,2}	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities or Fine Arts		6.00
Complete two courses from two different prefixes from the Humanities or Fine Arts MTA course listing: ⁴		
Mathematics		3.00
Complete one course from the Mathematics MTA course listing: ⁴		
Natural Sciences		7.00
Complete two courses from two different prefixes from the Natural Science MTA course listing – one must have a lab: ⁴		
Social Sciences		6.00
Complete two courses from two different prefixes from the Social Science MTA course listing: ⁴		
Elective Courses		32.00
Complete elective credits hours as needed to reach 60 total credits		
Total Credits		60.00

¹ Course has prerequisite(s)

² COM-110 or COM-150 may be applied to Humanities or Fine Arts requirement if not being used to fulfill Communications requirement.

³ PHIL-210 may be applied to Social Sciences requirement if not being used to fulfill Humanities or Fine Arts requirement.

⁴ Michigan Transfer Agreement (MTA) Course listing (p. 154)

Note: No courses under the 100 level will be accepted toward this degree.

MTA Course requirements must be completed with a 2.0 grade or better.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Course	Title	Credits
Fall 1		
ELECTIVES		6.00
ENG-121	ENGLISH COMPOSITION I	3.00
HUMANITIES - MTA		3.00
MATHEMATICS - MTA		3.00
Credits		15.00
Winter 1		
COM-110 or COM-150	INTERPERSONAL COMMUNICATIONS or PUBLIC SPEAKING	3.00
ELECTIVES		9.00
HUMANITIES - MTA		3.00
Credits		15.00
Fall 2		
ELECTIVES		9.00
NATURAL SCIENCE - MTA		3.00
SOCIAL SCIENCE - MTA		3.00
Credits		15.00
Winter 2		
ELECTIVES		8.00
NATURAL SCIENCE		4.00
SOCIAL SCIENCE		3.00
Credits		15.00
Total Credits		60.00

General Studies, AGS

(Can be completed in online format)

The Associate of General Studies degree enables students to fulfill the College's minimum graduation requirements (the General Education core of basic courses) with a program that can be tailored to their personal, academic, or professional goals. This degree may enhance current employment and/or fulfill the requirements for a specific college or university program. This degree is intended as a flexible "completer" degree for students who are not pursuing a specified curriculum in the transfer or professional-technical area. General Studies graduates may continue their studies at a college or university in diverse fields.

Program Outcomes

1. Think critically.
2. Communicate effectively.
3. Exhibit information competency.
4. Recognize diverse perspectives.

Requirements

Code	Title	Credits
English Composition and Communications		6.00
Complete two courses from the following:		
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities or Fine Arts/Social Sciences		3.00
Complete one course from the following:		

Any ANTH course	
Any ART course (not including studio art)	
Any ECON course	
Any ENG course (not including ENG-121 and ENG-122)	
Any HIST course	
Any HUM course	
Any LNG course	
Any MUS course	
Any PHIL course	
Any PSI course	
Any PSY course	
Any REL course	
Any SOC course	
Mathematics/Natural Sciences	3.00
Complete one course from the following:	
Any BIO course	
Any CHEM course	
Any GEOG course	
Any GEOL course	
Any MATH course (100 level or above)	
Any PHYS course	
General Education	3.00
Complete one course from general education course listing	
Electives	45.00
Minimum of 45 elective credit hours as needed to reach 60 total credits	
Total Credits	60.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this degree.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
ELECTIVES		3.00
COMMUNICATIONS		6.00
HUMANITIES/SOCIAL SCIENCE		3.00
MATHEMATICS		3.00
Credits		15.00
Winter 1		
GENERAL EDUCATION ELECTIVE		3.00
ELECTIVES		12.00
Credits		15.00
Fall 2		
ELECTIVES		15.00
Credits		15.00
Winter 2		
ELECTIVES		15.00
Credits		15.00
Total Credits		60.00

Science, AS

The Associate of Science degree is appropriate for those students who plan to pursue further study in Astronomy, Biology, Chemistry, Geology, Mathematics or Physics. This degree is also appropriate for those interested in careers in Statistics, Mathematics, Bio-technology, Medical Sciences, Engineering and Secondary Education majors who plan to major in a Science (e.g. Math, Biology, Geology, Chemistry or Physics teachers).

It is required that individuals considering a career in science meet with one of the science faculty to discuss specific courses to meet their academic needs.

Program Outcomes

1. Make a scientific argument using a Claim, Evidence, Reasoning (CER) model to describe a scientific or mathematical problem.
2. Design and implement an experiment to solve a scientific problem.
3. Communicate findings of scientific research in a clear and concise manner.
4. Work collaboratively with others.

Requirements

Code	Title	Credits
English Composition		3.00
ENG-121	ENGLISH COMPOSITION I ¹	
English Composition and Communications		3.00
Complete one of the following courses:		
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
ENG-122	ENGLISH COMPOSITION II	
Humanities or Fine Arts		6.00
Complete two courses from two different prefixes from the Humanities or Fine Arts MTA course listing ²		
Social Sciences		6.00
Complete two courses from two different prefixes from the Social Science MTA course listing: ²		
Mathematics		4.00
Complete one course from the MTA Mathematics course listing ²		
Natural Sciences		16.00
Complete two of the following series of courses. At least one course MUST have a laboratory component		
BIO-121 & BIO-122	MOLECULAR AND CELLULAR BIOLOGY and ORGANISMAL BIOLOGY	
BIO-210 & BIO-211	HUMAN ANATOMY & PHYSIOLOGY I and HUMAN ANATOMY & PHYSIOLOGY II	
CHEM-133 & CHEM-134	GENERAL CHEMISTRY I and GENERAL CHEMISTRY II	
CHEM-210 & CHEM-211	ORGANIC CHEMISTRY I and ORGANIC CHEMISTRY II	
MATH-161 & MATH-162	CALCULUS I & ANALYTIC GEOMETRY and CALCULUS II & ANALYTIC GEOM	
PHYS-251 & PHYS-253	PHYSICS I and PHYSICS II	
PHYS-144 & GEOG-142	ASTRONOMY and PHYSICAL GEOGRAPHY	

Natural Science and Mathematics	12.00
Complete 12 additional credits from any of the MTA approved Natural Science & Mathematics courses. Courses must be different than pathways courses or math course from previous section.	
Electives	10.00
Complete additional elective courses to meet 60 credit hours overall	
Total Credits	60.00

- ¹ Course has prerequisite(s)
² Michigan Transfer Agreement (MTA) Course listing (p. 154)

Minimum Credits needed 60 credits

Note: No courses below the 100 level will be accepted toward this degree

Note: Anyone beginning the Associate of Science Degree at Glen Oaks in Fall 2016 or later must complete MTA requirements in order to qualify for the degree

Tuition is calculated by contact hours per semester.
 Current/Updated: 06/12/2025

Suggested Schedule

Generic Pathway

Course	Title	Credits
Fall 1		
NATURAL SCIENCE SERIES COURSE 1		4.00
NATURAL SCIENCE ELECTIVE 1		4.00
ENG-121	ENGLISH COMPOSITION I	3.00
HUMANITIES OR FINE ARTS COURSE		3.00
Credits		14.00
Winter 1		
NATURAL SCIENCE SERIES COURSE 2		4.00
NATURAL SCIENCE ELECTIVE 1		4.00
ENGLISH COMPOSITION AND COMMUNICATIONS		3.00
HUMANITIES OR FINE ARTS		3.00
ELECTIVE		3.00
Credits		17.00
Fall 2		
NATURAL SCIENCE SERIES 2 COURSE 1		4.00
NATURAL SCIENCE ELECTIVE 3		4.00
SOCIAL SCIENCE COURSE		3.00
ELECTIVE 1		3.00
Credits		14.00
Winter 2		
NATURAL SCIENCE SERIES 2 COURSE 2		4.00
MATHEMATIC COURSE FROM MTA COURSE LISTING		4.00
SOCIAL SCIENCE COURSE FROM MTA COURSE LISTING		3.00
ELECTIVES		4.00
Credits		15.00
Total Credits		60.00

Biology Emphasis

Course	Title	Credits
Fall 1		
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	4.00
CHEM-133	GENERAL CHEMISTRY I	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
HUMANITIES OR FINE ARTS FROM MTA COURSE LISTING		3.00

ELECTIVE		3.00
Credits		17.00
Winter 1		
BIO-122	ORGANISMAL BIOLOGY	4.00
ENG-122 OR COM-110 OR COM-150		3.00
CHEM-134	GENERAL CHEMISTRY II	4.00
HUMANITIES OR FINE ARTS FROM MTA COURSE LISTING		3.00
Credits		14.00
Fall 2		
BIO-110	BIOLOGICAL FORM AND FUNCTION	3.00
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I	4.00
CHEM-210	ORGANIC CHEMISTRY I	4.00
SOCIAL SCIENCE FROM MTA COURSE LISTING		3.00
Credits		14.00
Winter 2		
BIO-230	MICROBIOLOGY	4.00
CHEM-211	ORGANIC CHEMISTRY II	4.00
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	4.00
SOCIAL SCIENCE FROM MTA COURSE LISTING		3.00
Credits		15.00
Total Credits		60.00

Chemistry Emphasis

Course	Title	Credits
Fall 1		
CHEM-133	GENERAL CHEMISTRY I	4.00
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
HUMANITIES OR FINE ARTS FROM MTA COURSE LISTING		3.00
Credits		14.00
Winter 1		
CHEM-134	GENERAL CHEMISTRY II	4.00
MATH-162	CALCULUS II & ANALYTIC GEOM	4.00
ENG-122 OR COM-110 OR COM-150		3.00
HUMANITIES OR FINE ARTS FROM MTA COURSE LISTING		3.00
Credits		14.00
Fall 2		
CHEM-210	ORGANIC CHEMISTRY I	4.00
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	4.00
PHYS-251	PHYSICS I	5.00
SOCIAL SCIENCE FROM MTA COURSE LISTING		3.00
Credits		16.00
Winter 2		
CHEM-211	ORGANIC CHEMISTRY II	4.00
MATH-201	INTRO TO STATISTICS	4.00
PHYS-253	PHYSICS II	5.00
SOCIAL SCIENCE FROM MTA COURSE LISTING		3.00
Credits		16.00
Total Credits		60.00

Physics or Mathematics Emphasis

Course	Title	Credits
Fall 1		
CHEM-133	GENERAL CHEMISTRY I	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	4.00
HUMANITIES OR FINE ARTS FROM MTA COURSE LISTING		3.00
Credits		14.00
Winter 1		
CHEM-134	GENERAL CHEMISTRY II	4.00
ENG-122 OR COM-110 OR COM-150		3.00

HUMANITIES OR FINE ARTS FROM MTA COURSE LISTING		3.00
MATH-162	CALCULUS II & ANALYTIC GEOM	4.00
Credits		14.00
Fall 2		
CHEM-210	ORGANIC CHEMISTRY I	4.00
MATH-261	CALCULUS III & ANALYTIC GEOM	4.00
PHYS-251	PHYSICS I	5.00
SOCIAL SCIENCE FROM MTA COURSE LISTING		3.00
Credits		16.00
Winter 2		
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	4.00
SOCIAL SCIENCE FROM MTA COURSE LISTING		3.00
CHEM-211	ORGANIC CHEMISTRY II	4.00
PHYS-253	PHYSICS II	5.00
Credits		16.00
Total Credits		60.00

Health Sciences

Degrees

- Allied Health, AAS (p. 120)
- Nursing, AAS (p. 125)
- Nursing- LPN to RN Track (p. 130)

Certificates

- Medical Assistant Certificate (p. 123)
- Medical Coding and Billing Specialist Certificate (p. 125)
- Phlebotomy Technician Certificate (p. 134)

Allied Health, AAS

The purpose of this degree is to prepare the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

Program Outcomes:

1. Demonstrate knowledge in the health care professional's discipline.
2. Demonstrate expertise needed to expand their professional roles in the healthcare system.
3. Apply industry specific training that meets the needs of the students, community and employers.

Employment Information

Health care careers offer job stability, often above average financial reward, and the opportunity to join one of the most exciting and fastest growing fields in the United States. In the coming years, with an aging baby boomer population, there are expected to be more jobs than there are health care professionals to fill them. Job duties range greatly depending upon the chosen area of specialization. Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice. Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring that it maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. Healthcare support occupations (such as home health aides, occupational therapy assistants, and medical

transcriptionists) had a median annual wage of \$29,880 in May 2021, lower than the median annual wage for all occupations in the economy.

According to the U.S Bureau of Labor Services (BLS) occupations that typically require workers to have a certificate or other postsecondary nondegree award had a median annual wage of \$37,670 in 2017; those that typically require workers to have some college but no degree had a median annual wage of \$35,250.

Program Information

This degree prepares the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

Is this for me?

Allied health professionals should possess good communication skills and enjoy working with people. They typically have an interest in science and must be able to utilize computer software programs. Additionally, they must be a "hands-on" person with good eye/hand coordination.

Outlook

According to the U.S. Department of Labor, employment of healthcare occupations is projected to grow 16 percent from 2020 to 2030, much faster than the average for all occupations, adding about 2.6 million new jobs. Healthcare occupations will add more jobs than any other group of occupations. This growth is expected due to an aging population and because federal health insurance reform should increase the number of individuals who have access to health insurance.

To be granted the AASAH the student must obtain one of the following Occupational

Certificates (averaging 30 credits):
Medical Coding and Billing Specialist
Medical Assistant

Code	Title	Credits
English Composition		3.00
ENG-121	ENGLISH COMPOSITION I ¹	
English Composition or Communications		3.00
Complete one of the following courses:		
ENG-122	ENGLISH COMPOSITION II ¹	
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING	
Humanities or Fine Arts		6.00
PHIL-210	ETHICS ¹	
Complete one other course from the MTA Humanities and Fine Arts course listing (cannot be PHIL-230)		
Social Sciences		6.00
PSY-101	PSYCHOLOGY	
Complete one other course from the MTA Social Science course listing (cannot be a PSY prefix)		
Mathematics		4.00
MATH-201	INTRO TO STATISTICS	
Natural Sciences		8.00
BIO-120	INTRODUCTION TO BIOLOGY ¹	
One other lab based course from the Natural Science MTA course listing (cannot be a BIO prefix)		
Allied Health Certificate Requirement		24.00

To be granted an Associate of Applied Science in Allied Health Degree the student must complete one of the following Allied Health Certificates:

- Medical Coding and Billing Specialist Certificate
- Medical Assistant Certificate

Electives **6.00**

If completing the Medical Coding and Billing Specialist Certificate, students must complete 6 additional elective credits to meet 60 credits for the degree. BIO-101 and PSY-210 are recommended

Total Credits **60.00**

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this degree.

Tuition is calculated by contact hours per semester.
Current/Updated: 07/30/2022

Medical Coding and Billing Specialist

Code	Title	Credits
Required Coursework		24.00
ALH-111	DIAGNOSTIC CODING ¹	
ALH-210	PROCEDURAL CODING ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-240	INSURANCE CLAIMS PROCESSING ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-280	MEDICAL CODING AND BILLING CAPSTONE	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		24.00

¹ Course has prerequisite(s)

- The student must achieve a 2.0 GPA in all ALH curriculum courses.
- Qualifications for the capstone course requires that students have all course work completed and an overall 2.0 GPA or above.

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.
Current/Updated: 07/30/2022

Medical Assistant

Code	Title	Credits
Required Coursework		31.00
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING ¹	
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF ¹	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL ¹	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-238	MEDICAL ASSISTANT EXTERNSHIP ¹	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY ¹	
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS ¹	

ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
Total Credits		31.00

¹ Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.0 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.0 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/22/2022

Medical Assistant

Course	Title	Credits
Fall 1		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		18.00
Winter 1		
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-238	MEDICAL ASSISTANT EXTERNSHIP	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		16.00
Fall 2		
COM-110 or COM-150 or ENG-122		3.00
SOCIAL SCIENCE FROM MTA COURSE LISTING (MAY NOT BE A PSY PREFIX)		3.00
MATH-201	INTRO TO STATISTICS	4.00
PSY-101	PSYCHOLOGY	3.00
Credits		13.00
Winter 2		
BIO-120	INTRODUCTION TO BIOLOGY	4.00
PHIL-210	ETHICS	3.00
NATURAL SCIENCE ELECTIVE FROM MTA LISTING (MAY NOT HAVE A BIO PREFIX)		4.00
HUMANITIES OR FINE ARTS ELECTIVE FROM MTA LISTING (MAY NOT HAVE A PHIL PREFIX)		3.00
Credits		14.00
Total Credits		61.00

Medical Coding and Billing

Course	Title	Credits
Fall 1		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-111	DIAGNOSTIC CODING	3.00

ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ELECTIVES (PSY 210 RECOMMENDED)		3.00
Credits		14.00
Winter 1		
ALH-210	PROCEDURAL CODING	3.00
ALH-240	INSURANCE CLAIMS PROCESSING	3.00
BUS-104	INTRO TO BUSINESS	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
Credits		13.00
Summer 1		
ALH-280	MEDICAL CODING AND BILLING CAPSTONE	3.00
ELECTIVE CREDIT (RECOMMEND BIO-101)		3.00
Credits		6.00
Fall 2		
COM-110 OR COM-150 OR ENG-122		3.00
MATH-201	INTRO TO STATISTICS	4.00
PSY-101	PSYCHOLOGY	3.00
SOCIAL SCIENCE FROM MTA COURSE LISTING (MAY NOT HAVE A PSY PREFIX)		3.00
Credits		13.00
Winter 2		
BIO-120	INTRODUCTION TO BIOLOGY	4.00
PHIL-210	ETHICS	3.00
NATURAL SCIENCE ELECTIVE FROM MTA LISTING (MAY NOT HAVE A BIO PREFIX)		4.00
HUMANITIES OR FINE ARTS ELECTIVE FROM MTA LISTING (MAY NOT HAVE A PHIL PREFIX)		3.00
Credits		14.00
Total Credits		60.00

Criminal Justice, AAS

Evening Program Options Available

Criminal Justice/Law Enforcement Administration

This program prepares individuals to apply theories and practices of criminal justice to structuring, managing, directing and controlling criminal justice agencies, including police departments, sheriff's departments, law enforcement divisions and units, and private protective services.

Goals of the program are to provide knowledge and skills necessary for students interested in careers in criminal justice including: Police – State, County and Local Agencies, Criminal Investigator, Corrections Officer, Probation Officer, Parole Officer, Juvenile System, Private Security Officer.

Program Outcomes

1. Explain the functions of law enforcement and corrections in the United States in terms of historical roots, structure and contemporary issues.
2. Identify each step in the criminal justice process and critically analyze how a case proceeds through the system.
3. Demonstrate knowledge of ethical practices in professional settings.
4. Recognize how criminal justice professionals work effectively within a diverse society.
5. Demonstrate effective verbal and written communication skills.
6. Identify causes and indicators of crime and their impact on the criminal justice system's response.

Requirements

Code	Title	Credits
Criminal Justice Coursework		30.00
CRJU-110	INTRO TO LAW ENFORCEMENT	
CRJU-111	POLICE ADMINISTRATION ¹	
CRJU-113	CRIMINAL INVESTIGATION	
CRJU-114	INTRO TO CORRECTIONS	
CRJU-120	CRIMINOLOGY ¹	
CRJU-211	PREVENTION CRIME & JUV DELINQ ¹	
CRJU-212	COMMUNITY RELATIONS ¹	
CRJU-214	PUBLIC SERVICE ADMINISTRATION ¹	
CRJU-216	PROBATION & PAROLE ¹	
CRJU-218	SOCIAL JUSTICE ¹	
English Composition and Communications		9.00
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities or Fine Arts		3.00
PHIL-210	ETHICS ¹	
Mathematics		3.00
Complete one course from the following:		
MATH-117	FINITE MATHEMATICS ¹	
MATH-201	INTRO TO STATISTICS ¹	
Social Sciences		9.00
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY	
SOC-120	PRIN OF SOCIOLOGY ¹	
Electives		6.00
Complete a minimum of six credits or as needed to reach 60 credits overall		
Total Credits		60.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this degree

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
CRJU-110	INTRO TO LAW ENFORCEMENT	3.00
CRJU-114	INTRO TO CORRECTIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-117 or MATH-201	FINITE MATHEMATICS or INTRO TO STATISTICS	3.00
ELECTIVES		3.00
Credits		15.00
Winter 1		
CRJU-111	POLICE ADMINISTRATION	3.00
CRJU-113	CRIMINAL INVESTIGATION	3.00
CRJU-120	CRIMINOLOGY	3.00
ENG-122	ENGLISH COMPOSITION II	3.00

SOC-120	PRIN OF SOCIOLOGY	3.00
Credits		15.00
Fall 2		
COM-150	PUBLIC SPEAKING	3.00
CRJU-211	PREVENTION CRIME & JUV DELINQ	3.00
CRJU-212	COMMUNITY RELATIONS	3.00
CRJU-214	PUBLIC SERVICE ADMINISTRATION	3.00
PSY-101	PSYCHOLOGY	3.00
Credits		15.00
Winter 2		
CRJU-216	PROBATION & PAROLE	3.00
CRJU-218	SOCIAL JUSTICE	3.00
PHIL-210	ETHICS	3.00
PSI-111	STATE & LOCAL GOVERNMENT	3.00
ELECTIVES		3.00
Credits		15.00
Total Credits		60.00

Medical Assistant Certificate

The Certified Medical Assistant is one of the most sought after careers in the healthcare field as a result of the diversity in the skill preparation. The Medical Assistant's skills are utilized in both the administrative and clinical aspects of the medical office. Phlebotomy, medication administration and surgical assisting are among the many clinical skills acquired in the Medical Assisting Program. Some of the administrative skills a Medical Assistant may perform are: health insurance verification, insurance processing, patient scheduling and the entering of data into the Electronic Medical Record. The Glen Oaks Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of the Allied Health Programs is located at:

9355 113th St. North 7709
Seminole, FL 33772
Phone: 727-210-2350

Graduates of the accredited program are eligible to sit for the national certification examination. Passing the examination allows the graduate to become a Credentialed Medical Assistant. The Medical Assistant can further his or her education by earning an Associate of Applied Science in Allied Health. The Medical Assistant Certificate is a competency-based program of study. Students who complete the Medical Assistant Certificate requirements will sit for the RMA (AMT) exam offered at the college.

Note: Placement Evaluation required prior to admission into the Medical Assistant program

Medical Assistant Information and Accreditation

Medical assistants help physicians and other health care professionals examine and treat patients, as well as perform routine tasks needed to keep a medical office running efficiently. They measure vital signs, help patients feel comfortable in the doctor's office, document patient history, and often explain the doctor's instructions. Jobs are available in physician offices, hospitals, outpatient or health care facilities, such as specialty offices and clinics. Work ranges from answering phones, greeting patients and scheduling appointments to taking medical histories, performing basic laboratory tests and administering medications, assisting the physician with minor surgical procedures,

and removing sutures and changing dressings. Requirements of the role include knowledge of medical terminology, communication skills, technical skills and office management skills. The ability to maintain confidentiality is a must, as medical assistants deal with sensitive patient data.

Program Outcomes

1. Demonstrate cognitive, psychomotor and affective learning skills.
2. Demonstrate competent professional communication skills.
3. Think critically in solving problems and applying knowledge in practicing medical assisting.
4. Apply and improve upon classroom and lab experiences in the clinical setting.

Program Information

The goal of this program is to prepare entry-level medical assistants who are competent in both administrative and clinical duties. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Medical Assistant Certificate is diverse and flexible.

Is this for me?

Consider a career in medical assisting if you enjoy helping people during stressful times in their lives and can move seamlessly between being hands-on with patients and handling phones and paperwork.

Employment Outlook

Apply your certificate toward a degree This certificate can be applied toward the Associate of Applied Science in Allied Health degree, for those seeking increased responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2023 median salary for medical assistants was \$44,200 per year or \$21.25 per hour. The Bureau of Labor Statistics predicts a 15% growth in employment of medical assistants from 2023 to 2033, much faster than the average for all occupations. The projected numeric change in employment from 2022-2033 is expected to be about 118,000 openings for medical assistants. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Medical assistants who earn certification and have familiarity with electronic health records (EHRs) may have better job prospects.

Medical Assistant Accreditation

The Glen Oaks Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs is located at 29355 113th St. North #7709, Seminole, FL 33772, Phone: 727-210-2350. www.caahep.org

"The goal of the Glen Oaks Community College Medical Assistant Program is to prepare medical assistants who are competent in the

cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

Requirements

Code	Title	Credits
Required Coursework		31.00
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING ¹	
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF ¹	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL ¹	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-238	MEDICAL ASSISTANT EXTERNSHIP ¹	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY ¹	
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
Total Credits		31.00

¹ Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.0 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.0 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/22/2022

Course	Title	Credits
Fall 1		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		18.00
Winter 1		
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-238	MEDICAL ASSISTANT EXTERNSHIP	3.00
Credits		13.00
Total Credits		31.00

Medical Coding and Billing Specialist Certificate

Medical Coding and Billing Specialists work physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider's business operations for data submitted to insurance companies or the government for expense reimbursement. This program offers the knowledge and skills to sit for both CCS credentialing exam through the American Health Information Management Association (AHIMA) and the CCP credentialing exam through the American Association of Professional Coders (AAPC).

Program Outcomes

1. Demonstrate competent entry level coding skills.
2. Demonstrate the ability to communicate professionally across modalities.
3. Think critically in solving problems and applying knowledge in the practice of coding.
4. Apply classroom and lab experiences into the medical workplace.

Employment Information

Medical Coding and Billing Specialists compile, process and maintain medical records of hospital and clinic patients. They are familiar with coding systems and stay up-to-date on health care documentation. Day-to-day responsibilities include reviewing patient records for accuracy and completeness, and tracking patient outcomes for quality, organization and maintenance of data for clinical databases and registries. Coding specialists are familiar with classification software and assign clinical codes for reimbursement and data analysis. Most health information technicians work in hospitals or physicians' offices. The median annual wage was \$50,250 per year or \$24.16 per hour in 2024. Overall, employment of medical records and health information specialists is projected to grow 9% from 2023 to 2033, faster than the average for all occupations.

Credentialing

The Medical Coding and Billing Specialist program offers the knowledge and skills to sit for both Certified Coding Specialist (CCS) credentialing exam through the American Health Information Management Association (AHIMA) and the Certified Professional Coder (CPC) credentialing exam through the American Association of Professional Coders (AAPC) and meets the education eligibility requirements as outlined by that association.

Is this for me?

Medical records are stored electronically so those choosing this profession will need to be comfortable with using software programs and working with different databases. Patient health information is protected by law, and confidentiality is required of medical records and data security.

Employment Outlook

According to the Bureau of Labor Statistics, employment of medical records and health information technicians is expected to increase by

9% from 2023 to 2033, faster than the average for all occupations. The demand for health services is expected to increase as the population ages, which should lead to an increased need for technicians to organize and manage the associated medical records.

Requirements

Code	Title	Credits
Required Coursework		24.00
ALH-111	DIAGNOSTIC CODING ¹	
ALH-210	PROCEDURAL CODING ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-240	INSURANCE CLAIMS PROCESSING ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-280	MEDICAL CODING AND BILLING CAPSTONE	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		24.00

¹ Course has prerequisite(s)

1. The student must achieve a 2.0 GPA in all ALH curriculum courses.
2. Qualifications for the capstone course requires that students have all course work completed and an overall 2.0 GPA or above.

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.
Current/Updated: 07/30/2022

Course	Title	Credits
Fall 1		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-111	DIAGNOSTIC CODING	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		11.00
Winter 1		
ALH-210	PROCEDURAL CODING	3.00
ALH-240	INSURANCE CLAIMS PROCESSING	3.00
BUS-104	INTRO TO BUSINESS	4.00
Credits		10.00
Summer 1		
ALH-280	MEDICAL CODING AND BILLING CAPSTONE	3.00
Credits		3.00
Total Credits		24.00

Nursing, AAS

Program Outcomes

1. Provide client-centered holistic nursing care which represents the clients preferences, values and needs within the context of their families, communities and health care system.
2. Demonstrate professional behaviors in the practice of nursing.
3. Integrate professional behaviors in the practice of nursing.
4. Integrate professional nursing knowledge, skills and attitudes through the use of clinical evidence and reasoning.
5. Minimize the risk of harm to individuals and populations.

6. Combine organizational, leadership and management concepts in the provision of high quality nursing care.
7. Provide population-focused care incorporating concepts of health promotion and disease/injury prevention.
8. Prepare students for success on the NCLEX examination at their first attempt.

The Associate of Applied Science in Nursing degree qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered Nurse (RN) level. When the graduate successfully passes the examination, the nursing graduate will be licensed as a Registered Nurse by the State Board of Nursing. RNs are employed in a variety of settings, including hospitals, clinics, surgical centers, insurance companies, rehabilitation facilities, resorts, cruise ships, nursing homes, the military, and community and public health agencies. There are no electives in the program. Admission to the program is contingent upon completion, at the appropriate level of performance, of prerequisite courses and a pre-entrance examination, as well as appropriate math placement. Many graduates continue their studies to attain a Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) credentials, with some achieving licensure as Nurse Practitioners (NP) upon completion of the MSN. This program prepares you to take the NCLEX Exam in the State of Michigan. Graduates who want to practice in other states should review the requirements via the Board of Nursing. For Board of Nursing requirements in other states please see <https://www.ncsbn.org/14730.htm>

Admission Requirements

All applicants, except those holding a Practical Nurse license, must meet the following requirements:

- Complete all prerequisite courses (marked above) with a grade of 2.5 or higher
- Submit a completed Nursing program application to the Nursing Division office
- Obtain a minimum decision score of 65% on the Kaplan Entrance test

Program Requirements

- Students may not enroll in NUR courses until they have been accepted into the program by the Director of Nursing.
- Students accepted into the program must receive a grade of 2.5 or higher in each course taken at GOCC.
- Students who receive any final grades below 2.5 in a course will not be allowed to progress until they have made up their deficiencies by repeating the course(s) and earning at least a 2.5 final grade.
- If a student fails two courses in the nursing curriculum (could be the same course), they are dismissed from the program and shall not be readmitted.
- Any student who leaves the program for any reason cannot be guaranteed readmission.

All courses except BIO-101 HUMAN BIOLOGY must be completed with a grade of 2.5 or higher.

Tuition is calculated by contact hours per semester.
Current/Updated: 05/14/2020

Admission of Nursing Students (Policy 3.1)

Glen Oaks Community College has an Associate of Applied Science in Nursing Degree Program. The program prepares students to sit for

the National Council Licensing Examination (NCLEX) in Nursing at the Registered

Nurse (RN) level. In addition to meeting the general requirements of the college for admission, there are requirements pertinent to the nursing program. After acceptance into the program, documentation of having met health guidelines must be submitted and remain current for the duration of the program. Glen Oaks Community College admits 40 students every Fall Semester.

Policies and guidelines reflecting the nursing program policies shall be published in the Nursing Program Handbook which is issued to each student at the initial orientation class. Students must sign the handbook receipt form indicating they have received a copy.

Admission Requirements for Nursing Students

1. Complete the admission process for Glen Oaks Community College.
 - Complete college admission application
 - Complete GOCC orientation process
 - Complete the Course Placement Evaluation, given free of charge and administered by the Tutoring and Testing Center
 - Submit a transcript verifying high school completion or scores of the General Education Development (GED) examination
 - Submit a transcript from all other institutions of higher education that were attended
2. Complete the required prerequisite courses **prior to entering** the Nursing Program. Each of the following must be completed with a grade of 2.5 (C+) or better:
 - 1 credit of high school Algebra AND placement into MATH 104 Intermediate Algebra on GOCC Accuplacer, OR **ACT/SAT, OR MATH 100 Introductory Algebra with 2.5 or higher grade.
 - ALH-218 Medical Terminology
 - BIO-101 Human Biology
 - BIO-210 Human Anatomy & Physiology I
 - ENG-121 English Composition I
3. Meet with the Director of Nursing (DON) and submit a nursing application.
4. Take the Kaplan Nursing Entrance Exam administered by the Nursing Division of Glen Oaks Community College and achieve the required minimum score.
5. Applicants who pass the Kaplan Nursing Entrance Exam are ranked to determine selection. Ranking is determined by the numerical total of the pre-admission score and the GPA of prerequisite courses. Entrance ranking formula consists of the following: Kaplan Nursing Entrance Exam score percentage = 75%, GPA of the pre-requisites = 25%.
6. When equally ranked applicants exceed available seats, the following criteria in descending order will be used to determine admission:
 - In-district applicant
 - Date nursing application was received
 - Date Glen Oaks admission application was received
7. Acceptance into the Nursing Program is conditional until documentation supports the student has met the following health guidelines:

- a. Passing a physical examination
- b. Record of current immunizations per the immunization policy
- c. Current CPR for the health care provider card from the American Heart Association.
- d. CPR card and the immunizations must be kept current for the duration of the program.
- e. Negative criminal background check
- f. Negative drug plus alcohol screen
- g. All of the above must be submitted prior to start of classes

8. Liability insurance is required for all students and is carried through GOCC. Students are charged per semester for this coverage. This fee is paid at the time of registration for classes.

9. Seats are limited and set by the Michigan Board of Nursing. Enrollment is limited to 40 students each year. Priority for admission will be given to the highest ranked applicants.

Readmission to the Nursing Program

NURSING STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE NURSING PROGRAM, FOR ANY REASON, ARE NOT GUARANTEED READMISSION.

I. Students seeking readmission to the next immediately occurring class (no longer than 1 year after withdrawal or dismissal), must follow the process defined below:

1. Meet with the Director of Nursing (DON) and submit a signed Application for Re-Admission. The application MUST address the following:
2. Detailed nature of the circumstances leading to exit from the program.
3. Detailed interventions which the student has successfully implemented to resolve the circumstance(s) that led to exit from the program. Documentation if appropriate shall be provided to support the student’s position.

The Nursing Faculty Readmission Committee shall evaluate the student’s Application for Re-Admission and evaluate whether the student has been able to reconcile the reasons that led to withdrawal/failure or dismissal.

B. If the Nursing Faculty Readmission Committee determines the reasons for withdrawal or exiting the program have been corrected or improved, the student shall be required to repeat any course in the nursing curriculum for which they received a grade less than 3.0 or W.

II. Students seeking readmission greater than 1 year after withdrawing or being dismissed must take the Kaplan Entrance Exam and meet the same criteria as newly entering students, plus meet the above criteria.

Students out longer than 1 year shall be evaluated by the Nursing Readmission Committee on an individual basis. The student seeking reentry shall be ranked along with the other new applicants.

If denied readmission by the Nursing Faculty Readmission Committee, the student is encouraged to follow the APPEALS PROCESS. SEE BELOW:

Appeals Process

Students denied readmission by the Nursing Faculty Readmission Committee may appeal to the Director of Nursing. If the Director denies readmission, then the student may appeal in writing to the Vice president of Academics. Denial for re-entry by the Vice-President of Academics means the student may appeal to the President of GOCC. This step however is the END of the appeals process.

If the student is readmitted following this Appeals Process, they shall be required to successfully complete with a 2.5 or higher, any NUR course for which they had received a grade below 3.0.

Right to Know

Information about completion rates of certificate or degree-seeking students is available in the Registrar’s Office and/or Institutional Effectiveness & Research Analyst Office.

Adopted by Board of Trustees 1/13/93, revised 4/10/96, revised 9/14/05, #11 revised 4/12/06, revised 7/19/11, revised 9/17/14, 8/12/15, position titles updated 11/1/2019, 1/2020, Nursing Program updated 5/2020

Requirements

Code	Title	Credits
English Composition		6.00
ENG-121	ENGLISH COMPOSITION I ^{1,2,3}	
ENG-122	ENGLISH COMPOSITION II ^{1,3}	
Humanities or Fine Arts/Social Sciences		3.00
PSY-101	PSYCHOLOGY ^{2,3}	
Mathematics/Natural Sciences		11.00
BIO-101	HUMAN BIOLOGY ^{1,2,3}	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ^{1,2,3}	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ^{1,2,3}	
Nursing Required Coursework		
ALH-218	MEDICAL TERMINOLOGY ^{2,3}	3.00
NUR-101	FUND OF NURSING	7.00
NUR-109	PHARMACOLOGY I	1.00
NUR-111	MEDICAL-SURGICAL NURSING I	8.00
NUR-119	PHARMACOLOGY II	2.00
NUR-211	MEDICAL-SURGICAL NURSING II	5.90
NUR-218	MENTAL HEALTH NURSING	4.40
NUR-219	PHARMACOLOGY III	2.00
NUR-221	MEDICAL/SURGICAL NURSING III	5.40
NUR-224	FAMILY NURSING	6.40
NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
Total Credits		67.10

¹ Course has prerequisite(s).
² Prerequisite courses must be completed prior to program admission.
³ Complete with a grade of 2.5 or higher

Note: No course below 100 level will be applied to this degree.

Suggested Schedule

Course	Title	Credits
Summer		
ALH-218	MEDICAL TERMINOLOGY	3.00
BIO-101	HUMAN BIOLOGY	3.00
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I	4.00

ENG-121	ENGLISH COMPOSITION I	3.00
Credits		13.00
Fall 1		
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II	4.00
NUR-101	FUND OF NURSING	7.00
NUR-109	PHARMACOLOGY I	1.00
Credits		12.00
Winter 1		
PSY-101	PSYCHOLOGY	3.00
NUR-111	MEDICAL-SURGICAL NURSING I	8.00
NUR-119	PHARMACOLOGY II	2.00
Credits		13.00
Fall 2		
ENG-122	ENGLISH COMPOSITION II	3.00
NUR-211	MEDICAL-SURGICAL NURSING II	5.90
NUR-218	MENTAL HEALTH NURSING	4.40
NUR-219	PHARMACOLOGY III	2.00
Credits		15.30
Winter 2		
NUR-221	MEDICAL/SURGICAL NURSING III	5.40
NUR-224	FAMILY NURSING	6.40
NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
Credits		13.80
Total Credits		67.10

GPA Requirements in Nursing

Students in the Nursing program must receive a grade of 2.5 (C+) or better in each course taken in the nursing curriculum as well as all prerequisites. An overall grade point average (GPA) of 2.5 (C+) is required for graduation. See the Director of Nursing for more information.

Attention Students! If you are considering a career in Nursing, please note the following:

- All high school and college transcripts must be submitted by the schools to Glen Oaks immediately.
- A syllabus must be submitted for any course which appears to meet a prerequisite course.
- Any course being considered as a replacement for a nursing prerequisite must have earned a grade of 2.5 or higher and have been taken no more than ten (10) years ago.

Attendance Policy For Nursing Students

Policy 3.21A

Any student missing 15% of the total hours in a clinical, classroom and/or lab course, will result in the student's final grade being lowered one whole number. As an example, if the student's final grade is a 3.5, the student's grade will be lowered to 2.5.

Any Student missing 20% or more of the classroom lecture will result in a course failure; regardless of scores in other graded components of the course, a 2.0 will be assigned as a final grade.

The student must notify the faculty by phone when absent or tardy one hour before class. In an emergency, the student must notify the faculty member by phone as soon as possible. If you are to be in clinical that day, call the clinical agency and notify them of your absence.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, 9/14/05, reviewed 9/17/14, revised 5/2020.

Grievance Procedure: Nursing Students

Policy 3.21B

Students must try to resolve clinical/lab or theory instruction concerns through discussion with the involved party/parties. If a satisfactory solution has not been reached the student may request a meeting with the Director of Nursing and the party/parties involved.

Should resolution fail, students may complete a student concern report (Policy 3.65A) and submit it to the Vice President of Academics.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, 8/13/14.

(Position titles updated 07/02, 9/17/14.)

Nursing and Allied Health Policy Substance Abuse Policy

Policy 3.21C

Many federal and state laws are now in effect to protect the safety of patients. Healthcare agencies are now charged with certain actions to protect the safety of the public from employees who are working under the influence of drugs/and or alcohol or who have criminal backgrounds. Students in nursing and healthcare occupations must be in compliance with these agency stipulations in order to participate in clinical experiences/externships.

To comply with our agency contracts, drug plus alcohol screening is incorporated into the health status evaluation required prior to entrance to each Nursing and Allied Health Program.

Positive test results will result in denial of admission.

The student will incur the cost of drug plus alcohol screening. The nursing and allied health department contracts with an outside agency to conduct these services.

January 2004 Governor Granholm signed a law that says "it is now a misdemeanor punishable by up to 180 days in jail and /or a maximum fine of up to \$1,000.00 to be a drunk health care provider who conducts any part of his or her practice with a blood alcohol level of 0.05 or higher". Therefore, GOCC reserves the right to drug plus alcohol screen nursing and allied health students when behavior or conduct makes staff/faculty suspect substance abuse. The student will incur the cost of any drug plus alcohol screening.

***Note: Some health care agencies used for clinical experiences/externships are initiating random drug plus alcohol screening for staff and students assigned to their agency.**

Refusal to allow mandatory or requested drug plus alcohol screens in the clinical agency will result in immediate program dismissal and potential college disciplinary actions. Please refer to Glen Oaks Community College Catalog for the Student Code of Conduct which describes behaviors that will result in disciplinary action.

Adopted by Board of Trustees 4/12/06, reviewed 9/17/14, revised 5/2020.

Nursing & Allied Health Policy Criminal Background Check Policy

Policy 3.21E

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), now known as The Joint Commission, which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, "This legislation is to protect our state's most vulnerable citizens". Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173a, students in nursing and allied health programs must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation either directly or through course fees. Make sure that you are following directions from your programs prospective department before starting any background investigation.

Admission or readmission to any healthcare program will be denied for the following:

Certain felony convictions or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; such as criminal sexual conduct, abuse or neglect, health care fraud involving a firearm, prescription drugs or similar felonies. For a full list of felonies, see MCL 333.20173a at <http://www.legislature.mi.gov>. Or any misdemeanor within 10 years prior to application that involved or is similar to the following:

- Abuse, neglect, assault, battery
- Criminal sexual conduct
- Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
- Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
- For a full list of misdemeanors, see MCL 333.20173a at <http://www.legislature.mi.gov>.

Once admitted to an Allied Health/Nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the status of his/her criminal background to the Director of Allied Health or Nursing no later than 3 days after the occurrence.

Adopted by Board of Trustees 4/12/06, revised 2/10, 2/13, 2/16, reviewed 5/2020.

Grades: Nursing Program Requirements

Policy 3.22A

Classroom

Students accepted into the Nursing Program must earn a grade of 2.5 or higher in each of the required courses in the nursing curriculum and maintain an overall GPA of 2.5 or higher if they are to continue in the program. It should be noted that this requirement holds for not only nursing courses but also other general education courses.

Nursing students who receive final grades of less than 2.5 in a required course will not be allowed to progress to the next clinical course until they have repeated the course and achieved at least a 2.5 final grade.

Clinical

Students must meet with their clinical faculty member at midpoint if required, and again at the end of their clinical rotation to participate in a self-evaluation/faculty evaluation of their clinical performance.

The purpose of these evaluations is to provide the student the opportunity for feedback, to reinforce strengths and to correct any weak areas by the end of the clinical rotation. The Evaluation of Clinical Performance is to be completed and signed by both the student and faculty member at both mid-point, if appropriate and final evaluation.

Grades for clinical nursing courses will be determined by utilizing a percentage for each component (theory, clinical, lab) based on the number of credits attributed to each of those components. For example, a 4 credit class which assigns 1 credit for clinical practice and 3 credits for theory will determine the final grade using $\frac{1}{4}$ for clinical and $\frac{3}{4}$ for theory. Students must achieve a passing lab/clinical performance evaluation. Students who receive a failing classroom/lab/clinical performance evaluation will receive a maximum final grade of 2.0 in the clinical course regardless of their grade point in the theory portion of the clinical nursing course.

Written Warning Notice

The nursing instructor will list in writing the reasons for issuing a warning notice based on established, but not limited to, criteria. The criteria and process to be followed will be published in the nursing program's student handbook. If the student does not show satisfactory improvement after receiving a warning notice, the student will fail the course. The student may not continue in the program after failing the course. The student has the right to appeal.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, revised 5/2020.

Nursing Course Progression Grading Policy Within The Nursing Division

Policy 3.22A

The 0.0 to 4.0 grading scale is used by the Division of Nursing for the final grade in each of the Nursing courses. The numerical grade point is assigned using the following scale:

Grade Point	Percentage
4.0	95-100%
3.5	90-94%
3.0	85-89%
2.5	80-84%
2.0	75-79%

1.5	70-74%
1.0	65-69%
0.0	64% and below

Note: If a student fails two courses in the nursing curriculum, (could be the same course), they are dismissed from the program and shall not be re-admitted.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17, reviewed 5/2020.

Nursing- LPN to RN Track

Program Outcomes

1. Provide client-centered holistic nursing care which represents the clients preferences, values and needs within the context of their families, communities and health care system.
2. Demonstrate professional behaviors in the practice of nursing.
3. Integrate professional behaviors in the practice of nursing.
4. Integrate professional nursing knowledge, skills and attitudes through the use of clinical evidence and reasoning.
5. Minimize the risk of harm to individuals and populations.
6. Combine organizational, leadership and management concepts in the provision of high quality nursing care.
7. Provide population-focused care incorporating concepts of health promotion and disease/injury prevention.
8. Prepare students for success on the NCLEX examination at their first attempt.

The Associate of Applied Science in Nursing degree qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered Nurse (RN) level. When the graduate successfully passes the examination, the nursing graduate will be licensed as a Registered Nurse by the State Board of Nursing. RNs are employed in a variety of settings, including hospitals, clinics, surgical centers, insurance companies, rehabilitation facilities, resorts, cruise ships, nursing homes, the military, and community and public health agencies. There are no electives in the program. The LPN to RN track is designed for Practical Nurses with current licensure. Many graduates continue their studies to attain a Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) credentials, with some achieving licensure as Nurse Practitioners (NP) upon completion of the MSN.

This program prepares you to take the NCLEX exam in the state of Michigan. Graduates who want to practice in other states should review those requirements via the Board of Nursing. For Board of Nursing requirements in other states please see <https://www.ncsbn.org/14730.html>

Admission of Nursing Students (Policy 3.1)

Glen Oaks Community College has an Associate of Applied Science in Nursing Degree Program. The program prepares students to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered

Nurse (RN) level. In addition to meeting the general requirements of the college for admission, there are requirements pertinent to the nursing program. After acceptance into the program, documentation of having met health guidelines must be submitted and remain current for the

duration of the program. Glen Oaks Community College admits 40 students every Fall Semester.

Policies and guidelines reflecting the nursing program policies shall be published in the Nursing Program Handbook which is issued to each student at the initial orientation class. Students must sign the handbook receipt form indicating they have received a copy.

Admission Requirements for Nursing Students

1. Complete the admission process for Glen Oaks Community College.
 - Complete college admission application
 - Complete GOCC orientation process
 - Submit a transcript from all other institutions of higher education that were attended indicating completion of the Practical Nursing certificate with a 2.5 GPA or higher.
2. Complete or transfer ENG-122 (English Composition II) or its equivalency.
3. Meet with the Director of Nursing (DON) and submit a nursing application
 - Submit a copy of current unencumbered LPN license
 - Submit 1 professional letter of recommendation
 - Confirmation of minimum of 540 hours' employment as an LPN within last year
4. Student will complete a dosage calculation test administered in the Nursing office. The top 10 students will be placed into NUR-204 Nursing Transitions. If students complete NUR-204 with a GPA of 2.5 or higher, students will be eligible to begin second year nursing classes beginning the following Fall semester.
5. Acceptance into the Nursing Program is conditional until documentation supports the student has met the following health guidelines:
 - Passing a physical examination
 - Record of current immunizations per the immunization policy
 - Current CPR for the health care provider card from the American Heart Association.
 - CPR card and the immunizations must be kept current for the duration of the program.
 - Negative criminal background check
 - Negative drug plus alcohol screen
 - All of the above must be submitted prior to start of classes
8. Liability insurance is required for all students and is carried through GOCC. Students are charged per semester for this coverage. This fee is paid at the time of registration for classes.
9. Seats are limited and set by the Michigan Board of Nursing. Enrollment is limited to 10 students each year. Priority for admission will be given to the highest ranked applicants.

Readmission to the Nursing Program

NURSING STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE NURSING PROGRAM, FOR ANY REASON, ARE NOT GUARANTEED READMISSION.

I. Students seeking readmission to the next immediately occurring class (no longer than 1 year after withdrawal or dismissal), must follow the process defined below:

1. Meet with the Director of Nursing (DON) and submit a signed Application for Re-Admission. The application MUST address the following:
2. Detailed nature of the circumstances leading to exit from the program.
3. Detailed interventions which the student has successfully implemented to resolve the circumstance(s) that led to exit from the program. Documentation if appropriate shall be provided to support the student's position.

The Nursing Faculty Readmission Committee shall evaluate the student's Application for Re-Admission and evaluate whether the student has been able to reconcile the reasons that led to withdrawal/failure or dismissal.

B. If the Nursing Faculty Readmission Committee determines the reasons for withdrawal or exiting the program have been corrected or improved, the student shall be required to repeat any course in the nursing curriculum for which they received a grade less than 3.0 or W.

II. Students seeking readmission greater than 1 year after withdrawing or being dismissed must take the Kaplan Entrance Exam and meet the same criteria as newly entering students, plus meet the above criteria.

Students out longer than 1 year shall be evaluated by the Nursing Readmission Committee on an individual basis. The student seeking reentry shall be ranked along with the other new applicants.

If denied readmission by the Nursing Faculty Readmission Committee, the student is encouraged to follow the APPEALS PROCESS, SEE BELOW:

Appeals Process

Students denied readmission by the Nursing Faculty Readmission Committee may appeal to the Director of Nursing. If the Director denies readmission, then the student may appeal in writing to the Vice president of Academics. Denial for re-entry by the Vice-President of Academics means the student may appeal to the President of GOCC. This step however is the END of the appeals process.

If the student is readmitted following this Appeals Process, they shall be required to successfully complete with a 2.5 or higher, any NUR course for which they had received a grade below 3.0.

Right to Know

Information about completion rates of certificate or degree-seeking students is available in the Registrar's Office and/or Institutional Effectiveness & Research Analyst Office.

Adopted by Board of Trustees 1/13/93, revised 4/10/96, revised 9/14/05, #11 revised 4/12/06, revised 7/19/11, revised 9/17/14, 8/12/15, position titles updated 11/1/2019, 1/2020, Nursing Program updated 5/2020

Requirements

Code	Title	Credits
English Composition		
ENG-122	ENGLISH COMPOSITION II ^{1,3}	3.00
Required Credential		
Practical Nurse Certificate or Licensure (at least 35 Credits) ³		35.00
Required Nursing Coursework		

NUR-204	NURSING ROLE TRANSITION	3.00
NUR-211	MEDICAL-SURGICAL NURSING II	5.90
NUR-218	MENTAL HEALTH NURSING	4.40
NUR-219	PHARMACOLOGY III	2.00
NUR-221	MEDICAL/SURGICAL NURSING III	5.40
NUR-224	FAMILY NURSING	6.40
NUR-230	PROFESSIONAL ISSUES IN NURSING ¹	2.00

Total Credits includes pre-requisites

Total Credits 67.10

¹ Course has prerequisite(s).

² Courses typically transferred in from the student's LPN program. Appropriate substitutions may be approved upon request.

³ Some of the 30 credit-hour block corresponding to the Practical Nurse certificate contains program prerequisites listed above

All courses taken at GOCC that apply towards the degree must be completed with a grade of 2.5 or higher.

Note: No courses below 100 level will be applied to this course.

Current/Updated: 05/14/2020

Admission Requirements

All applicants holding a Practical Nurse license must meet the following requirements:

- Submit a completed Nursing program application to the Nursing Division office
- Submit a copy of the applicant's current Michigan LPN license to the Nursing Division office
- Submit a letter from an employer confirming a minimum of 540 hours of employment as an LPN within the past year. Individuals who do not meet the employment requirements may meet with the Director of Nursing to discuss options.
- Submit two (2) references, one from the applicant's Director of Nursing and one from the applicant's nurse supervisor, which speak to the applicant's professionalism and clinical competence
- Complete the NUR-204 NURSING ROLE TRANSITION course with a grade of 2.5 or higher
- Be placed into an open seat in the Nursing Program

Program Requirements

- Students may enroll in NUR-204 NURSING ROLE TRANSITION prior to acceptance into the Nursing Program.
- Students accepted into the program must receive a grade of 2.5 or higher in each required course taken at GOCC.
- Students who receive any final grades below 2.5 in a course will not be allowed to progress until they have made up their deficiencies by repeating the course(s) and earning at least a 2.5 final grade.
- If a student fails two courses in the nursing curriculum (could be the same course), they are dismissed from the program and shall not be readmitted.
- Any student who leaves the program for any reason cannot be guaranteed readmission.

Suggested Schedule

Course	Title	Credits
Fall 1		
LPN CERTIFICATION SUBMITTED		30.00
Credits		30.00
Winter 1		
NUR-204	NURSING ROLE TRANSITION	3.00
Credits		3.00
Fall 2		
ENG-122	ENGLISH COMPOSITION II	3.00
NUR-211	MEDICAL-SURGICAL NURSING II	5.90
NUR-218	MENTAL HEALTH NURSING	4.40
NUR-219	PHARMACOLOGY III	2.00
Credits		15.30
Winter 2		
NUR-221	MEDICAL/SURGICAL NURSING III	5.40
NUR-224	FAMILY NURSING	6.40
NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
Credits		13.80
Total Credits		62.10

GPA Requirements in Nursing

Students in the Nursing program must receive a grade of 2.5 (C+) or better in each course taken in the nursing curriculum as well as all prerequisites. An overall grade point average (GPA) of 2.5 (C+) is required for graduation. See the Director of Nursing for more information.

Attention Students! If you are considering a career in Nursing, please note the following:

- All high school and college transcripts must be submitted by the schools to Glen Oaks immediately.
- A syllabus must be submitted for any course which appears to meet a prerequisite course.
- Any course being considered as a replacement for a nursing prerequisite must have earned a grade of 2.5 or higher and have been taken no more than ten (10) years ago.

Attendance Policy For Nursing Students

Policy 3.21A

Any student missing 15% of the total hours in a clinical, classroom and/or lab course, will result in the student's final grade being lowered one whole number. As an example, if the student's final grade is a 3.5, the student's grade will be lowered to 2.5.

Any Student missing 20% or more of the classroom lecture will result in a course failure; regardless of scores in other graded components of the course, a 2.0 will be assigned as a final grade.

The student must notify the faculty by phone when absent or tardy one hour before class. In an emergency, the student must notify the faculty member by phone as soon as possible. If you are to be in clinical that day, call the clinical agency and notify them of your absence.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, 9/14/05, reviewed 9/17/14, revised 5/2020.

Grievance Procedure: Nursing Students

Policy 3.21B

Students must try to resolve clinical/lab or theory instruction concerns through discussion with the involved party/parties. If a satisfactory solution has not been reached the student may request a meeting with the Director of Nursing and the party/parties involved.

Should resolution fail, students may complete a student concern report (Policy 3.65A) and submit it to the Vice President of Academics.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, 8/13/14.

(Position titles updated 07/02, 9/17/14.)

Nursing and Allied Health Policy Substance Abuse Policy

Policy 3.21C

Many federal and state laws are now in effect to protect the safety of patients. Healthcare agencies are now charged with certain actions to protect the safety of the public from employees who are working under the influence of drugs/and or alcohol or who have criminal backgrounds. Students in nursing and healthcare occupations must be in compliance with these agency stipulations in order to participate in clinical experiences/externships.

To comply with our agency contracts, drug plus alcohol screening is incorporated into the health status evaluation required prior to entrance to each Nursing and Allied Health Program.

Positive test results will result in denial of admission.

The student will incur the cost of drug plus alcohol screening. The nursing and allied health department contracts with an outside agency to conduct these services.

January 2004 Governor Granholm signed a law that says "it is now a misdemeanor punishable by up to 180 days in jail and /or a maximum fine of up to \$1,000.00 to be a drunk health care provider who conducts any part of his or her practice with a blood alcohol level of 0.05 or higher". Therefore, GOCC reserves the right to drug plus alcohol screen nursing and allied health students when behavior or conduct makes staff/faculty suspect substance abuse. The student will incur the cost of any drug plus alcohol screening.

***Note: Some health care agencies used for clinical experiences/externships are initiating random drug plus alcohol screening for staff and students assigned to their agency.**

Refusal to allow mandatory or requested drug plus alcohol screens in the clinical agency will result in immediate program dismissal and potential college disciplinary actions. Please refer to Glen Oaks Community College Catalog for the Student Code of Conduct which describes behaviors that will result in disciplinary action.

Adopted by Board of Trustees 4/12/06, reviewed 9/17/14, revised 5/2020.

Nursing & Allied Health Policy Criminal Background Check Policy

Policy 3.21E

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), now known as The Joint Commission, which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, "This legislation is to protect our state's most vulnerable citizens". Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173a, students in nursing and allied health programs must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation either directly or through course fees. Make sure that you are following directions from your programs prospective department before starting any background investigation.

Admission or readmission to any healthcare program will be denied for the following:

Certain felony convictions or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; such as criminal sexual conduct, abuse or neglect, health care fraud involving a firearm, prescription drugs or similar felonies. For a full list of felonies, see MCL 333.20173a at <http://www.legislature.mi.gov>. Or any misdemeanor within 10 years prior to application that involved or is similar to the following:

- Abuse, neglect, assault, battery
- Criminal sexual conduct
- Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
- Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
- For a full list of misdemeanors, see MCL 333.20173a at <http://www.legislature.mi.gov>.

Once admitted to an Allied Health/Nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the status of his/her criminal background to the Director of Allied Health or Nursing no later than 3 days after the occurrence.

Adopted by Board of Trustees 4/12/06, revised 2/10, 2/13, 2/16, reviewed 5/2020.

Grades: Nursing Program Requirements

Policy 3.22A

Classroom

Students accepted into the Nursing Program must earn a grade of 2.5 or higher in each of the required courses in the nursing curriculum and maintain an overall GPA of 2.5 or higher if they are to continue in the program. It should be noted that this requirement holds for not only nursing courses but also other general education courses.

Nursing students who receive final grades of less than 2.5 in a required course will not be allowed to progress to the next clinical course until they have repeated the course and achieved at least a 2.5 final grade.

Clinical

Students must meet with their clinical faculty member at midpoint if required, and again at the end of their clinical rotation to participate in a self-evaluation/faculty evaluation of their clinical performance.

The purpose of these evaluations is to provide the student the opportunity for feedback, to reinforce strengths and to correct any weak areas by the end of the clinical rotation. The Evaluation of Clinical Performance is to be completed and signed by both the student and faculty member at both mid-point, if appropriate and final evaluation.

Grades for clinical nursing courses will be determined by utilizing a percentage for each component (theory, clinical, lab) based on the number of credits attributed to each of those components. For example, a 4 credit class which assigns 1 credit for clinical practice and 3 credits for theory will determine the final grade using $\frac{1}{4}$ for clinical and $\frac{3}{4}$ for theory. Students must achieve a passing lab/clinical performance evaluation. Students who receive a failing classroom/lab/clinical performance evaluation will receive a maximum final grade of 2.0 in the clinical course regardless of their grade point in the theory portion of the clinical nursing course.

Written Warning Notice

The nursing instructor will list in writing the reasons for issuing a warning notice based on established, but not limited to, criteria. The criteria and process to be followed will be published in the nursing program's student handbook. If the student does not show satisfactory improvement after receiving a warning notice, the student will fail the course. The student may not continue in the program after failing the course. The student has the right to appeal.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, revised 5/2020.

Nursing Course Progression Grading Policy Within The Nursing Division

Policy 3.22A

The 0.0 to 4.0 grading scale is used by the Division of Nursing for the final grade in each of the Nursing courses. The numerical grade point is assigned using the following scale:

Grade Point	Percentage
4.0	95-100%
3.5	90-94%
3.0	85-89%
2.5	80-84%
2.0	75-79%

1.5	70-74%
1.0	65-69%
0.0	64% and below

Note: If a student fails two courses in the nursing curriculum, (could be the same course), they are dismissed from the program and shall not be re-admitted.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17, reviewed 5/2020.

Phlebotomy Technician Certificate

The laboratory depends on the phlebotomy technician to collect quality samples from the patient to produce excellent laboratory results. To do this, the phlebotomy technician must create an atmosphere of trust and confidence with patients in a skillful, safe, and reliable manner. The student will learn how to accurately collect and process blood samples by mastering both phlebotomy and capillary blood collection techniques. Quality control issues of the clinical laboratory will be stressed along with OSHA standards of infection control. This certificate meets the criteria of the American Society of Clinical Pathology (ASCP) as an acceptable program of study for those who wish to sit for the ASCP Phlebotomy Technician (PBT) exam.

Program Outcomes

1. Demonstrate competent entry level phlebotomy and laboratory skills.
2. Demonstrate the ability to communicate with patients and peers in a professional manner.
3. Think critically in solving problems and applying knowledge to the practice of phlebotomy.
4. Apply classroom and lab experiences into the medical laboratory.

Employment Information

Since physicians rely on blood samples to assess their patients' health accurately, laboratories depend on phlebotomy technicians to collect quality samples to produce excellent results. To do this, phlebotomy technicians must create an atmosphere of trust and confidence with patients in a skillful, safe and reliable manner.

Jobs are available in hospital laboratories, medical and diagnostic laboratories, blood donor centers and doctors' offices. Dedicated phlebotomy technicians can enhance their employability by becoming certified nationally. Since blood analysis remains an essential function in medical laboratories and hospitals the demand for phlebotomist is likely to remain high.

Program Information

In Glen Oaks' program, students learn how to accurately collect and process blood samples by mastering both phlebotomy and capillary blood collection techniques. The program stresses quality control issues of the clinical laboratory along with OSHA standards of infection control. Graduates are eligible for national certification and can become Phlebotomy Technicians through the American Society for Clinical Pathology (ASCP). Employment Outlook According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2024 median salary for phlebotomists was \$43,660 per year or \$20.99 per hour. The Bureau of Labor Statistics predicts a growth in employment of phlebotomists of 8% from 2023 to 2033, much faster than the average for

all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork.

Is this for me?

Consider a career as a phlebotomist if you are compassionate, can comfort people during procedures such as getting their blood drawn, are detail-oriented, and have good eye/hand coordination.

Requirements

Code	Title	Credits
Required Coursework		9.00
ALH-218	MEDICAL TERMINOLOGY	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY ¹	
ALH-285	PHLEBOTOMY EXTERNSHIP ¹	
Total Credits		9.00

¹ Course has prerequisite(s)

1. The student must achieve a minimum grade of 2.0 in ALH curriculum courses.
2. Qualifications for the practicum require the student to have all course work completed with an overall 2.0 GPA or above.

Note: No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.
Current/Updated: 07/22/2022

Course	Title	Credits
First Year		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-285	PHLEBOTOMY EXTERNSHIP	2.00
Credits		9.00
Total Credits		9.00

Manufacturing & Skilled Trades

- Technology, AAS (p. 134)

Certificates

- Automotive Service Certificate (p. 138)
- Automotive Technician Certificate (p. 138)
- Computer Aided Drafting and Design Certificate (p. 139)
- Electrical Technologies Certificate (p. 140)
- Machining Advanced and CNC Technology Certificate (p. 140)
- Machining Basics and Metrology Certificate (<https://catalog.glenoaks.edu/programs/manufacturing-industrial-technology/machining-metrology-certificate/>)
- Welding Certificate (p. 141)

Technology, AAS

Evening Program Options Available

Students seeking an Associate of Applied Science in Technology degree generally move directly into the workplace upon graduation. This Associate degree is flexible and provides a wide range of classroom experiences in the field of automotive technology, electrical technology

and computer repair. It is recommended that each student meet with an advisor to schedule classes which pertain to their chosen degree.

Program Outcomes

1. Think critically.
2. Communicate effectively.
3. Exhibit information competency.
4. Recognize diverse perspectives.

Code	Title	Credits
English Composition and Communications		6.00
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
Mathematics		3.00
Complete 1 course from the following:		
MATH-104	INTERMEDIATE ALGEBRA ¹	
MATH-109	MATH FOR TECHNICIANS I	
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-162	CALCULUS II & ANALYTIC GEOM ¹	
Social Sciences		6.00
Complete 2 courses from the Social Science MTA course listing: ²		
Computers		4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
Industrial Studies		3.00
INDS-151	MANUFACTURING PROCESSES	
Complete additional credits to reach the required minimum of 60 credit hours		
Certificate Program Requirement		27.00
To be granted an Associate of Applied Science in Technology Degree the student must complete (1) of the following:		
Automotive Service		
Automotive Technician		
Computer Aided Drafting and Design		
Electrical Technologies		
Machine Tool		
Welding		
Elective		11.00
Total Credits		60.00

¹ Course has prerequisite(s)

² Michigan Transfer Agreement (MTA) Course listing (p. 154)

Tuition is calculated by contact hours per semester.

Current/Updated: 08/07/2019

Automotive Technician Certificate

Code	Title	Credits
Required Coursework		15.00
AUTO-100	INTRO TO AUTO TECHNICIAN	
AUTO-141	ENGINE DIAGNOSIS & IGNITION SYSTEMS ¹	
AUTO-146	AUTO BRAKE SYSTEMS ¹	
AUTO-221	AUTOMOTIVE STEERING & SUSPENS I ¹	

AUTO-225	AUTO ELECTRICAL SYSTEMS I ¹	
AUTO-226	AUTOMOTIVE HEATING & AIR COND	
AUTO-245	VALVE AND HEAD REBUILDING ¹	
AUTO-246	AUTO CYLINDER BLOCK REBUILDING ¹	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Electives		3.00
Complete one course from the following:		
AUTO-250	INTRO TO AUTOMOTIVE TRANSMISSIONS ¹	
TECH-271	INTERNSHIP I-TECHNOLOGY (by special arrangement) ¹	
Total Credits		18.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Computer Aided Drafting & Design Certificate

Code	Title	Credits
Required Coursework		27.00
CADD-215	BASIC AUTOCAD	
CADD-216	ADVANCED AUTOCAD ¹	
CADD-217	COMPUTER AIDED MODELING-INVENTOR ¹	
CADD-218	COMPUTER AIDED MODELING-SOLIDWORKS ¹	
or CADD-219 ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING		
CADD-220	ARCHITECTURAL DRAWING ¹	
CADD-221	CADD 3D INDEPENDENT PROJECT ¹	
CADD-230	CADD CAPSTONE PROJECT ¹	
CIS-101	INTRO TO COMPUTERS & SOFTWARE ¹	
INDS-151	MANUFACTURING PROCESSES	
Total Credits		27.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Computer Support Technician Certificate

Code	Title	Credits
Required Coursework		29.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
CIS-112	CISCO I ¹	
CIS-121	COMPUTER SCIENCE I ¹	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	
CIS-240	INTRO TO NETWORKING ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-270	PC OPERATING SYSTEMS ¹	
Electives		6.00
Complete two courses from the following:		
CIS-113	CISCO II ¹	

CIS-151	ETHICAL HACKING I ¹
CIS-172	LINUX OPERATING SYSTEMS ¹
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹
Total Credits	35.00

¹ Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: No courses below 100 level will be applied to this certificate.

Current/Updated: 07/23/2019

Electrical Technologies Certificate

Code	Title	Credits
Required Coursework		31.00
ELEC-110	BASIC ELECTRICITY	
ELEC-111	INTRODUCTION TO AC/DC CIRCUITS ¹	
ELEC-116	RESIDENTIAL TECHNOLOGY ¹	
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING ¹	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE ¹	
ELEC-120	ELECTRICAL MOTOR CONTROLS I ¹	
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS ¹	
MATH-109	MATH FOR TECHNICIANS I ¹ or MATH-151 COLLEGE ALGEBRA	
Total Credits		31.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Machine Tool Certificate

Code	Title	Credits
Required Coursework		27.50
MACH-105	MACHINING FUNDAMENTALS	
MACH-115	PRECISION MEASUREMENT/BLEUPRINT READING	
MACH-135	LATHE TURNING	
MACH-145	VERTICAL/HORIZONTAL MILLING	
MACH-150	SURFACE GRINDING	
MACH-165	CNC PROGRAMMING AND MACHINING	
MACH-170	MACHINE TOOL PROJECTS	
MACH-175	MASTERCAM	
Total Credits		27.50

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Tuition is calculated by contact hours per semester.

Current/Updated: 06/12/2025

Welding Certificate

Code	Title	Credits
Required Coursework		30.00
718 hours		
WELD-105	BASICS OF WELDING	
WELD-110	OXYACETLENE WELDING	
WELD-115	CUTTING PROCESSES	
WELD-120	BRAZING AND SOLDERING	
WELD-125	SHIELDED METAL ARC WELDING	
WELD-130	ADVANCED ARC WELDING	
WELD-135	WELDING METALLURGY	
WELD-140	GAS METAL ARC WELDING	
WELD-145	GAS TUNGSTEN ARC WELDING	
WELD-150	PIPE WELDING	
WELD-155	SPECIAL APPLICATIONS	
Total Credits		30.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Tuition is calculated by contact hours per semester.

Current/Updated: 07/18/2019

Automotive Technician

Course	Title	Credits
Fall 1		
AUTO-100	INTRO TO AUTO TECHNICIAN	3.00
AUTO 250 OR TECH-271		3.00
AUTO-141	ENGINE DIAGNOSIS & IGNITION SYSTEMS	4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
	Credits	17.00
Winter 1		
AUTO-221	AUTOMOTIVE STEERING & SUSPENSI	4.00
COM-150	PUBLIC SPEAKING	3.00
AUTO-245	VALVE AND HEAD REBUILDING	4.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
	Credits	15.00
Summer 1		
AUTO-226	AUTOMOTIVE HEATING & AIR COND	2.00
	Credits	2
Fall 2		
AUTO-246	AUTO CYLINDER BLOCK REBUILDING	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATHEMATICS - MTA		3.00
SOCIAL SCIENCE - MTA		3.00
	Credits	13.00
Winter 2		
AUTO-146	AUTO BRAKE SYSTEMS	4.00
AUTO-225	AUTO ELECTRICAL SYSTEMS I	4.00
SOCIAL SCIENCE - MTA		3.00
ELECTIVES		2.00
	Credits	13.00
	Total Credits	60.00

Computer Aided Drafting & Design

Course	Title	Credits
Fall 1		
CADD-215	BASIC AUTOCAD	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
ELECTIVES		5.00
Credits		15.00
Winter 1		
CADD-216	ADVANCED AUTOCAD	3.00
COM-150	PUBLIC SPEAKING	3.00
ELECTIVES		9.00
Credits		15.00
Fall 2		
CADD-217	COMPUTER AIDED MODELING-INVENTOR	3.00
CADD-220	ARCHITECTURAL DRAWING	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATHEMATICS		3.00
SOCIAL SCIENCE		3.00
Credits		15.00
Winter 2		
CADD-218 or CADD-219	COMPUTER AIDED MODELING-SOLIDWORKS or ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	3.00
CADD-221	CADD 3D INDEPENDENT PROJECT	3.00
CADD-230	CADD CAPSTONE PROJECT	2.00
ELECTIVES		4.00
SOCIAL SCIENCE		3.00
Credits		15.00
Total Credits		60.00

Computer Support Technician

Course	Title	Credits
Fall 1		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	3.00
CIS-240	INTRO TO NETWORKING	3.00
INDS-151	MANUFACTURING PROCESSES	3.00
Credits		17.00
Winter 1		
CIS ELECTIVE - CIS-113, CIS-151, CIS-172, CIS-243 OR CIS-272		3.00
CIS-112	CISCO I	3.00
COM-150	PUBLIC SPEAKING	3.00
ELECTIVES		6.00
Credits		15.00
Fall 2		
CIS ELECTIVE - CIS-113, CIS-151, CIS-172, CIS-243 OR CIS-272		3.00
CIS-245	NETWORK SECURITY	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATHEMATICS		3.00
SOCIAL SCIENCE		3.00
Credits		15.00
Winter 2		
CIS-224 or CIS-241	COMPUTER REPAIR ESSENTIALS or INSTALL & CONFIGURE A WINDOWS NETWORK	3.00
CIS-270	PC OPERATING SYSTEMS	3.00
SOCIAL SCIENCE		3.00

ELECTIVES	4.00
Credits	13.00
Total Credits	60.00

Electrical Technologies

Course	Title	Credits
Fall 1		
ELEC-110	BASIC ELECTRICITY	4.00
ELEC-116	RESIDENTIAL TECHNOLOGY	4.00
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	4.00
MATHEMATICS		3.00
Credits		15.00
Winter 1		
ELEC-111	INTRODUCTION TO AC/DC CIRCUITS	4.00
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING	4.00
ELEC-120	ELECTRICAL MOTOR CONTROLS I	4.00
COM-150	PUBLIC SPEAKING	3.00
Credits		15.00
Summer 1		
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS	4.00
Credits		4
Fall 2		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
ELECTIVES		3.00
SOCIAL SCIENCE		3.00
Credits		13.00
Winter 2		
ENG-121	ENGLISH COMPOSITION I	3.00
SOCIAL SCIENCE		3.00
ELECTIVES		7.00
Credits		13.00
Total Credits		60.00

Machining Advanced and CNC Technology

Course	Title	Credits
Fall 1		
MACH-105	MACHINING FUNDAMENTALS	3.00
MACH-115	PRECISION MEASUREMENT/BLUEPRINT READING	4.00
MATHEMATICS COURSE		3.00
ELECTIVE COURSES FROM PREFIXES AUTO, CADD, ELEC, WELD OR CIS		5.00
Credits		15.00
Winter 1		
COM-150	PUBLIC SPEAKING	3.00
MACH-135	LATHE TURNING	2.00
MACH-145	VERTICAL/HORIZONTAL MILLING	2.50
MACH-150	SURFACE GRINDING	1.50
ELECTIVE COURSES FROM PREFIXES AUTO, CADD, ELEC, WELD OR CIS		6.00
Credits		15.00
Summer 1		
MACH-175	MASTERCAM	4.50
Credits		4.50
Fall 2		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
SOCIAL SCIENCE		3.00
MACH-165	CNC PROGRAMMING AND MACHINING	5.00
Credits		15.00
Winter 2		
ENG-121	ENGLISH COMPOSITION I	3.00
MACH-170	MACHINE TOOL PROJECTS	5.00

SOCIAL SCIENCE ELECTIVE	3.00
Credits	11.00
Total Credits	60.50

Welding

Course	Title	Credits
Fall 1		
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
WELD-105	BASICS OF WELDING	0.50
WELD-110	OXYACETYLENE WELDING	2.00
WELD-115	CUTTING PROCESSES	1.00
WELD-120	BRAZING AND SOLDERING	1.00
WELD-125	SHIELDED METAL ARC WELDING	4.00
Credits		15.50
Winter 1		
COM-150	PUBLIC SPEAKING	3.00
WELD-130	ADVANCED ARC WELDING	6.00
WELD-135	WELDING METALLURGY	1.50
WELD-140	GAS METAL ARC WELDING	3.00
WELD-145	GAS TUNGSTEN ARC WELDING	5.00
Credits		18.50
Fall 2		
ELECTIVES		3.00
MATHEMATICS		3.00
SOCIAL SCIENCE		3.00
WELD-150	PIPE WELDING	4.00
Credits		13.00
Winter 2		
ELECTIVES		5.00
SOCIAL SCIENCE		3.00
ENG-121	ENGLISH COMPOSITION I	3.00
WELD-155	SPECIAL APPLICATIONS	2.00
Credits		13.00
Total Credits		60.00

Automotive Service Certificate

Evening Program Options Available

This instructional program is a basic program designed to prepare individuals for entry-level employment in automotive service centers. Upon completion of the following courses, the prospective service center technician will have proficiency in the fundamentals of basic electronics, tune-up, diagnosis and repair, brake service, and fuels.

Program Outcomes

1. Demonstrate proficiency in testing and repairing fuel systems.
2. Diagnose and repair hydraulic systems.
3. Demonstrate operating principles of the steering and suspension system.
4. Diagnose and repair electrical systems, circuits and components.
5. Develop and demonstrate the necessary skills to work safely in the automotive service industry.

Requirements

Code	Title	Credits
Required Coursework		16.00
AUTO-100	INTRO TO AUTO TECHNICIAN	

AUTO-146	AUTO BRAKE SYSTEMS ¹
AUTO-221	AUTOMOTIVE STEERING & SUSPENS I ¹
AUTO-225	AUTO ELECTRICAL SYSTEMS I ¹
WELD-190	APPLIED WELDING FOR SKILLED TRADES
Total Credits	16.00

¹ Course has prerequisite(s)

ASE and/or State of Michigan Certification

Upon successful completion of the required course work, the graduate should be ready for the State of Michigan and/or ASE Certification in the following Automotive Specialty Areas:

- Brakes Braking Systems
- Front End, Suspension Steering Systems
- Electrical Systems

Tuition is calculated by contact hours.

Current/Updated: 04/09/2020

Course	Title	Credits
Fall 1		
AUTO-100	INTRO TO AUTO TECHNICIAN	3.00
Credits		3.00
Winter 1		
AUTO-146	AUTO BRAKE SYSTEMS	4.00
AUTO-221	AUTOMOTIVE STEERING & SUSPENS I	4.00
AUTO-225	AUTO ELECTRICAL SYSTEMS I	4.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
Credits		16.00
Total Credits		19.00

Automotive Technician Certificate

Evening Program Options Available

This program of study is designed to prepare technicians for the high-tech automotive industry. This Certificate is a continuation of the basic Certificate of Achievement in Automotive Service; it prepares students to take state and national certification tests. Completion of this certificate will prepare students for industry-wide certification. The Automotive Technician Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Program Outcomes

1. Demonstrate proficiency in testing and repairing fuel systems.
2. Diagnose and repair hydraulic systems.
3. Demonstrate operating principles of the steering and suspension system.
4. Diagnose and repair electrical systems, circuits and components.
5. Develop and demonstrate the necessary skills to work safely in the automotive service industry.

Requirements

Code	Title	Credits
Required Coursework		15.00
AUTO-100	INTRO TO AUTO TECHNICIAN	
AUTO-141	ENGINE DIAGNOSIS & IGNITION SYSTEMS ¹	

Computer Aided Drafting and Design Certificate

Evening Program Options Available

Students completing the Computer Aided Drafting Design Certificate will be prepared for entry-level mechanical design and layout for the manufacturing industry. In addition, basic construction design work will be introduced. The student will be able to use current CADD software for both 2-D and 3-D presentations. The certificate is designed to articulate credit for Career Technical Education students from regional K-12 programs. This certificate may be applied toward the Associate of Applied Science in Technology.

Program Outcomes

1. Demonstrate a thorough understanding of CAD and Drafting terminology and principles used in industry.
2. Interpret, develop, and create CAD documents for manufacturing and applicable industries.
3. Design graphic models for Parts, Assemblies, and Drawings documents.
4. Analyze CAD documents for accuracy and feasibility.
5. Understand the scope and possibilities of CAD Technology within a multitude of design fields through the application of software skills.
6. Demonstrate competency of product development from design to manufacture.
7. Understand file extensions and effectively manage and organize CAD documentation appropriately.

Requirements

Code	Title	Credits
Required Coursework		27.00
CADD-215	BASIC AUTOCAD	
CADD-216	ADVANCED AUTOCAD ¹	
CADD-217	COMPUTER AIDED MODELING-INVENTOR ¹	
CADD-218	COMPUTER AIDED MODELING-SOLIDWORKS ¹	
	or CADD-219ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	
CADD-220	ARCHITECTURAL DRAWING ¹	
CADD-221	CADD 3D INDEPENDENT PROJECT ¹	
CADD-230	CADD CAPSTONE PROJECT ¹	
CIS-101	INTRO TO COMPUTERS & SOFTWARE ¹	
INDS-151	MANUFACTURING PROCESSES	
Total Credits		27.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Tuition is calculated by contact hours per semester.
Current/Updated: 07/01/2023

AUTO-146	AUTO BRAKE SYSTEMS ¹	
AUTO-221	AUTOMOTIVE STEERING & SUSPENS I ¹	
AUTO-225	AUTO ELECTRICAL SYSTEMS I ¹	
AUTO-226	AUTOMOTIVE HEATING & AIR COND	
AUTO-245	VALVE AND HEAD REBUILDING ¹	
AUTO-246	AUTO CYLINDER BLOCK REBUILDING ¹	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Electives		3.00
Complete one course from the following:		
AUTO-250	INTRO TO AUTOMOTIVE TRANSMISSIONS ¹	
TECH-271	INTERNSHIP I-TECHNOLOGY (by special arrangement) ¹	

Total Credits **18.00**

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

ASE and/or State of Michigan Certification

Upon successful completion of the required course work, including the prerequisite Certificate of Achievement in Automotive Service, the graduate should be ready for the State of Michigan and/or ASE Certification in the following Automotive Specialty Areas:

- Brakes & Braking Systems
- Front End, Suspension & Steering Systems
- Electrical Systems
- Engine Repair
- Engine Tune-up/Performance
- Heating & Air Conditioning
- Manual Transmission, Front & Rear Drive Axles.

Tuition is calculated by contact hours per semester.
Current/Updated: 04/09/2020

Course	Title	Credits
Fall 1		
AUTO-100	INTRO TO AUTO TECHNICIAN	3.00
AUTO-141	ENGINE DIAGNOSIS & IGNITION SYSTEMS	4.00
AUTO-250 OR TECH-271		3.00
	Credits	10.00
Winter 1		
AUTO-221	AUTOMOTIVE STEERING & SUSPENS I	4.00
AUTO-245	VALVE AND HEAD REBUILDING	4.00
WELD-190	APPLIED WELDING FOR SKILLED TRADES	4.00
	Credits	12.00
Summer 1		
AUTO-226	AUTOMOTIVE HEATING & AIR COND	2.00
	Credits	2
Fall 2		
AUTO-246	AUTO CYLINDER BLOCK REBUILDING	4.00
	Credits	4.00
Winter 2		
AUTO-146	AUTO BRAKE SYSTEMS	4.00
AUTO-225	AUTO ELECTRICAL SYSTEMS I	4.00
	Credits	8.00
	Total Credits	36.00

Suggested Schedule

Computer Aided Drafting & Design Certificate

Course	Title	Credits
Fall 1		
CADD-215	BASIC AUTOCAD	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
INDS-151	MANUFACTURING PROCESSES	3.00
Credits		10.00
Winter 1		
CADD-216	ADVANCED AUTOCAD	3.00
Credits		3.00
Fall 2		
CADD-217	COMPUTER AIDED MODELING-INVENTOR	3.00
CADD-220	ARCHITECTURAL DRAWING	3.00
Credits		6
Winter 2		
Required Coursework		8.00
CADD-218 or CADD-219	COMPUTER AIDED MODELING-SOLIDWORKS or ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	
CADD-221	CADD 3D INDEPENDENT PROJECT	
CADD-230	CADD CAPSTONE PROJECT	
Credits		8.00
Total Credits		27.00

Electrical Technologies Certificate

Evening Program Options Available

The Electrical Technologies Certificate program is designed to upgrade skills or prepare the student with entry-level knowledge and skills in electronic theory and circuitry. The student will be trained in using equipment essential for employment in communication, industrial electronics, radio/television, and other electronic occupations. Completion of this certificate can prepare students for industry-wide certification. The Electrical Technologies Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Program Outcomes

1. Understand basic electrical circuits.
2. Understand AC and DC circuitry by designing, drawing, building, and troubleshooting these circuits.
3. Learn to reference the National Electric Code for electrical questions.
4. Understand motor controls by designing, drawing, building, and troubleshooting these circuits.

Requirements

Code	Title	Credits
Required Coursework		31.00
ELEC-110	BASIC ELECTRICITY	
ELEC-111	INTRODUCTION TO AC/DC CIRCUITS ¹	
ELEC-116	RESIDENTIAL TECHNOLOGY ¹	
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING ¹	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE ¹	
ELEC-120	ELECTRICAL MOTOR CONTROLS I ¹	
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS ¹	
MATH-109	MATH FOR TECHNICIANS I ¹	

or MATH-151COLLEGE ALGEBRA

Total Credits **31.00**

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Course	Title	Credits
Fall 1		
ELEC-110	BASIC ELECTRICITY	4.00
ELEC-116	RESIDENTIAL TECHNOLOGY	4.00
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	4.00
MATHEMATICS		3.00
Credits		15.00
Winter 1		
ELEC-111	INTRODUCTION TO AC/DC CIRCUITS	4.00
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING	4.00
ELEC-120	ELECTRICAL MOTOR CONTROLS I	4.00
Credits		12.00
Summer 1		
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS	4.00
Credits		4.00
Total Credits		31.00

Machining Advanced and CNC Technology Certificate

Evening Program Options Available

Designed for students interested in advancing their skill set in the machinist or tool and die trade. Technical math, blueprint reading, and metallurgy are some of the skills and knowledge topics covered in this program and are necessary for this type of work.

Program Outcomes

1. Demonstrate the requisite machining and measurement skills for the Manufacturing Industry.
2. Practice safe work habits in an industrial manufacturing environment.
3. Create basic or complex parts on non-computerized machining and turning equipment.
4. Create complete complex parts on computer-controlled machining centers.
5. Create complete complex parts on computer-controlled turning centers.
6. Utilize quality control concepts to identify root cause part discrepancies.
7. Build transferable skills such as teamwork, communication, problem-solving, and professionalism.

Requirements

Code	Title	Credits
Required Coursework		27.50
MACH-105	MACHINING FUNDAMENTALS	
MACH-115	PRECISION MEASUREMENT/BLUEPRINT READING	

MACH-135	LATHE TURNING
MACH-145	VERTICAL/HORIZONTAL MILLING
MACH-150	SURFACE GRINDING
MACH-165	CNC PROGRAMMING AND MACHINING
MACH-170	MACHINE TOOL PROJECTS
MACH-175	MASTERCAM

Total Credits **27.50**

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Tuition is calculated by contact hours per semester.

Current/Updated: 06/12/2025

Course	Title	Credits
Fall 1		
MACH-105	MACHINING FUNDAMENTALS	3.00
MACH-115	PRECISION MEASUREMENT/BLEUPRINT READING	4.00
Credits		7.00
Winter 1		
MACH-135	LATHE TURNING	2.00
MACH-145	VERTICAL/HORIZONTAL MILLING	2.50
MACH-150	SURFACE GRINDING	1.50
Credits		6.00
Summer 1		
MACH-175	MASTERCAM	4.50
Credits		4.50
Fall 2		
MACH-165	CNC PROGRAMMING AND MACHINING	5.00
Credits		5.00
Winter 2		
MACH-170	MACHINE TOOL PROJECTS	5.00
Credits		5.00
Total Credits		27.50

Welding Certificate

Evening Program Options Available

Program Outcomes

1. Demonstrate industry-standard level of proficiency in welding safety techniques.
2. Demonstrate industry-standard level of proficiency in MIG welding techniques.
3. Demonstrate industry-standard level of proficiency in TIG welding techniques.
4. Demonstrate industry-standard level of proficiency in shielded metal-arc welding for plate only.
5. Demonstrate industry-standard level of proficiency level in flux core welding.
6. Demonstrate industry-standard level of proficiency with metal cutting techniques: oxyacetylene cutting, plasma arc cutting, and carbon arc cutting.
7. Demonstrate knowledge of metal identification.
8. Demonstrate industry-standard level of proficiency in shielded metal-arc welding for pipe.

9. Demonstrate blue print reading and cast iron repair, hard surfacing, and tool and die welding.

Students enrolled in a Welding program will understand gasses used in welding, cutting processes, brazing and soldering, joints, demonstrate shielded metal arc welding, demonstrate advanced arc welding, welding metallurgy, gas metal arc welding, gas tungsten arc welding, pipe welding, and welding fabrication. This certificate may be applied toward the Associate of Applied Science in Technology.

The American Welding Society (AWS) SENSE Program is a comprehensive set of minimum standards and guidelines for Welding Education programs. Glen Oaks has incorporated its own curriculum to ensure an education that is consistent with other SENSE schools across the nation. The program is fully supported by the American Welding Society.

SENSE students may earn up to 4 SENSE level certifications.

- SMAW - Shielded Metal Arc Welding
- GMAW - Gas Metal Arc Welding
- FCAW - Flux Cored Arc Welding
- GTAW - Gas Tungsten Arc Welding

Requirements

Code	Title	Credits
Required Coursework		30.00
718 hours		
WELD-105	BASICS OF WELDING	
WELD-110	OXYACETYLENE WELDING	
WELD-115	CUTTING PROCESSES	
WELD-120	BRAZING AND SOLDERING	
WELD-125	SHIELDED METAL ARC WELDING	
WELD-130	ADVANCED ARC WELDING	
WELD-135	WELDING METALLURGY	
WELD-140	GAS METAL ARC WELDING	
WELD-145	GAS TUNGSTEN ARC WELDING	
WELD-150	PIPE WELDING	
WELD-155	SPECIAL APPLICATIONS	
Total Credits		30.00

¹ Course has prerequisite(s)

Note: No course below 100 level will be applied to this certificate

Tuition is calculated by contact hours per semester.

Current/Updated: 07/18/2019

Course	Title	Credits
Fall 1		
WELD-105	BASICS OF WELDING	0.50
WELD-110	OXYACETYLENE WELDING	2.00
WELD-115	CUTTING PROCESSES	1.00
WELD-120	BRAZING AND SOLDERING	1.00
WELD-125	SHIELDED METAL ARC WELDING	4.00
Credits		8.50
Winter 1		
WELD-130	ADVANCED ARC WELDING	6.00
WELD-135	WELDING METALLURGY	1.50

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WELD-140	GAS METAL ARC WELDING	3.00
WELD-145	GAS TUNGSTEN ARC WELDING	5.00
Credits		15.50
Fall 2		
WELD-150	PIPE WELDING	4.00
Credits		4
Winter 2		
WELD-155	SPECIAL APPLICATIONS	2.00
Credits		2.00
Total Credits		30.00

EARNING YOUR DEGREE

At Glen Oaks, our primary concern is your success! And we spell success over 1,300 ways – one definition for each of you!

Academic success is the result of hard work, but it's also a product of knowing where to go to get the right information, which regulations have to be met, which requirements will help you meet your goals, and what kind of help is available to you along the way.

Glen Oaks prides itself on the fact that thousands of its graduates have successfully transferred to colleges and universities and gone on to make significant contributions in their chosen career fields. Smooth transfer of credits from Glen Oaks is assured if you fulfill the requirements for the transfer associate degrees.

- Academic Advising (p. 143)
- Academic Standing (p. 143)
- Accreditation (p. 144)
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- Honors and Awards (p. 152)
- MTA Course Listings, Student Learning Outcomes and Michigan Transfer Agreement (p. 154)
- Open Entry/Open Exit (p. 152)
- Placement Evaluation (p. 153)
- Registration, Schedule Changes and Student Classification (p. 154)
- Transcripts (p. 156)
- Transfer Information (p. 156)
- Withdrawal Policy (p. 158)

Academic Advising

Policy 303

Academic Advisors are available to help students clarify their educational goals and to identify what courses they need to take to meet certificate or degree requirements. Academic Advisors are assigned to students at new student orientation. The assigned advisor will be able to assist their students at any point during their time at Glen Oaks Community College. Appointments are encouraged and can be made by contacting the advisor directly or by visiting the Student Services Office.

Academic Advising can help with many facets of college life, and advisors assist students in many ways. The advising department strives to:

1. Offer readily available advising to meet the needs of students.
2. Assist students with the development of meaningful educational plans and learning goals.
3. Assist students with transitions from their previous academic environment.

4. Assist students in choosing educational and career objectives compatible with their skills, interests, and abilities.
5. Assist students for education beyond Glen Oaks Community College.

It is encouraged that students be an active participant in their educational pathway. Students should use curriculum guides as well as the College's advising software to track their progress to degree completion. Curriculum guides for degrees and certificates are available in the Student Services Office or in the college catalog.

Policy History: Adopted by Board of Trustees 7/92, revised 9/14/05, 9/17/14, 3/9/23

Academic Standing

POLICY 304

The following Academic Standing Policy does not apply to certain Allied Health and Nursing programs since they have their own academic standards for admission to, continuing in, and being dismissed from their programs.

The Glen Oaks Community College Academic Standing Policy is intended to assist Glen Oaks Community College students to succeed in their studies, to assure that they are realistically able to meet the minimum 2.0 grade point average required for graduation, and to maintain the academic integrity of Glen Oaks Community College. Toward this end, Glen Oaks has adopted the following Academic Standing Policy:

Academic Good Standing

Students with a calculated cumulative GPA of 2.0 or above will be considered in Good Standing.

Academic Caution

Students with 1-20 attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Caution and sent a letter strongly encouraging them to meet with an Academic Advisor to address the situation.

Academic Intervention

Students with 21-40 attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Intervention. Students on Academic Intervention will only be allowed to enroll in three courses (no more than 9 credit hours) unless they meet with an Academic Advisor to develop an Academic Success Plan. Academic Success Plans must be created no later than two weeks prior to the semester in which the students wish to enroll.

Academic Restriction

Students with 41 or more attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Restriction. Students on Academic Restriction will only be allowed to enroll in two courses (no more than 6 credit hours) unless they meet with an Academic Advisor to develop an Academic Success Plan. Success plans must be created no later than two weeks prior to the semester in which the students wish to enroll. Students on Academic Restriction who do not meet with an Academic Advisor to develop an Academic Success Plan and/or whose **term** grade point average is below a 2.0 will be moved to Academic Suspension.

Academic Suspension

Students on Academic Suspension will be sent a certified letter notifying them of their academic standing and of the requirement to sit out a minimum of one semester before being allowed to enroll in any future

courses at Glen Oaks. Prior to enrolling in future courses, students on Academic Suspension must meet with an Academic Advisor to discuss steps they will take to be academically successful. Students who return after sitting out a semester will only be allowed to enroll in two courses (no more than 6 credit hours) per semester.

Policy History: Adopted by Board of Trustees: 12/14/16, reviewed 3/9/23

Accreditation

Glen Oaks Community College received approval from the State of Michigan in 1965 to offer collegiate-level courses. Full accreditation status was conferred upon Glen Oaks by the North Central Association of Colleges and Secondary Schools (NCA) in April 1975. Its accreditation has been renewed by the Higher Learning Commission of the NCA without interruption since that time. The record of its accreditation status can be found on the website of the Higher Learning Commission (<https://www.hlcommission.org/>).

Advanced Placement

POLICY 3.06

Advanced Placement. Students who earn a score of 3.0 or above on the Advanced Placement examinations offered by The College Board, will receive credit for a corresponding course in the GOCC curriculum.

Advanced placement is treated as transfer credit, with no additional charge to the student. Credits earned through Advanced Placement may be applied as required or elective credits, depending on the student's academic program. Up to 47 credits may be earned and applied toward an Associate Degree using Advanced Placement. The transferability of Advanced Placement credits at another college or university is determined by the policies of the receiving institution.

Advanced Standing

Policy 307

Advanced Standing or a "course waiver" means there are reasons which have been accepted for the student to be excused from taking a course specifically identified in the student's program of study.

Advanced standing permits the student to select advanced course only and does not grant college credit for any courses which may be bypassed. In all cases, the degree requirements regarding total credit hours remain as stated in the catalog and students are required to elect other courses to replace those courses waived in order to meet graduation requirements.

All requests for advanced standing should be made to the Vice-President of Academics prior to the period of enrollment in the advanced class.

Criteria for eligibility for advanced standing include:

1. Extensive training or experience in industry or business in a particular field. A portfolio of work experience will be evaluated upon request.
2. Completion of a specialized high school program in the specific area advanced standing is requested.
3. Completion of an approved training course or program in a branch of the military service, which is the same or equivalent to a course offered at Glen Oaks Community College.

The Vice-President of Academics may require examples of work, a proficiency test, or the student to meet with a subject matter expert in the

area that advanced standing is requested. In all cases, the Vice-President of Academics will advise the Registrar of his/her decision and copies of the request and decision will be placed in the student's personal file.

Policy History: Adopted by Board of Trustees July 1992, revised 9/14/05, 9/17/14, 1/20, revised 4/13/23

Articulation Agreements

Articulation agreements are formal signed agreements between colleges and universities so students can be sure that what they take at Glen Oaks Community College will meet the program requirements of where they transfer. We strongly recommend that you contact your advisor to ensure you are on the right path to meet your educational goals.

Associate of Applied Science

- Early Childhood Education - Kellogg Community College
- Agricultural Operations - Michigan State University Consortium

Associate of Arts

- Agricultural Operations - Michigan State University Consortium

Bachelor of Applied Science

- Computer Information Systems Technology - Siena Heights University
- Health Care Management - Siena Heights University
- Law Enforcement - Siena Heights University
- Occupational Studies - Siena Heights University
- Technology - Siena Heights University

Bachelor Degrees

- Interdisciplinary Studies - Arizona State University
- Liberal Arts - Arizona State University
- Organizational Leadership - Arizona State University
- Dietetics - Central Michigan University
- Bachelor Degree - Grand Valley State University
- Bachelor Degree - Davenport University
- Bachelor Degree - University of Olivet (pathway development in progress)
- Industrial Technology Education - Western Michigan University

Bachelor of Nursing (RN to BSN)

- Arizona State University
- Baker College
- Siena Heights University

MiTransfer & MiWorkforce Pathways (<https://www.mitransfer.org/mitransfer-miworkforce-pathways/>)

- Art - Transfer
- Biology - Transfer
- Business - Transfer
- Communication - Transfer
- Criminal Justice - Transfer
- Exercise Science - Transfer

- Mechanical Engineering - Transfer
- Psychology - Transfer
- Public Health - Transfer
- Social Work - Transfer
- Applied Business - Workforce
- General Applied Science - Workforce
- Healthcare - Workforce
- Information Technology - Workforce

Certificates and Degrees

POLICY 331

Degree Requirements

Graduation requirements for an associate's degree:

1. A cumulative grade point average of at least 2.0. Please note that specific programs may require a higher GPA.
2. A minimum of 60 credits.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

NOTE: Courses below 100-level do NOT meet general education, degree specific, or program requirements and may not be used towards the minimum requirement of 60 credit hours.

Certificate Requirements

Graduation requirements for a certificate:

1. A cumulative grade point average of at least a 2.0.
2. Satisfy the credit requirements of the certificate.
3. A minimum of 25% of the certificate must be earned at Glen Oaks Community College.

Any substitution of certificate/degree requirements must be approved by the Vice-President of Academics.

Policy History: Adopted by Board of Trustees 1/13/93, revised 7/02, reviewed 9/14/05, revised 9/17/14, 2017, 1/2020, revised 4/13/23

Credit for Prior Learning

Special credit options are available for students who obtain knowledge, skills, and abilities outside of a Glen Oaks degree program. Credit for prior learning eligibility criteria:

1. Credit by Experience based on extensive training or experience in industry or business in a particular field.
2. Credit by Certification based on industry recognized certifications.
3. Credit by College-Level Examination based on recognized national and international testing services or the successful completion of an in-house exam representing the student learning outcomes for a specific Glen Oaks course.

The Vice-President of Academics may require students to meet with a Glen Oaks advisor or faculty member to discuss prior learning options and experiences. In all cases, the Vice-President of Academics will advise the Registrar of his/her decision and copies of the request will be placed in the student's personal file.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14, revised 4/13/23

CREDIT BY EXPERIENCE (306a)

Credit by Experience may be awarded to a student based on extensive training or experience in industry or business in a particular field. Students desiring to have their experience reviewed must assemble and submit a portfolio to the Office of Academics. Portfolios must clearly document the request and relevant life and work experiences and how they align to each student learning outcome for every Glen Oaks course applied for.

All submissions will be reviewed by the Vice-President of Academics and faculty in the respective department. If deemed appropriate by the student learning outcomes for all courses applied for, the Office of Academics will work with the student and faculty to establish a date, time, and location for a demonstration.

A grade of "CR" (credit granted) will be issued based on the satisfactory review of Credit by Experience. No record will be added to the transcript if the student's portfolio or demonstration is unsatisfactory. The fee for reviewing Credit by Experience for each course is \$50.00.

Policy History: Adopted by Board of Trustees 4/13/23

CREDIT BY CERTIFICATION (306b)

Credit by Certification is the awarding of credit for selected courses because of formal, non-collegiate learning. Such learning is attested through the awarding of certificates, diplomas, or letters of completion in business and industry. Glen Oaks faculty review industry credentials against learning outcomes and set equivalencies. Certification equivalencies are stored in the Office of Academics and reviewed during the program review process for programs that have these course equivalencies as part of their core courses.

Credit by Certification may be awarded to a student based on earned business and industry credentials. Students desiring to have their certifications reviewed must submit an up-to-date copy of their certificate to the Office of Academics.

All submissions will be reviewed by the Vice-President of Academics or his/her designee.

A grade of "CR" (credit granted) will be issued based on the satisfactory review of the credential. No record will be added to the transcript if the student's certificate does not apply to a Glen Oaks course. There is no fee for reviewing Credit by Certifications.

Policy History: Adopted by Board of Trustees 4/13/23

CREDIT BY COLLEGE-LEVEL EXAMINATION (306c)

Credit by College-Level Examination may be awarded to students based on the successful completion of a recognized national or international exam or the successful completion of an in-house exam representing the student learning outcomes for a specific Glen Oaks course. Nationally and internationally recognized exams include the Advanced Placement Program by the College Board (AP), the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST), the International Baccalaureate (IB), and the Cambridge Assessment.

At Glen Oaks Community College, a maximum of forty-five (45) semester hours of credit may be applied toward an associate degree through credit by college-level learning examination. Transfer of college-level examination credits is dependent on the policy in effect at the transferring college or university.

A grade of “CR” (credit granted) will be issued based on the satisfactory review of a received AP, CLEP, DANTES, IB, or in-house exam and the credit earned may count toward degree requirements. No records will be added to the transcript if the student’s exam score(s) is not satisfactory. There is no fee for reviewing AP, CLEP, IB, or Cambridge Assessment exams. The fee for an in-house exam is \$50.00.

ADVANCED PLACEMENT

The Advanced Placement Program is administered by the College Board, a private educational agency. High schools can participate in the program by following specific guidelines. At the completion of AP high school course work, a student may sit for that course’s Advanced Placement Examination. The results of this test are reported to the student, the high school, and to the college. The program expects that participating colleges will grant advanced standing or degree credit to candidates who earn AP Exam scores of 3 or better. The College Board AP Exam scores are defined as:

5 = Extremely well qualified

4 = Well qualified

3 = Qualified

2 = Possibly qualified

1 = No recommendation

COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) is a service of the College Entrance Examination Board. The CLEP test affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman-sophomore college level. The test battery includes several general study areas and numerous specific subject matter fields. Students do not have to pay tuition for the credits granted. Evaluation of credits will be based on recommendations by the American Council on Education, transfer college, and if they are appropriate to the student’s program of study. Further information concerning this program includes testing sites may be obtained by contacting the advising department or through the CLEP website. The student is responsible to have official transcripts sent to the Registration Office from the College Board.

DANTES Subject Standardized Tests

The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST) is a service of Prometric, the recognized global leader in technology-enabled testing and assessment services. DSST exams are funded for active-duty military; however, adult learners, homeschooled students, and military veterans are also eligible to earn Glen Oaks credits through DSST. Students do not have to pay tuition for the credits granted. Evaluation of credits will be based on the recommended percentile score determined by the American Council on Education (ACE), and if they are appropriate to the student’s program of study. Further information concerning this program including testing sites may be obtained by contacting the advising department.

International Baccalaureate

The International Baccalaureate (IB) Diploma Program is a global program that provides education to students 16-19 years of age. The IB provides a theoretical foundation and academic rigor in many subjects for students preparing for college. In many cases, exam results equate to the knowledge, skills, and abilities a student would attain in classes within the first two years of college. Glen Oaks recognizes subjects taken

at the higher level (HL) for college-level examination and awards credit for Glen Oaks classes after a review of the IB exam scores and related Glen Oaks curriculum by departmental faculty, the Academics Office, and the Registrar.

Further information concerning this program including IB subjects and Glen Oaks course equivalencies may be obtained by contacting the advising department.

Cambridge Assessment

The Cambridge Assessment is a globally recognized exam created by Cambridge University, offered in a variety of subject areas. Glen Oaks recognizes Cambridge Assessment results for college-level credit and awards credit for Glen Oaks classes after a review of Cambridge Assessment exam scores and related Glen Oaks curriculum by department faculty, the Academics Office, and the Registrar.

Further information concerning this program including Cambridge subjects and Glen Oaks course equivalencies may be obtained by contacting the advising department.

CREDIT BY EXAMINATION

Students may receive credit for a course offered by Glen Oaks Community College by requesting and then successfully completing an in-house comprehensive examination in the subject matter area. Whether a course is eligible for credit by examination will be determined by the Vice-President of Academics and the faculty who teach the course. The following steps must be taken:

1. Student completes the “Credit by Examination” form in Etrieve.
2. The faculty member receives the form in Etrieve.
3. If approved, the Vice-President of Academics receives the form in Etrieve.
4. If approved, the Registrar receives the signed form and communicates the process with the student and faculty member.
5. The student then pays the non-refundable Credit by Examination fee.
6. And the student takes the comprehensive exam. A grade of “CR” (credit granted) will be issued based on the satisfactory student performance on the comprehensive exam for the semester in which the exam was given. No record will be added to the transcript if student performance on the exam is unsatisfactory. The fee for an in-house comprehensive exam is \$50.00.

Policy History: Adopted by Board of Trustees 4/13/23

Contact and Credit Hours

Each Credit Hour at GOCC represents a minimum of 825 minutes of instruction and carries with it the expectation that the student will engage in 2-3 hours of additional study, exploration, or reflection outside of class. Most courses are 3-credit or 4-credit experiences. Some classes such as labs or clinical courses – require more than the 55-minute credit hour. The college uses the term Contact Hour to reflect the actual instructional time for that course. Tuition and fees are based on the number of Contact Hours for each course.

Course Information

Course Definition

Courses are the building blocks of certificates and degrees. The description of each course can be found on the Course Descriptions

(p. 69) page. Each course has a defined set of learning outcomes that are a subset of the College's Institutional Learning Outcomes (p. 7).

Courses are organized according to their academic discipline. An academic discipline is a subset of knowledge grouped around common concepts. College students are encouraged, and in some cases required, to have a basic understanding of the concepts related to five major disciplines

- English and Communication;
- Mathematics
- The Humanities - the study of language, art, and culture
- The Natural Sciences - the study of natural phenomenon based on empirical evidence
- The Social Sciences - the study of societies and the relationships among people within and between them

Courses are also organized according to their level of complexity. For this reason, a student may be required to take courses in a particular sequence. For example, an introductory course may be required prior to an intermediate level course; or a mathematics course may be required prior to a complex science course. Such required courses are called prerequisites. Prerequisites are designated in the description of each course (p. 69) and on the course schedule.

Course Attendance POLICY 321

Students are expected to attend the courses for which they register. Students who do not attend their classes are reported to the Registration Office and to the Office of Financial Aid. Failure to attend will result in being marked as "never attended." Additionally, a student receiving financial aid may have their award decreased or completely reversed.

When a faculty member recognizes that a student's absence record equals that of the number of hours in a course, the faculty member can request that a formal notice be sent from the student's advisor or the Vice-President of Academics advising the student about this matter.

If there is no change in the student's behavior, and if the individual misses 15 percent or more of the class time in any given course, the faculty member teaching that course has the option of dropping the student from the class. The student will receive a W grade for the course.

If a student decides not to attend a course, the student is responsible for dropping the course. If a student stops attending and does not formally drop a course, they will be charged the full tuition amount for the course(s).

Note: See 3.21A for Nursing Student Attendance Policy

July 1992, revised 7/02, 9/14/05, 9/17/14, 1/20, reviewed 1/12/23

Course Audits POLICY 326

A student who desires to attend classes regularly but does not desire to take final examinations or receive grades or credit may register as an auditor. A student electing this option must register as an auditor at the time of registration and pay all tuition and fees. A record will be kept of the courses audited. A grade of "V" will appear on the student's grade reports and permanent records.

Credit for audited courses cannot be established at a later date. Students once registered in a course for credit cannot change to audit, nor can a

student registered for audit change to credit after the end of the first 10% of the academic period.

Credit for courses previously audited may be earned by registering for credit and completing the course with a satisfactory grade.

Course Categories

Courses within academic programs generally fall into one of three categories:

General Education

The General Education program at GOCC includes courses in Communications and English, the Humanities, Mathematics, the Natural Sciences and the Social Sciences. Courses from these General Education offerings are required for each of the College's degree offerings. The courses designated for the College's General Education program also satisfy the Michigan Transfer Agreement (<https://www.mitransfer.org/michigan-transfer-agreement/>). Through its general Education course offerings students gain the broad knowledge and skills to be life-long learners, succeeding in their careers and their communities. General Education courses are structured to foster critical thinking, the competent use of information, effective communication, and the recognition of diverse perspectives.

Program Requirements

Each degree or certificate program at GOCC includes a set of required courses specific to that academic focus or career preparation.

Elective Courses

In addition to fulfilling the General Education and Program Requirements for degrees or certificates, students may elect to enroll in courses of interest. A certain number of elective courses may be applied to each degree program. Students are encouraged to talk with faculty members in the discipline and/or to their academic advisor to identify the most relevant courses.

Course Evaluations

Approximately three weeks prior to the end of each semester, students are asked to provide feedback regarding their experience in each course.

These course evaluations are used to monitor course effectiveness and identify areas for improvement. The course evaluations are anonymous and handled by an external agency. Access to the aggregated results is provided to faculty 10 days after grades for the semester have been submitted.

Course Examinations

Examinations, both midterm and final, are considered part of the total requirements for the course as specified in the course syllabus. Additional examinations or final papers may be given by instructors at their discretion. The last week of each semester is considered a part of the semester and, at the instructor's discretion, may be used for final examinations.

Courses - Independent Study Requests POLICY 329

An Independent Study class is a self-directed learning experience guided and evaluated by a faculty member. These learning experiences can include:

- A topic of interest agreed upon by both the student and instructor.
- A course that exists with the same prefix as one already registered by the student, occurring on the same days and times (stacked classes), where the allotted class time does not provide enough contact hours for both classes.
- A course that is not offered in the term when it is needed or requested.

The instructor will review the Independent Study plan with the student, determine the activities, and assess student learning based on the course's learning outcomes. A student may enroll in one Independent Study course per semester and cannot exceed a total of 12 Independent Study credit hours during their time at Glen Oaks. The standard grading system will apply. With the exception of stacked classes, Independent Study course options will not be approved for a semester's regular course schedule.

Procedure

The student must submit the Request for Independent Study form. The instructor will review the request. If the instructor approves it, they will:

1. Provide details on how the student will meet the course's student learning outcomes and how the student's learning will be assessed.
2. Submit the form to the Vice-President of Academics or their designee for review.

If the instructor declines the request, they will provide a rationale for their decision.

The Vice-President of Academics or their designee will then review the request and can either approve it (regardless of whether the faculty approved or declined it) or decline the faculty's approved request. If the request is declined, the Vice-President or their designee will provide the student and instructor with an explanation for the decision.

Policy History: Adopted by Board of Trustees 07/1992. Position titles updated 07/2002, revised 09/14/2005, 09/17/14, title updated 01/2020, revised 04/13/2023, revised 06/12/2025

Course Schedule

Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and one summer session.

Shorter term courses may be offered within these sessions. Regardless of their duration, the credit hour calculation remains the same: each credit hour represents 825 minutes of instruction. Short-term courses may have different refund and withdrawal dates than semester-length courses. Students receiving federal financial aid may have refund adjustments for these courses, as determined by the federal government.

The annual course schedule for the academic year is available for planning on mygocc.glenoaks.edu. Registration generally opens on the first of March for Summer and Fall and the first of November for Winter.

Course Load

Earning an Associate Degree with 60 credit hours requires that a student completes 15-16 credit hours each semester. For purposes of financial aid and eligibility, a student who carries 12 or more credits is classified as a full-time student. Students with a 3.0 grade point average or above, may, with the permission of their academic advisor, enroll in more than 18 credit hours during the fall or winter semester.

Course Load and Student Classifications

1. Full-time Student. A student who is registered for 12 credit hours or more in a given semester.
2. Part-time Student. A student who is registered for fewer than 12 semester hours of credit in a given semester.
3. Freshman. Any student who has completed fewer than 28 credit hours.
4. Sophomore. Any student who has completed 28 or more credit hours.

Course Locations and Modalities

Glen Oaks Community College courses may be offered on the main campus in Centreville, Michigan, in high schools, in clinical settings, or in workforce locations. Course content may be delivered in face-to-face instruction, virtually, or as a mix of the two. In each case, the expectation for 825 minutes of instruction/credit hour and additional study time remain in place. Courses that are delivered virtually (online) may be synchronous or asynchronous.

1. **Synchronous classes** are those in which all students meet with the instructor at the same time using an online platform such as Zoom;
2. **Asynchronous classes** are those in which course content consistent with the credit hour load is made available to students. Students interact with the instructor and with each other at varying times during each week of the course.
3. **Asynchronous courses** may be online courses. They may also be Open Entry/Open Exit (OE/OE) courses. In OE/OE courses, students work in the labs on modules and at their own pace. Students are required to engage in at least one instructional activity within the first two weeks of OE/OE enrollment in order to maintain satisfactory academic progress and to maintain contact with their instructor at least every two weeks. Students wishing to enroll in OE/OE courses must meet with the appropriate instructor and with an academic advisor to map out an approved program of study. All other requirements for admission, orientation, payment apply to students in OE/OE courses.

Course Registration

Students register for classes by logging into the MYGOCC portal at mygocc.glenoaks.edu [hyperlink]. Course registration, including the payment of tuition and fees, is required prior to class attendance and is the only process that allows credit to be awarded on a student transcript.

Changes to your course schedule can be made without penalty for a limited time at the beginning of each semester (see Refunds) Students are strongly encouraged to consult with their instructor(s) and with an academic advisor before modifying their course schedule.

No courses can be added by a student after 10% of the academic period has elapsed unless there are documented extenuating circumstances

and written approval by the Vice-President of Academics is obtained. Students are also not permitted to add a course if they have missed the equivalent of one week of instruction (Board Policy 3.18)

A change in course registration is only official when the student has logged into MYGOCC and added the proposed class or completed the drop function or completed the drop form in Etrieve and been processed by the Registrar. It is the responsibility of the student to ensure that courses are properly added or dropped.

Course Repetition

A course taken at Glen Oaks Community College for which a grade has been recorded may be repeated. The highest grade earned in a repeated course is the grade that will count towards graduation and will be utilized in computing the cumulative grade point average required for graduation.

On the official transcript, the term, course title and course number of the previous attempt(s) will remain as a permanent record. Title IV funding and other government programs may have regulations regarding repeat of courses (Board Policy 325).

Course Syllabus

A course syllabus is provided to each student in each course through the Learning Management System, Canvas. The syllabus is an important academic document that provides information about this learning outcomes for the course and explains the rules, responsibilities, and expectations of the student. It is the guiding document for resolving questions that may arise regarding assignments and grades. (p. 149)

Course Transfer

When successfully completed with a 2.0 grade point average or higher, many courses can be transferred from one college/university to another and will satisfy their degree requirements. For further information on transfer courses see Transfer Information. (p. 156)

Corequisites for College-level English and Mathematics

Proficiency in English and Mathematics is fundamental for student success in most college-level courses. Many GOCC programs require the successful completion of English Compositions (ENG-121) and one of three foundational math courses: Quantitative Reasoning (MATH-101), Intermediate Algebra (MATH-104), or Introduction to Statistics (MATH-201). The College uses diagnostic assessment tools to determine whether a student is academically prepared to be successful in these foundational courses in English and Mathematics. A self-diagnostic survey tool is used to determine the appropriate placement into English Composition. In Math, students who earned one credit of high school Algebra or who earned a qualifying score on the ALEKS test, are eligible to enroll in one of the three foundational Math courses. All first-time college students must complete the placement process prior to their first advising appointment and prior to registering for English or Mathematics courses. Should the self-assessment or ALEKS score indicate the need for more support in one or both these disciplines, the student will be required to take a corequisite support course (MATH-081, MATH-084, or MATH-091 for Math or ENG-073 for English) at the same time as the college-level class in order to support and reinforce their learning.

Credit by Examination

Students may receive credit for a course offered by Glen Oaks Community College by requesting and then successfully completing a comprehensive

examination in the subject matter area. Whether a course is eligible for credit by exam will be determined by the Vice-President of Academics and the faculty who teach the course. The request for Credit by Examination must be initiated by the student, using the request form available through Etrieve. The decision to permit credit by examination is made by the Vice President for Academics. Once approved, the student will be permitted to register for a specially created section of the course.

Tuition and fees for the relevant course (<https://catalog.glenoaks.edu/financial-responsibilities-and-resources/course-fees/>), along with a credit-by-examination fee, will be required. If the examination is successfully completed, a grade of "CR" (credit granted) will be issued for the semester in which the exam was given. No record will be added to the transcript if student performance on the exam is unsatisfactory. The fee for the exam is \$50.00 (Board Policy 308).

Grades

Students may access their official grades by using their User ID and password in MyGOCC. Grades for each semester are available approximately one week after the end of each semester and are concurrently posted to the permanent transcript of the student.

Grade Point Averages

To compute the grade point average (GPA), the grade earned in each course is multiplied by the corresponding number of credit hours in the course. This yields the number of honor points. The cumulative grade point average is calculated by dividing the number of honor points by the total number of credit hours carried.

Work for which an Incomplete ("I") grade is given is not computed in arriving at a grade point average. A Withdrawal ("W"), Visitor Audit ("V"), Credit granted ("CR"), In-Progress ("IP"), and No Credit ("NC"), are also not computed in the GPA calculation.

Grading System Policy (322)

At the end of each enrollment period, a grade is entered on the student's permanent record for each class for which the student is registered. The following numerical grading system is used:

4.0	Outstanding; work is clearly at a mastery level
3.5	Much better than average
3.0	Better than average; work exceeds standards
2.5	Slightly better than average
2.0	Average; work meets standards acceptably
1.5	Less than average
1.0	Poor; work barely meets minimum standards
0.0	Failing; work does not meet course standards
I	Incomplete (see policy 3.23 for description of when to use)
W	Withdrawal
V	Visitor (Audit)
IP	In progress; no credit (see policy 3.23 for description of when to use)

CR Credit granted

NC No credit

Policy History: Adopted by Board of Trustees July 1992, revised 2/20/03, revised 9/14/05, reviewed 9/17/14, 1/12/23

Grade Appeals Procedure

1. Within a month of receipt of the grade, the student will appeal the grade to the course instructor and present facts that document the necessity for a grade change. These facts might include copies of quiz or test grades and grades on papers or final exams. The discussion should cover the calculation of the grade using the process described in the course syllabus. The burden of persuasion shall be on the student. The student and the instructor will review the facts and the instructor will render an opinion based upon his or her professional judgment.
2. If the grade appeal is not satisfactorily resolved, the student may send a letter of appeal to the Vice-President of Academics. The Vice-President of Academics will forward a copy of this letter to the instructor. The student must appeal the grade in writing within two months of receipt of the grade. Some reasons for a grade appeal might be:
 - a. The grade was calculated in a manner inconsistent with the course syllabus or the changes to the syllabus.
 - b. The grading standards for the course were arbitrary, capricious, or unequally applied.
3. The Appeal Committee comprised of the Vice-President of Academics, and the instructor will review the facts. The instructor will be asked to demonstrate that the grade was determined in a manner consistent with the course syllabus. Only when there is due cause such as item 2b, the Vice-President of Academics will have the authority to change the grade without the instructor's support. The decision of the Appeal Committee is final.

Policy History: Adopted by Board of Trustees July 1992, revised October 2001, reviewed 9/14/05, revised 9/17/14, title updated 1/20, reviewed 1/12/23

Academic Forgiveness Program

The Academic Forgiveness program pertains to students who did not perform to their academic potential earlier in their studies at Glen Oaks but who have since demonstrated a higher level of achievement. The program is intended to help students improve their academic standing, achieve their educational goals, and encourage student success and completion. By removing previously earned credit hours and GPA calculations, students are given the opportunity to have their cumulative grade point average reflect their more recent improved academic performance.

A student may petition one time for academic forgiveness if the following circumstances apply:

1. A marked change in the student's academic performance must be present, as evidenced by the successful completion of 12 or more credit hours, with a 2.0 grade or better earned in each of the most recently completed classes constituting the 12 or more credit hours. This will be referred to in the policy as a "period of recent success." Courses below the 100-level cannot be counted toward the 12 credit hours.

2. The student must be enrolled in classes at Glen Oaks Community College the semester in which the petition is filed.

Students who have completed and earned a degree from Glen Oaks are not eligible.

When the above circumstances apply, the student may request that 0.0-1.5 grades that were earned prior to the period of recent success be forgiven. This is a one-time irreversible option. In some cases, forgiveness of 1.0 or 1.5 grades may affect a student's financial aid eligibility. It is the student's responsibility to confirm whether his/her eligibility will be impacted.

The process for petitioning for academic forgiveness is as follows:

1. Meet with an advisor to determine if academic forgiveness is an appropriate option.
2. If deemed appropriate, the student will fill out an academic forgiveness form through Etrieve, specifying which 0.0-1.5 grades earned prior to the period of recent success are included in the request.
3. The advisor will receive, approve, and send the form to the appropriate academic dean or the Vice-President of Academics for review.
4. If approved, the Registrar will receive the form and update the student's record. The forgiven courses and grades will appear on the student's transcript with a notation stating, "not calculated in GPA."
5. If a student disagrees with the advisor's evaluation, he/she may appeal directly to the Vice-President of Academics, whose decision will be considered final and will terminate the process within the College.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14, 5/11/22, 4/13/23

Grades: Incomplete and In-Progress Coursework (323)

Incomplete Work

A student performing satisfactorily may, with permission, receive an Incomplete grade (I) in a course if at least 75% of the course is completed. A grade of "I" may be completed by satisfactorily finishing the course objectives within one semester subsequent to the receipt of the Incomplete. If no grade change is initiated, the "I" becomes a 0.0 on the student's record and the student must register and repeat the course to receive a grade and credit for degree purposes.

Procedure: Incomplete Work

The student must initiate this process by completing the "Student Request for Incomplete Grade" form.

The instructor will review the request to verify that the student:

1. Is performing satisfactorily at the time of the request.
2. Has completed at least 75% of the course at the time of the request.

If both are satisfied, the instructor will specify in writing the unfinished coursework that must be completed and the deadline for completion, which shall be no later than the end of the following semester. The instructor and the Vice President of Academics or designee must each approve the

extension of time for the student to complete the necessary coursework.

In-Progress Work

An In-Progress (IP) grade is a temporary designation indicating that a student is currently enrolled in a course and has the opportunity to complete work beyond the normal grading period of a semester. IP grades apply to courses that are below 100-level or are Open Entry/Open Exit courses.

Students enrolled in these courses may receive an IP grade if they are making satisfactory progress toward completing the requirements outlined in the syllabus. Those who receive an IP grade have until the following semester (either fall or winter) to collaborate with their instructor and finish the course requirements.

IP grades do not impact a student's grade point average (GPA). However, if a student is not making successful progress during the semester or fails to complete the IP course requirements by the end of the next semester, they will receive a numerical grade based on the grading scale specified in the syllabus.

Procedure: In-Progress Work

An In-Progress grade can be initiated by the student or instructor. However, the instructor must provide a written description of the unfinished coursework that needs to be completed. The student and instructor will collaboratively establish a timeline for completing this work, which must be documented and finalized by the end of the following semester.

Policy History: Adopted by Board of Trustees 07/1992, revised 11/01/1999, 09/19/2000, 08/11/2004, 09/14/2005, 09/17/2014, title updated 01/2020, form via Etrieve 08/2022, revised 04/13/2023, revised 06/2025.

Graduation

Graduation ceremonies are held annually at the end of the winter semester. Official diplomas are mailed to students who have satisfied all degree requirements. Students who are within nine credits of completion are eligible to participate in graduation ceremonies.

Application for Graduation Ceremonies

Information about graduation ceremonies and the application to participate in these ceremonies is available through MyGOCC.

Catalog Affecting Credits and Graduation (Policy 332)

Each student's academic requirements are based on the catalog which is in force during the student's first semester at Glen Oaks Community College. Exceptions may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in the college programs. The date of the catalog by which credits are checked for graduation may not be more than four years earlier than the date of the issuance of the degree. A student may not be checked by a catalog dated earlier than the time of entrance. Students may not use a combination of catalogs to graduate but must follow the degree

requirements in one catalog. Students who do not enroll in courses for two consecutive years must fulfill the requirements of the catalog in force at the time of readmission or may elect a subsequent catalog. If a student's work is interrupted by military service, an extension of time of not more than six years will be allowed equal to the period of interruption.

Second Degrees

Second degrees will be awarded based on the catalog in effect at the time of enrollment in the new program and cannot be extended beyond four years. For a second associate's degree, a student must complete a minimum of 15 additional credit hours beyond the first degree at Glen Oaks and achieve a 2.0 grade point average for the additional credits.

It is required that these additional credits be planned and approved in writing through an advisor. The written approval of the additional 15 credits must be forwarded to the Registration Office in order to be considered for the awarding of the degree.

Second Certificates

Second or additional certificates will be evaluated based on the catalog in effect at the completion of the second certificate.

Policy History: Adopted by Board of Trustees 1/13/93, revised 8/10/94, revised 9/14/05, reviewed 9/17/14, revised 4/13/23

Certificate/Degree Requirements (Policy 331)

Degree Requirements

Graduation requirements for an associate's degree:

1. A cumulative grade point average of at least 2.0. Specific programs may require a higher GPA.
2. A minimum of 60 credits.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

NOTE: Courses below 100-level do NOT meet general education, degree specific, or program requirements and may not be used towards the minimum requirement of 60 credit hours.

Certificate Requirements

Graduation requirements for a certificate:

1. A cumulative grade point average of at least a 2.0.
2. Satisfy the credit requirements of the certificate.
3. A minimum of 25% of the certificate must be earned at Glen Oaks Community College.

Any substitution of certificate/degree requirements must be approved by the Vice-President of Academics.

Policy History: Adopted by Board of Trustees 1/13/93, revised 7/02, reviewed 9/14/05, revised 9/17/14, 2017, 1/2020, revised 4/13/23

Guarantee Technology Training Policy 338

Any graduate of an Associate of Applied Science in Technology degree that is judged by her or his employer as lacking in technical job skills normally expected of a job-entry-level employee will be provided further skill training of up to 16 semester credit hours by GOCC without charge.

The Degree

The graduate must have earned an Associate of Applied Science in Technology Degree within three years of the notification of lack of preparation (in a college-recognized specialty area) as evidenced by the area of concentration designation on the student transcript.

Note: Graduates initial date of employment must be within one year of her or his graduation date.

The Employment

The employment must be full-time and the job must be certified by the Office of Academics as directly related to the graduate's program of study.

The employer must certify in writing that the employee is lacking in the entry level job skills which are relevant to the student's coursework. These job skills must have been identified in writing at the time of initial employment and must specify the area(s) of skills deficiency within 90 days of the graduate's initial employment.

Affective behaviors such as attitude, judgment, interpersonal relations, etc. will be considered "technical job skills" for purposes of the guarantee provided that formal instruction in appropriate affective behaviors is included within the specialty area.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14

Honors and Awards

Graduation Recognition

At graduation each year, recognition is given to each student who has maintained a high academic cumulative grade point average. Recognition is given as Cum Laude (3.00-3.49 GPA), Magna Cum Laude (3.50-3.74 GPA), and Summa Cum Laude (3.75-4.00 GPA).

Policy History: Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, 9/17/14, 3/9/23

Honors - President's and Dean's Lists (Policy 330)

President's List

The President's List is compiled each semester for full and part-time students completing six or more credit hours and earning a minimum semester GPA of 4.0. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the GPA are not used to determine full or part-time status.

Dean's List

The Dean's List is compiled each semester for full- and part-time students completing six or more credit hours and earning a minimum semester GPA of 3.5 to 3.99. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the GPA are not used to determine full or part-time status.

Policy History: Adopted by Board of Trustees 2/13/91, revised 5/12/93, revised 9/14/05, reviewed 9/17/14, revised 3/9/23

President's Award

Each year at graduation, recognition is given to a graduate receiving an Associate Degree who has maintained a 3.75 GPA or better, has earned a minimum of 45 credit hours at Glen, and who has been nominated for outstanding achievement in class.

John Ward Faculty Scholarship

The college faculty may recognize a student who has demonstrated excellence in departmental work and interest in a specific field of study, and who has maintained a 3.30 GPA over 24 continuous credit hours of study (8 hours if enrolled in a certificate program.)

Faculty Recognition of Student Achievement

Full-time and annual faculty members nominate students based on outstanding achievement in class.

Business Department Award

Business students, both full-time and part-time, who display high academic standards, excellence in the classroom, and who express a desire to work in the business world (or are presently working in business) are eligible to receive this award.

Fine Arts Studio Award

Students who exhibit outstanding talent in art, music, or drama are honored by this award.

Athletic Awards

Student athletes who achieve academic qualifications set forth by the Michigan Community College Athletic Association receive academic awards.

Glen Oaks Community College Foundation Scholarships

The Glen Oaks Community College Foundation administers a number of scholarships for sponsors, companies, organizations and the Foundation itself. Scholarships vary in amount and focus. Details and application materials can be found in the Foundation section of the College's website. (<https://www.glenoaks.edu/foundation/>)

Open Entry/Open Exit

Registration Completion

OE/OE classes provide an alternative to traditional classroom learning. They are a convenient and flexible way to gain college credits. Students complete modules depending on their needs and educational goals. Students work in the labs at their own pace and there are no regularly scheduled classes.

Students who wish to use financial aid to pay for their Open Entry course are asked to refer to the section called "Special Note Regarding Financial Aid Students."

Students must engage in at least one instructional activity within the first two weeks of enrolling in the course to maintain academic progress. After that, students should work to complete the coursework as quickly

as they are able. Students are asked to maintain communications with their instructors at least every two weeks.

Students who wish to enroll in an OE/OE program must take the following steps:

1. Student completes an Application for Admissions
2. Students wishing to use financial aid will need to complete the FAFSA at www.fafsa.gov and complete the financial aid process, which includes returning all necessary paperwork.
3. Student completes Accuplacer testing.
4. Student must complete the New Student Orientation. He or she may sign up for a group orientation if one is available, or he/she may contact admissions to set up an appointment for an online orientation that must be completed in the student services office.
5. Student meets with an advisor - the advisor will discuss things with the student and refer them to the instructor for advising if he or she come to the college with previously taken courses or experience.
6. The instructor will fill out a form stating the student is ready to register. Student will bring this form to Registration.
7. Student registers for modules/classes. The student will not be allowed to register unless he/she turn in a signed form from the instructor. Registration must be completed in person. Online registration will not be allowed for the open entry/open exit program.
8. Student obtains student ID from student services.
9. Student will have 48 hours from the time of registration to enroll in a payment plan or to pay for his or her tuition and fees in full as college policy dictates. A student who registers late in the semester will be advised to enroll in the next semester in order to take advantage of the payment plan. Otherwise, the student will be required to pay in full. (This is for students who do not have a third party paying his or her tuition and fees)
10. Student is directed to contact his or her instructor(s) to get his/her module and class information and his/her online course material, if needed.
11. If a student chooses to drop the class, he or she must do so in person in the Registration Office. Online de-registration will not be allowed for the OE/OE program (refer to the section labeled "Dropping an OE/OE Course").
12. A student will be responsible for the tuition and fees charges for any class he or she fail to demonstrate academic progress in and they do not drop the class prior to the designated drop period.

Grading

OE/OE courses are graded on a credit/no credit basis. If an OE/OE course is not completed by the end of the semester in which the student is enrolled, students will receive an In-Process (IP) at the end of the semester. Sufficient academic progress toward completion will determine if a student is eligible for an IP or will receive a failing grade. Students, therefore, must satisfy requirements as outlined in the module syllabus for continued progress before an IP will be awarded. If an IP is awarded, students will be given until the end of the following semester to complete the coursework. If a student does not complete the coursework by the end of the following semester, they will receive a "NC" for no credit earned.

Students will not be allowed to register for any further courses until all IP courses have been completed.

Dropping an OE/OE Course

Students who register for an OE/OE course by the last day to add courses for the semester, may drop the course according to the published semester drop date. OE/OE courses registered for after the full semester's last day to add may be dropped within five business days of the posted registration. Students may only drop the course in person in the Registration Office.

Placement Evaluation

Policy 302

College readiness and course placement will be determined through multiple measures including the College's placement test, ACT/SAT scores, high school GPA, specific high school course results, time out of high school, and student input. Additional valid instruments may be used for proper advising and course placement decisions. Glen Oaks Community College reserves the right to require special courses, when it is in the best interest of the student's academic success. An institutional course placement exam can help identify student strengths and weaknesses before beginning classes at the College.

Placement Evaluation

A student is required to take the placement evaluation, unless:

1. The student has documented a bachelor's degree or higher from an accredited institution OR
2. The student is enrolling only in a course for which he or she has met the prerequisite by transferring math credit taken within five years from another college OR
3. The student is enrolling only in a course for which he or she has met the prerequisite by transferring English credit taken within ten years from another college OR
4. The student is enrolling only in courses with no prerequisites OR
5. The student is also enrolling in the appropriate English or mathematics corequisite courses OR
6. The student is taking Continuing Education or the Business Services and Outreach training courses OR
7. The student has received the **minimum** ACT or SAT scores listed below OR
8. The student has met with an advisor to discuss guided self-placement options and has selected an option that both the advisor and student determine will lead the student to academic success.

Additional assessments may be required by the Academic Division offering the degree or certificate.

American College Testing (ACT)

Subject	Minimum Score
English	18 or greater
Reading	19 or greater
Mathematics	22 or greater

College Entrance Examination Board (SAT)

Subject	Minimum Score
English	480 or greater
Mathematics	530 or greater

Policy History: Adopted by Board of Trustees 5/8/02, revised 9/14/05, reviewed 9/17/14, revised 4/13/23

Registration, Schedule Changes, and Student Classification

Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and a summer session (12 weeks). Courses may be offered at various times within the semester. Students can find schedule information and register for classes online by logging in to the MYGOCC portal at mygocc.glenoaks.edu (<http://mygocc.glenoaks.edu/>).

Registration Policy 317

To register means to complete the registration process in MYGOCC or submit a registration form in Etrieve and to pay tuition and fees. This should be done before attending class unless special permission has been granted to the student. Special permission to attend a class without registering may be granted only by the Vice President of Academics, and the Registrar is to be notified in advance in writing by the authorizing person.

Note: Students are not officially admitted to a class unless they are registered. Full tuition payment is due or a payment plan must be completed at the time of registration. Students must also complete an Application for Admission and may be required to participate in course placement testing before their first registration will be processed. The registration period for all courses shall be determined by the Registrar.

Classes Beginning and/or Ending at Different Times of the Semester

Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates will be communicated by the Registration Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

Policy History: Adopted by Board of Trustees July 1992, revised 9/14/05, reviewed 9/17/14, 3/9/23

Schedule Change Policy 318

No courses can be added by a student after 10% of the academic period has elapsed unless there are documented extenuating circumstances and written approval by the Vice President of Academics is obtained. Students are also not permitted to add a course if they have missed the equivalent of one week of instruction.

A change in registration for class(es) is not official until completed by the student in MYGOCC or processed by the Registration Office through Etrieve. The date this form is approved by the Registration Office is the date used to determine eligibility for a refund in the case of a dropped class. It is strongly recommended that advice be sought from an advisor and/or instructor before a schedule change is made.

Course Load

A student who carries 12 or more credits is classified as a full-time student. However, to complete an associate degree in two years, a student must carry what is known as a "full load." A "full load" is usually 15-16 credit hours/semester.

Students desiring to take more than 18 semester hours (overload) during the fall or winter semesters must receive approval from an academic

advisor. Those seeking permission to overload during a given semester should have an accumulated grade point average of 3.0 or better.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14, title updated 1/2020, reviewed 3/9/23

Registration for Academic Courses

To register means to complete the registration process and pay tuition and fees. This should be done before attending class unless special permission has been granted to the student. Special permission to attend a class without registering may be granted only by an appropriate authority, and the Registrar is to be notified in advance in writing by the authorizing person.

Students are not officially admitted to a class unless they are properly registered.

Classes Beginning and/or Ending at Different Times of Semester

Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates are available in the Registration and Records Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

Registration for Business Customized Training Courses, and Short Seminars

Students may register using a variety of methods designed for ease of registration and student convenience. Please contact the Business Services Office for further information.

Student Classification

Full-Time Student

A student who registers for 12 semester hours of credit or more in a given semester.

Part-Time Student

A student who registers for fewer than 12 semester hours of credit in a given semester. Note: This may vary for veterans.

Freshman

Any student who has completed fewer than 28 semester hours of credit.

Sophomore

Any student who has completed 28 or more semester hours of credit.

MTA Course Listings, Student Learning Outcomes and Michigan Transfer Agreement

MTA and General Education Course Listings

Course Code	MTA Eligible	General Education	Category
ALH-252	No	Yes	Social Science
ANTH-201	Yes	Yes	Social Science
ART-100	Yes	Yes	Humanities

ART-220	Yes	Yes	Humanities
ART-221	Yes	Yes	Humanities
BIO-101	Yes	Yes	Natural Science
BIO-110	Yes	Yes	Natural Science
BIO-120	Yes	Yes	Natural Science
BIO-121	Yes	Yes	Natural Science
BIO-122	Yes	Yes	Natural Science
BIO-210	Yes	Yes	Natural Science
BIO-211	Yes	Yes	Natural Science
BIO-230	Yes	Yes	Natural Science
BUS-105	No	Yes	Mathematics
BUS-205	No	Yes	Mathematics
CHEM-133	Yes	Yes	Natural Science
CHEM-134	Yes	Yes	Natural Science
CHEM-210	Yes	Yes	Natural Science
CHEM-211	Yes	Yes	Natural Science
COM-110	Yes	Yes	Communications, Humanities
COM-150	Yes	Yes	Communications, Humanities
ECON-203	Yes	Yes	Social Science
ECON-204	Yes	Yes	Social Science
ENG-121	Yes	Yes	English Composition, Communications
ENG-122	Yes	Yes	English Composition, Communications
ENG-126	Yes	Yes	English Composition, Communications
ENG-226	Yes	Yes	English Composition, Communications
ENG-201	Yes	Yes	Humanities
ENG-233	Yes	Yes	Humanities
ENG-234	Yes	Yes	Humanities
GEOG-142	Yes	Yes	Natural Science
GEOL-145	Yes	Yes	Natural Science
HIST-101	Yes	Yes	Humanities, Social Science
HIST-102	Yes	Yes	Humanities, Social Science
HIST-201	Yes	Yes	Social Science
HIST-202	Yes	Yes	Social Science
HIST-230	Yes	Yes	Humanities or Fine Arts
HUM-101	Yes	Yes	Humanities
HUM-125	Yes	Yes	Humanities
LNG-110	No	Yes	Humanities
LNG-112	No	Yes	Humanities
LNG-125	No	Yes	Humanities
LNG-161	Yes	Yes	Humanities
LNG-162	Yes	Yes	Humanities

LNG-163	Yes	Yes	Humanities
LNG-261	Yes	Yes	Humanities
MATH-101	Yes	Yes	Mathematics
MATH-104	No	Yes	Mathematics
MATH-109	No	Yes	Mathematics
MATH-117	Yes	Yes	Mathematics
MATH-119	No	Yes	Mathematics
MATH-151	Yes	Yes	Mathematics
MATH-161	Yes	Yes	Mathematics
MATH-162	Yes	Yes	Mathematics
MATH-201	Yes	Yes	Mathematics
MUS-150	Yes	Yes	Humanities
PHIL-210	Yes	Yes	Humanities, Social Science
PHIL-230	Yes	Yes	Humanities
PHYS-144	Yes	Yes	Natural Science
PHYS-251	Yes	Yes	Natural Science
PHYS-253	Yes	Yes	Natural Science
PSI-110	Yes	Yes	Social Science
PSI-111	Yes	Yes	Social Science
PSY-101	Yes	Yes	Social Science
PSY-210	Yes	Yes	Social Science
PSY-220	Yes	Yes	Social Science
PSY-250	Yes	Yes	Social Science
PSY-260	Yes	Yes	Social Science
REL-231	Yes	Yes	Humanities
SOC-120	Yes	Yes	Social Science
SOC-121	Yes	Yes	Social Science
SOC-220	Yes	Yes	Social Science

Michigan Transfer Agreement (MTA)

The Michigan Transfer Agreement (MTA) simplifies the transfer of general education credits between Michigan colleges and universities. To earn the MTA endorsement, students must complete a minimum of **30 credits**, earning a grade of **2.0 or higher** in each course. At least one credit must be completed at the institution granting the MTA.

Students must fulfill the following course requirements:

- **English Composition** – One course
- **English Composition or Communications** – A second course in English Composition or a Communications course
- **Mathematics** – One course from one of the following pathways: *Pathway to Calculus, Statistics, or Quantitative Reasoning*
- **Social Sciences** – Two courses from two different disciplines
- **Humanities & Fine Arts** – Two courses from two different disciplines (*excluding studio and performance courses*)
- **Natural Sciences** – Two courses from two different disciplines, including at least one with a laboratory component

The MTA ensures a smoother transition for students transferring to four-year institutions, providing a strong foundation in general education.

Institutional and General Education Learning Outcomes

At Glen Oaks Community College, our Institutional Learning Outcomes (ILOs) and General Education Learning Outcomes (GELOs) reflect the essential knowledge, skills, and abilities all graduates are expected to develop. These outcomes serve as a foundation for lifelong learning and career success, supporting our mission to provide quality education that empowers students.

Institutional Learning Outcomes (ILOs) are assessed across all courses and co-curricular activities, ensuring a comprehensive educational experience. General Education Learning Outcomes (GELOs) align with the Michigan Transfer Agreement (MTA) and are primarily measured in courses designed to transfer to four-year colleges and universities.

Learning Outcomes

Through their educational journey at Glen Oaks, students will develop the following core competencies:

Think Critically

Students will:

- Analyze information objectively, recognizing bias and distinguishing facts from opinions.
- Apply theoretical knowledge to real-world situations.
- Identify when additional information is needed and assess the credibility of sources.
- Approach problem-solving with logical reasoning and sound judgment.

Communicate Effectively

Students will:

- Express ideas clearly through oral, written, and visual communication.
- Convey thoughts and actions in a way that is understandable to diverse audiences.
- Actively listen and engage in meaningful dialogue.
- Present well-reasoned arguments with clarity and precision within their field of study.

Exhibit Information Competency

Students will:

- Determine the type and amount of information necessary for a given purpose.
- Locate, evaluate, and ethically use sources of information.
- Assess the credibility and relevance of information.
- Maintain an objective, research-based approach in academic and professional work.

Recognize Diverse Perspectives

Students will:

- Understand and reflect on their own worldview.
- Recognize and respect the perspectives of others.

These learning outcomes represent the core of a Glen Oaks education, preparing students for academic success, career readiness, and engaged citizenship.

Transcripts

Transcript Fees Policy 335

Students must complete and pay for a transcript request through the National Student Clearinghouse link provided on the Glen Oaks website. Official transcripts are sent directly to the receiving institution or organization and are not normally issued to the student. An official transcript issued to the student will have an indication on the transcript that it was issued to the student. Student copies of transcripts are available without charge.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, 5/8/13, reviewed 9/17/14, revised 2/21/19, reviewed 3/9/23, revised 2/13/25

Transfer Information

Transferring to GOCC

Credit hours earned at another accredited institution may be transferred to GOCC and applied to a GOCC academic program if they align with the learning objectives of a corresponding Glen Oaks' course. Students who have been admitted to Glen Oaks may request an evaluation and transfer of credits by the Registrar. Evaluation of transfer credit requires that official transcripts from the originating college be sent to transcripts@glenoaks.edu. No more than 45 credits can be transferred into GOCC and only those credits meeting certificate or degree requirements contribute to completion of those awards.

A student may request the transfer of credits earned at other institutions by requesting the Registration office to evaluate the official transcript of credits. An official transcript is one that has been received directly from the issuing institution. It must bear the college seal, date, and an appropriate signature or appropriate electronic transfer. These credits will be evaluated and transferred only after the student has officially submitted an application for admission to Glen Oaks Community College. A maximum of forty-five (45) credits may be transferred per student.

Grades and honor points are not transferable and will not be used in computing grade point averages at Glen Oaks. Only classes with a grade of 2.0 or higher may be transferred.

Credits over 10 years old may not be accepted. The Registrar may request the student to take the course placement evaluation exam or meet with a faculty member to assess the student's current knowledge.

The student has the responsibility to have an official copy of his/her transcript sent directly to the Registration Office. Students may be requested to provide syllabus or course descriptions for classes they wish to transfer. Students with international transcripts will be asked to obtain evaluation of credits from an evaluation service to determine possible transfer of credits.

Glen Oaks will consider transfer of credits from an institution which is accredited by an accrediting agency that is recognized by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education. For a foreign institution, the institution is recognized by CHEA or a government or nongovernmental agency which is responsible for quality review of higher education institutions in that country. The College reserves the right to deny credit to the student. The student must submit an Application for Admission to Glen Oaks Community College before transcripts will be evaluated.

1. Departments may waive prerequisite requirements allowing for credit.
2. Courses taken at another institution that are equivalent to below 100-level courses at Glen Oaks are not accepted in transfer.
3. All transcripts must be in English or from an acceptable translation service.
4. No hand carried transcripts will be evaluated.
5. Students are encouraged to see the Registrar about any questions or problems concerning the evaluation.

When courses transfer from other institutions to Glen Oaks, and there is not an exact equivalent at Glen Oaks, the general discipline of the course will be used and transfer credit will be awarded. Students are encouraged to see the Registrar about any questions concerning the evaluation.

Policy History: Adopted by the Board of Trustees 7/92, 1/13/93, revised 9/14/05, 9/17/14, reviewed 1/12/23

Students who begin their studies at GOCC and transfer to a public University in Michigan prior to completing their degree or certificate, may transfer up to 15 university credits back to GOCC in order to fulfill their Associate Degree requirements at no additional charge. To be eligible for this Reverse Transfer of credits, the student must have earned at least 15 credits at GOCC; earned at least 15 credits at a university; have a record of good standing without holds on each institution; and have earned a C (2.0) or better in each of the transferable courses.

Transferring from GOCC

Glen Oaks Community College participates in a number of Articulation Agreements (p. 144) that provide solid pathways to four year institutions. Please work with your advisor to discuss your further education goals beyond Glen Oaks!

If you are seeking to transfer classes to any two or four year institutions (or elsewhere), when successfully completed with a 2.0 grade point average or higher, many GOCC courses will be accepted by other higher education institutions and applied to their degree requirements.

The Michigan Transfer Agreement.

The Michigan Transfer Agreement (<https://www.mitransfer.org/michigan-transfer-agreement/>) (MTA) exists to facilitate the transfer of courses from one public institution in Michigan to another. To fulfill the Michigan Transfer Agreement, students must successfully complete at least 30 credits, with at least a 2.0 in each course and at least one credit completed at the institution awarding the MTA. These credits should be met according to the following distribution:

- One course in English Composition
- A second course in English Composition or 1 course in Communications
- One course in Mathematics from one of three pathways: Pathway to Calculus (includes College Algebra), Statistics or Quantitative Reasoning
- Two courses in Social Sciences (from two disciplines)
- Two courses in Humanities and Fine Arts (from two disciplines, excluding studio and performance classes)
- Two courses in Natural Sciences including one with laboratory experience (from two disciplines)

The MTA is incorporated into the the Associate of Arts, Associate of Business, and the Associate of Science degrees at GOCC (Board Policy 336)

Michigan Transfer Agreement Requirements and GOCC Course Listing

Students may complete the Michigan Transfer Agreement (MTA) as part of an associate degree or a stand-alone package. To fulfill the MTA minimum requirements, students must successfully complete at least 30 credits with a grade of at least 2.0 in each course. If a course is listed in more than one category, it can only be used once. The following basic two-year requirements must be included in the Associate of Arts, the Associate of Business, and the Associate of Science degrees.

For students in the Associate of General Studies program who wish to complete the MTA requirements for transfer, one of the listed MATH requirements must be completed.

Requirements

Code	Title	Credits
English Composition or Communications		
Select one of the following:		3.00
ENG-121	ENGLISH COMPOSITION I	
ENG-122	ENGLISH COMPOSITION II	
Select one of the following:		3.00
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING	
ENG-121	ENGLISH COMPOSITION I	
ENG-122	ENGLISH COMPOSITION II	
ENG-126	CREATIVE WRITING I	
ENG-226	CREATIVE WRITING II	
Mathematics		
Select one of the following:		3.00-4.00
MATH-101	QUANTITATIVE REASONING	
MATH-117	FINITE MATHEMATICS	
MATH-151	COLLEGE ALGEBRA	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	
MATH-162	CALCULUS II & ANALYTIC GEOM	
MATH-201	INTRO TO STATISTICS	
Social Science		
Select two courses from two different disciplines from the list below		6.00
Humanities & Fine Arts		
Select two courses from two different disciplines excluding studio & performance classes from the list below		6.00
Natural Sciences		
Select two courses from two different disciplines, including one with laboratory experience from the list below		8.00
Total Credits		29.00-30.00

SOCIAL SCIENCE

Code	Title	Credits
ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY	3.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
ECON-204	PRIN OF ECONOMICS-MACRO	4.00
HIST-101	WEST CIV I: ANCIENT WORLD-1715	3.00

HIST-102	WESTERN CIV II	3.00
HIST-201	US HISTORY I	3.00
HIST-202	US HIST II: RECONSTRUC-PRESENT	3.00
HIST-230	WOMEN IN THE WESTERN PAST	3.00
PHIL-210	ETHICS	3.00
PHIL-230	INTRO TO PHILOSOPHY	3.00
PSI-110	AMERICAN GOV'T & POLITICAL SCI	3.00
PSI-111	STATE & LOCAL GOVERNMENT	3.00
PSY-101	PSYCHOLOGY	3.00
PSY-210	HUMAN GROWTH & DEVELOPMENT	3.00
PSY-220	ABNORMAL PSYCHOLOGY	3.00
PSY-250	HUMAN SEXUALITY	3.00
PSY-260	SOCIAL PSYCHOLOGY	3.00
SOC-120	PRIN OF SOCIOLOGY	3.00
SOC-121	MODERN SOCIAL PROBLEMS	3.00
SOC-220	MARRIAGE & FAMILY LIVING	3.00

HUMANITIES & FINE ARTS

Code	Title	Credits
ART-100	ART APPRECIATION	4.00
ART-220	HISTORY OF ART I	3.00
ART-221	HISTORY OF ART II	3.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
COM-150	PUBLIC SPEAKING	3.00
ENG-201	WOMEN & LITERATURE	3.00
ENG-233	CHILDRENS LITERATURE	3.00
ENG-234	WORLD MYTHOLOGIES	3.00
HIST-101	WEST CIV I: ANCIENT WORLD-1715	3.00
HIST-102	WESTERN CIV II	3.00
HUM-101	MODERN CULTURE & THE ARTS	3.00
LNG-161	SPANISH I	4.00
LNG-162	SPANISH II	4.00
LNG-163	SPANISH III	4.00
LNG-261	SPANISH IV	4.00
MUS-150	MUSIC APPRECIATION	3.00
PHIL-210	ETHICS	3.00
PHIL-230	INTRO TO PHILOSOPHY	3.00
REL-231	COMPARATIVE RELIGION	3.00

NATURAL SCIENCES

Code	Title	Credits
BIO-101	HUMAN BIOLOGY	3.00
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	3.00
BIO-120	INTRODUCTION TO BIOLOGY	4.00
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	4.00
BIO-122	ORGANISMAL BIOLOGY	4.00
BIO-125	ENVIRONMENT AND SOCIETY ¹	3.00
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I	4.00
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II	4.00
BIO-230	MICROBIOLOGY	4.00
BIO-275	BIOLOGY RESEARCH PROJECT ¹	2.00
CHEM-133	GENERAL CHEMISTRY I	4.00
CHEM-134	GENERAL CHEMISTRY II	4.00

CHEM-210	ORGANIC CHEMISTRY I	4.00
CHEM-211	ORGANIC CHEMISTRY II	4.00
GEOG-142	PHYSICAL GEOGRAPHY	4.00
GEOL-145	PHYSICAL GEOLOGY	4.00
PHYS-144	ASTRONOMY	4.00
PHYS-251	PHYSICS I	5.00
PHYS-253	PHYSICS II	5.00
PHYS-275	PHYSICAL SCIENCE RESEARCH PROJECT ¹	2.00

¹ Course does not have a lab component

Transferring Credit for Armed Forces Educational Experiences

Veterans may be awarded college credit for the service schools they attended while in the U.S. military. If the course complements the degree or course of study, the college may award credit based on recommendations provided by the American Council on Education and Glen Oaks instructor/department review.

If you are considering continuing your college work and are still in the Armed Forces, fill out a DD-295 Application for the Evaluation of Learning Experiences During Military Service and have it forwarded to Glen Oaks Community College Registrar's Office.

Students should contact the Joint Services Transcript website at <https://jst.doded.mil> and request their military transcript be sent to Glen Oaks.

Reverse Transfer

Reverse Transfer is a process where academic credits for course work completed at a four-year university are transferred back to your community college to satisfy associate degree requirements.

Some students transfer prior to completing an associate degree at a community college, with a percentage of this group gaining a bachelor's degree eventually through a combination of credits from both institutions.

Through Reverse Transfer, a student's academic achievements are recognized with an associate degree after they have transferred to a four-year school and have accumulated credits needed to fulfill the two-year degree program requirements.

Glen Oaks Community College currently has Reverse Transfer Agreements with:

- Ferris State University
- Grand Valley State University
- Western Michigan University

Contact the Registration and Records Office at Glen Oaks to learn more. (888-994-7818)

Withdrawal Policy

POLICY 319

A student finding it necessary to withdraw from the College must complete an official withdrawal form in Etrieve. Failure to obtain office release can result in failing grades in all subjects from which the student

fails to withdraw and deprivation of tuition refund privileges at the time of withdrawal.

All students are highly encouraged to meet with their instructor/professor before withdrawing from any class.

Upon official voluntary withdrawal from the college, grades are assigned according to the effective date of withdrawal as follows:

1. If withdrawal is made during the first 10% of the academic period, no grade is recorded.
2. Following the first 10% of the academic period and not to exceed 90% of the total academic period, a student will receive an automatic "W".
3. During the final 10% of an academic period, a "W" will not be issued.

Note: A "W" will not be calculated as part of the student's grade point average (GPA) but will appear on the student transcript as part of the student's permanent record.

Policy History: Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14, revised 4/13/17, revised 4/13/23

FINANCIAL RESPONSIBILITIES AND RESOURCES

- Course Fees (p. 160)
- Financial Aid (p. 161)
- Residency, Tuition/Fees and Refunds (p. 164)
- Registration and Payment (p. 164)
- Student Financial Responsibility Agreement (p. 166)
- Tuition and Fees (p. 167)

Course Fees

Effective Fall Semester 2025

Policy 314

Course	Fee
AGT-101 Hydraulic Theory & Operation	\$75.00
AGT-103 Fundamental of Engines	\$75.00
AGT-104 Vehicle/Equipment Electrical/ Electronic Fundamentals	\$325.00
AGT-109 Heating, Venting & Air Conditioning Systems	\$75.00
AGT-112 Seedling & Tillage Equipment	\$75.00
AGT-113 Hydraulic Systems	\$75.00
AGT-116 Combine Maintenance & Repair	\$75.00
AGT-119 Vehicle/Equipment Electrical/ Electronic Systems Operation & Diagnostics	\$75.00
AGT-122 Precision Farming Systems & Techniques	\$75.00
AGT-125 Tractor Drivelines	\$75.00
AGT-207 Advanced Hydraulics	\$75.00
AGT-213 Diesel Engine Performance - Analysis & Tune-Up	\$75.00
AGT-216 Equipment Shop Project	\$75.00
ALH-104 Nurse Aide	\$60.00
ALH-106 Medication Aide	\$20.00
ALH-112 Emergency Response	\$65.00
ALH-238 Medical Assistant Practicum	\$150.00
ALH-241 Laboratory Procedures Phlebotomy	\$65.00
ALH-245 Fund Clinical Office Skills	\$65.00
ART-104 Object Drawing	\$25.00
ART-105 Drawing Studio	\$20.00
ART-107 Two-Dimensional Design	\$20.00
ART-108 Three-Dimensional Design	\$30.00
ART-115 Introduction to Graphic Design	\$30.00
ART-116 Color Theory Graphic Design	\$30.00

ART-160 Basic Photography Digital & Darkroom	\$30.00
ART-170 Image Manipulation	\$30.00
ART-172 Digital Illustration	\$30.00
ART-210 Life Drawing	\$75.00
ART-231 Sculpture	\$50.00
ART-240 Painting	\$50.00
ART-260 Advanced Photography: Commercial & Fine Art	\$25.00
ART-274 Typography	\$30.00
ART-276 Advertising Design	\$30.00
AUTO-100 Introduction to Automotive Technology	\$70.00
AUTO-141 Engine Diagnosis & Ignition Systems	\$70.00
AUTO-146 Automotive Brake System	\$70.00
AUTO-221 Automotive Steering & Suspension	\$70.00
AUTO-225 Automotive Electrical Systems	\$80.00
AUTO-226 Automotive Heating & Air Conditioning	\$90.00
AUTO-245 Automotive Valve Train & Head Rebuilding	\$70.00
AUTO-246 Automotive Cylinder Block Rebuilding	\$90.00
AUTO-250 Introduction to Automotive Transmission	\$70.00
BIO-101 Human Biology	\$50.00
BIO-120 Biology	\$60.00
BIO-121 General Biology I	\$60.00
BIO-122 General Biology II	\$60.00
BIO-210 Anatomy & Physiology I	\$50.00
BIO-211 Anatomy & Physiology II	\$50.00
BIO-230 Microbiology	\$60.00
CADD-215 Basic AutoCad	\$65.00
CADD-216 Advanced AutoCad	\$65.00
CADD-217 Computer Aided Modeling - Inventor	\$65.00
CADD-218 Computer Aided Modeling - SolidWorks	\$65.00
CADD-219 Advanced Computer Aided Drafting 3D Modeling	\$65.00
CADD-220 Architectural Drawing	\$65.00
CHEM-133 General Chemistry I	\$125.00
CHEM-134 General Chemistry II	\$125.00
CHEM-210 Organic Chemistry I	\$135.00
CHEM-211 Organic Chemistry II	\$135.00
CIS-100 Using the Internet	\$40.00
CIS-101 Introduction to Computers & Software	\$40.00
CIS-112 Cisco I	\$40.00
CIS-113 Cisco II	\$40.00

CIS-114 Cisco III	\$40.00
CIS-117 Visual Basic Programming for Microcomputers	\$40.00
CIS-121 Computer Science I	\$40.00
CIS-122 Computer Science II	\$40.00
CIS-151 Ethical Hacking	\$40.00
CIS-152 Ethical Hacking II	\$40.00
CIS-161 Cybersecurity Operations	\$40.00
CIS-162 Implementing Network Security	\$40.00
CIS-165 Hybrid Server Core	\$25.00
CIS-172 Linux Operating Systems	\$40.00
CIS-200 Config Windows Desktops	\$40.00
CIS-214 Presentation Graphics & Publishing	\$40.00
CIS-220 Computer Technician Essentials	\$40.00
CIS-221 Data Structures	\$40.00
CIS-224 Computer Repair Essentials	\$40.00
CIS-240 Introduction to Networking	\$40.00
CIS-241 Inst/Config Windows Ntwrk	\$40.00
CIS-242 Managing & Maintaining a Network Server	\$40.00
CIS-243 Admin Windows Server	\$40.00
CIS-244 Advanced Management of a Windows Network	\$40.00
CIS-245 Network Security	\$40.00
CIS-247 Implementing an Advanced Server Infrastructure	\$40.00
CIS-248 Computer Networking Capstone	\$40.00
CIS-265 Hybrid Server Advance	\$25.00
CIS-270 PC Operating Systems	\$40.00
CIS-272 Linux Operating Systems Admin	\$40.00
CIS-290 Computer Support Tech Capstone	\$40.00
ELEC-116 Residential Technology	\$10.00
ELEC-117 Industrial/Commercial Wiring	\$10.00
ELEC-120 Electrical Motor Control	\$10.00
ELEC-122 Intro to Motors/Transformers	\$10.00
GEOG-142 Physical Geography	\$15.00
MACH-110 Machine Tool Safety	\$90.00
MACH-130 Drill Press and Band Saw	\$125.00
MACH-135 Turning on the Lathe	\$70.00
MACH-140 Electronic Discharge Machining	\$70.00
MACH-145 Vertical/Horizontal Milling	\$195.00
MACH-150 Surface Grinding	\$105.00
MACH-155 Cylindrical Grinding	\$70.00

MACH-160 Tool and Cutter Grinding	\$80.00
MACH-165 CNC Programming and Machining	\$90.00
MACH-170 Machine Tool Projects	\$90.00
MACH-175 Mastercam	\$110.00
MACH-180 Plasma Cutter	\$90.00
NUR-101 Fundamentals of Nursing	\$229.00
NUR-109 Pharmacology I	\$50.00
NUR-111 Medical-Surgical Nursing I	\$266.00
NUR-119 Pharmacology II	\$90.00
NUR-204 Nursing Role Transition	\$150.00
NUR-211 Medical-Surgical Nursing II	\$150.00
NUR-221 Medical-Surgical Nursing III	\$150.00
PHED-106 Wellness & Lifestyle	\$25.00
PHYS-251 Physics I	\$60.00
PHYS-253 Physics II	\$60.00
PHYS-275 Physical Science Research Project	\$135.00
WELD-110 Oxyacetylene Welding	\$50.00
WELD-115 Cutting Processes	\$50.00
WELD-120 Brazing and Soldering	\$60.00
WELD-125 Shielded Metal Arc Welding	\$75.00
WELD-130 Advanced Arc Welding	\$125.00
WELD-135 Welding Metallurgy	\$50.00
WELD-140 Gas Metal Arc Welding	\$100.00
WELD-145 Gas Tungsten Arc Welding	\$110.00
WELD-150 Pipe Welding	\$90.00
WELD-155 Special Application	\$60.00
WELD-190 Welding for Skilled Trade	\$60.00

Adopted by Board of Trustees September 12, 2001; revised 02/13/02, 09/11/02, 11/05/02, 12/11/02, 3/5/03, 9/14/05, 4/8/09, 8/2013, 5/2014 prefixes updated 6/2014, fees revised 4/8/2015, fees updated, CTE DE - 8/10/16, 4/13/17, 4/12/18, 8/27/18, 4/11/19, 3/12/20.

Financial Aid

Glen Oaks Community College has established its financial aid program with two goals in mind:

1. To assist students in financing their post-secondary education, and
2. To attract students with a variety of abilities and skills to the college.

We encourage all students to carefully read this information about financial aid at GOCC, and also to read the Consumer Information Guide located on the GOCC Financial Aid Office (FAO) website: <https://www.glenoaks.edu/financial-aid/consumer-information/> (<https://www.glenoaks.edu/financial-aid/consumer-information/.html>).

What is Financial Aid?

Financial aid is assistance to help students cover college-related expenses. These funds are administered by Glen Oaks and originate from the federal government, the State of Michigan, the institution, or a private

funding source. Financial aid is made available to students through four basic programs: grants, scholarships, student loans, or work-study employment.

How to Apply for Financial Aid

To be eligible for grants, scholarships, work-study, and student loans at Glen Oaks Community College, complete the following steps:

1. Students, and parents of dependent students, obtain an FSA ID to sign the FAFSA electronically at: <https://studentaid.gov> (<https://studentaid.gov/>).
2. Complete and submit the Free Application for Federal Student Aid (FAFSA). The student (and his/her parents, if student is dependent) complete the FAFSA online at <https://studentaid.gov> (<https://studentaid.gov/>). The FAFSA on the web worksheet may be obtained from high school guidance counselors or from the Financial Aid Office at Glen Oaks Community College. To have your FAFSA sent to Glen Oaks Community College, add the **GOCC school code 002263**.

Note: Students must complete the FAFSA each academic year. The FAFSA should be completed as soon as possible after October 1. The student (and parents) should complete the FAFSA using prior year completed tax filing information. For the 2025-2026 academic year, the FAFSA requires 2023 federal tax return data.

3. Submit additional verification documents if requested. If selected for verification by the Department of Education, the Glen Oaks Financial Aid Office may request verifying documents to complete your financial aid file.

Once all documentation has been received, the FAO will notify students of their federal aid package via their student Viking email, directing them to their myGOCC student portal.

Preferred Deadlines for Submitting the FAFSA

Students should submit their FAFSA as soon as possible, recognizing that some aid is awarded on a first come, first serve basis. The FAFSA process should be completed at least two months prior to the start of the semester for which aid is needed. Students are encouraged to complete the application process by these deadlines:

Semester	Date
Fall Semester	February 1
Winter Semester	October 1
Summer Semester	February 1

Students can submit their FAFSA after these dates, but there may be a delay in processing the student's award in time for registration. Students who do have incomplete financial aid files at time of registration will be expected to pay all costs and will then be reimbursed if found to be eligible for aid.

Special Reminders:

- Pay close attention to your Viking email and myGOCC student portal for documentation being requested and respond immediately.
- Develop a file for your financial aid information and always keep a copy of all forms submitted.
- Contact the Financial Aid Office with questions at 269-294-4260 and financialaid@glenoaks.edu.

- The federal government has expectations of students who receive financial aid such as maintaining satisfactory academic progress and attending classes in which they are enrolled.
- Students should be prepared to pay all non-tuition, fee and book expenses through the first four weeks of each semester. Financial aid in excess of tuition, fees and book charges is disbursed to the student beginning the fourth week of each semester.

How is Your Financial Aid Award Determined?

Most federal financial aid is based on "need." "Need" is calculated using the following formula: Cost of Attendance - Student Aid Index = Financial Need

Cost of Attendance (COA) refers to tuition, fees, food, housing, living and personal expenses, books, supplies, and transportation. The information submitted on the Free Application for Federal Student Aid (FAFSA) is used to compute the Student Aid Index (SAI). The formula for the calculation of the SAI was developed by Congress and is used by **all** colleges and universities.

General Eligibility Requirements

Students must meet the following general eligibility requirements to be considered for financial aid.

1. Admitted to Glen Oaks Community College and enrolled as a regular student. (Guest students, dual enrolled, CTE and EMC students are not eligible for financial aid.)
2. Pursuing a federally approved degree or certificate.
3. Have a high school diploma or GED certificate.
4. Not be in default on a student loan and/or do not owe a repayment on a federal grant previously received.
5. A U.S. citizen or eligible non-citizen. Non-citizens who are in the United States on an F1, F2 student visa, J1 or J2 exchange visitor visa or G series visa (international organizations) are not eligible for financial aid.
6. Have a valid social security number.
7. Making satisfactory academic progress as defined by federal regulations and pursuant to Glen Oaks' policy. See the SAP policy below.

Student's Rights And Responsibilities

Once eligibility for aid has been determined, students will receive an Offer Letter in their myGOCC student portal that lists the types and amounts of financial aid that have been awarded to attend Glen Oaks Community College.

Pell Grant and SEOG awards are applied to the student's account if determined to be eligible from FAFSA. Donor scholarships have a separate application process and are applied to the account once the funds have been received. Student loans are requested through the myGOCC student portal. State aid is facilitated through Michigan Student Aid <https://www.michigan.gov/mistudentaid> (<https://www.michigan.gov/mistudentaid/>).

Financial aid that is dependent on level of enrollment will be adjusted after the first two weeks of each semester. Pell grants are awarded based on full-time enrollment and are adjusted to reflect the student's actual

enrollment for that semester. Revised offer letters showing the adjusted amounts are available in the student's myGOCC student portal.

All financial aid is awarded expecting that you will attend the classes for which you are registered. Non-attendance in a class will result in a reduction of the financial aid award. If financial aid has already been disbursed, the student will be billed for any resulting balance due.

Financial aid is awarded to help pay for educational expenses, such as tuition, fees, books, supplies, housing and transportation. Financial aid is first applied toward tuition and fees. If the financial aid award exceeds the amount needed to cover the tuition and fees, then books may be charged against any remaining aid in the Oaks Store. If there is any remaining financial aid after all institutional and book expenses are paid, the student will receive the balance in the form of a refund check or direct deposit. These refund checks will be mailed from the Business Office. Refund checks are produced on a weekly basis starting the fourth week of classes each semester.

All financial aid is awarded subject to funding by federal, state, institutional or private sources. Some awards may be reduced or canceled in order to comply with federal, state or institutional eligibility guidelines. This occurs most often when students attend less than full-time, or when a student changes his or her enrollment status by adding, dropping, or withdrawing from classes.

Students who have special circumstances that may affect eligibility for financial aid, such as student or parental loss of employment or income, should contact the Glen Oaks Financial Aid Office.

Satisfactory Academic Progress (SAP)

All federal and state financial aid recipients are required to maintain satisfactory academic progress as established by federal regulations. This policy is separate and distinct from the College's Academic Probation and Suspension Policy, and applies to all students receiving federal and state aid administered by the GOCC Financial Aid Office.

Students must meet three criteria to maintain satisfactory academic progress. These criteria are monitored each semester after grades have been posted:

1. **Grade-Point Average:** The student must maintain a minimum 2.0 grade point average on a cumulative basis. Transfer credits from other institutions will not be considered in this review.
2. **Completion Percentage:** Students must complete at least 67 percent of all credits attempted on a cumulative basis. Attempted credits include registered credits and transferred credits from other institutions. Completed credits include transfer credits, grades of CR, and 1.0 or higher. Incomplete credits include NC, W, 0.0 and Incomplete.
3. **Maximum Time Frame:** The number of attempted credits in which a student is expected to finish a program cannot exceed 150 percent of the published length of the program. Attempted credit hour limits apply whether or not the student has actually received financial aid for the entire time at GOCC. Transfer credits from previous schools count toward maximum timeframe. Students exceeding these attempted credit hour maximums will be on financial aid denial and will not be eligible for additional semesters of financial aid. A student may appeal financial aid denial for maximum time frame. See SAP Appeal information below.

SAP Warning And Denial

Students who fail to meet the GPA and/or completion criteria are placed on Warning for their following semester of enrollment. When on Warning, students may be eligible for grants, scholarships, and loan funds for one semester. After the warning semester, the student's progress is again monitored. If the student's cumulative progress meets or exceeds the GPA and completion criteria, the student may be removed from Warning. Students who fail to meet cumulative progress requirements for a second semester will be on financial aid Denial.

A student on financial aid Denial is ineligible to receive federal and state financial aid. To regain eligibility, a student on SAP Denial must do ALL the following:

1. Meet the minimum cumulative GPA requirement of 2.0; and
2. Meet the minimum cumulative completion rate requirement of 67 percent; and
3. Make a request, in writing, for a re-evaluation of his or her SAP status.

SAP Appeal

A student may appeal financial aid SAP Denial to the SAP Appeal Committee. Appeals may be granted if the student's failure to make progress is shown by documentation to have been a result of illness or other extenuating circumstances. SAP Appeal forms are available electronically in Etrieve.

Return of Title IV Policy

Students who receive federal (Title IV) aid, (i.e. Pell, Work Study, SEOG and student loans) will be subject to the Federal Return of Title IV Funds Policy.

This policy applies to students who completely withdraw and/or stop attending all of their classes. The federal government mandates that students who withdraw, or do not complete all classes, may only keep the financial aid they have "earned" up to the time of withdrawal or non-attendance. Title IV funds that have been disbursed in excess of the earned amount must be returned by the college and/or the student to the federal government. After this calculation, the student could owe financial aid funds to the college, the government, or both.

The federal policy requires a return of Title IV aid if the student received funds from any of the federal programs and withdrew or stopped attending on or before completing 60% of the semester. After the 60% date, no return of funds is required. To determine the amount of aid the student has earned up to the time of withdrawal, the Financial Aid Office divides the number of calendar days the student has attended classes by the total number of calendar days in the semester (minus any scheduled breaks of 5 days or more). The resulting percentage is then multiplied by the total federal funds that were disbursed (to the student's account and to the student directly by refund check) for the semester.

Students who receive financial assistance from a non-federal source (i.e. State of Michigan, private scholarship, Glen Oaks scholarship, etc.) may be required to return a portion of the funds to the source, depending on the terms of the scholarship.

A detailed explanation of this policy is available on the Glen Oaks Financial Aid website in the Consumer Information Guide.

Repeat Course Policy

The Financial Aid Office is required to monitor and adjust a student's enrollment level for Title IV aid if, or when, they repeat course work for credit that they have already earned. Students can retake courses and receive federal aid if they had previously failed a course, but can only receive financial aid twice for a course that has been previously passed. A passing grade is defined as 1.0 or higher. Please note that the repeat course policy for financial aid is separate from institutional academic policies regarding repeat courses.

The policy allows a student to receive financial aid for a course under the following situations:

- To repeat any failed or withdrawn course until a passing grade is received.
- To repeat one time any course in which they originally received a passing grade of 1.0 or higher.

Program Evaluation Policy

Courses not listed as required for completion of an associate degree and/or certificate are not eligible for federal or state financial aid funds. Students should review their degree and/or certificate requirements before registering each semester by viewing on their myGOCC student portal or contacting their academic advisor.

Additional Financial Aid Opportunities

All students are strongly encouraged to explore additional sources of funding their education. Students may research scholarships and grants at their local libraries, in the Financial Aid Office, or on the internet.

Students are also encouraged to contact the Financial Aid Office with any questions at: financialaid@glenoaks.edu and (269) 294-4260.

Registration and Payment

Students are expected to register online through MYGOCC during appropriate registration dates. Students are not admitted to class until they are properly registered. Any exceptions to this policy must be approved by the Registrar. Payment in full or enrollment in a Nelnet Payment Plan must be completed within 48 hours of registration.

Payment is accepted online through the Nelnet Payment Plan or in the Cashier's Office, located in Student Services. The College accepts cash, checks, American Express, Discover, MasterCard and VISA credit cards. An additional 2.75% service fee will be assessed for payments by debit or credit card. See Student Financial Responsibility Agreement on page 23.

Students not receiving Financial Aid: You will need to pay in full within 48 hours of registration, or enroll in the Nelnet Payment Plan.

Financial Aid Students: Financial Aid Students must have Financial Aid awarded and must sign up for Nelnet Pending Aid Plan within 48 hours of registration.

For information on all payment plans, visit: <https://mycollegepaymentplan.com/>

Third-Party Authorizations: Forms (MI Works, companies, etc.) Signed third-party authorization forms are due in The Cashier's Office at the time of registration. Payment for tuition/fees not covered by a third party is also due within 48 hours of registration.

Policy 313

Student Obligations, Fines, and Fees

Students shall be held responsible for all fees, fines, and other obligations that they have incurred with Glen Oaks Community College. A hold may be placed on the student's record which may prevent the student from registering for a future semester and adding classes to the current term.

If a student desires to challenge his/her fees or other obligations, he/she shall have an opportunity to do so by requesting a meeting, in writing, with the reason for the challenge specified clearly to the appropriate vice president of the area that initiated the hold on the student's record. The student should follow the Student Concern procedure of the College for the challenge.

Policy History: Adopted by Board of Trustees 6/14/78, revised 9/14/05, reviewed 9/17/14, revised 1/20, reviewed 3/9/23, revised 3/8/24

Residency, Tuition/Fees and Refunds

Policy 310

RESIDENCY, TUITION/FEES AND REFUNDS

In-District

A resident or in-district student is a student who resides within the Glen Oaks Community College District. Persons owning property or a qualified dependent of a person owning property in St. Joseph County (according to IRS) are eligible for In-District tuition rates (may be asked to show a copy of the property tax statement to the Registration Office at the time of registration).

Service Area

Service-area residents include Branch, Calhoun, Cass and Kalamazoo County in Michigan and residents in Elkhart, LaGrange, Steuben and St. Joseph Counties in Indiana.

In-State (State of Michigan)

This category includes students who live outside both the Glen Oaks District and its service area.

Out-of-State

This category includes students who live outside of the State of Michigan and outside the College service area.

International

This category includes foreign students on a student VISA, unless they become a U.S. citizen or are a Resident Alien.

General Information

The application for admission will be used to determine a student's legal residence.

A student will be charged tuition based on the above residency determination.

Any student desiring to change his/her legal residence may do so by providing any two of the following: voter registration card, Secretary of State identification card, driver's license, place of residence property tax receipt, utility bill with student name and mailing address identified or rent receipt (indicating mailing address) to the Registration Office and completing the necessary form in Etrieve.

If a student changes residence and wishes to receive a refund for the difference between service area or out-of-district tuition and in-district

tuition, the student MUST establish resident status within 10% of the academic period for the semester in which the refund is requested. In addition, it is the student’s responsibility to prove residency through the Registration Office and request the refund through the Cashier’s Office within the 10% period.

Any student may be asked to furnish verification of residency status. Failure to comply could result in a service area or out-of-district status determination.

An International Student in this country on a Student VISA will be assessed the International tuition rate.

TUITION AND FEES POLICY

Students will be assessed on a per semester contact hour basis, effective FY 2025-26:

<u>hour*</u>	<u>Per semester contact</u>
In-district	\$139.00
Service area	\$171.00
In-State	\$207.00
Out-of-State	\$244.00
International	\$294.00

Students residing in on-campus student housing, with the exception of international students, will be charged the In-District tuition rate. This cost does not include laboratory and course fees. Tuition charges are subject to change without notice upon action of the Board of Trustees.

NOTE: A contact hour is equivalent to the time the instructor spends in the classroom.

GENERAL FEE

A general fee will be assessed at \$25 per contact hour per semester.

STUDENT ACTIVITIES FEE

A student activity fee of \$5 per contact hour will be assessed.

TECHNOLOGY FEE

\$9 per contact hour

Residency Policy for Programs Offered by and for Business and Industry

For those students who are participating in programs which are offered and designed for industry located in the district and where the industry is paying the tuition directly to the college, residency will be considered that of the participating student. Where the individual student is paying tuition, residency will be that of the student.

Reduced Tuition for Senior Citizens

CREDIT COURSES:

Glen Oaks Community College provides a specific Senior Citizen tuition benefit. This benefit provides In-District residents who are sixty-two (62) years of age or older at the time of registration, waived tuition, technology fees, general fees, and student activity fees for a maximum of eighteen (18) credit hours per year. Beyond the eighteen (18) credit hours per year, regular tuition and fee rates apply. This benefit is subject to the following conditions:

1. The senior citizen is to enroll in the course one week ahead of the beginning of the course.
2. The minimum class size (which determines whether a given course has sufficient enrollment to be offered) must be attained without considering the senior citizen enrollment.
3. Maximum class size shall not be exceeded by the enrollment of senior citizens.
4. The course enrollment will be as an Audit with no college credit granted.
5. Senior citizens must pay for any specific course/laboratory fees associated with the class.
6. The senior citizen tuition waiver may not be used for tuition costs for limited and competitive enrollment academic programs, including Nursing, Allied Health, CNA, and other career development programs.
7. This course enrollment does not permit open use of the college Wellness/Fitness Center.

NON-CREDIT COURSES & PROGRAMS:

The senior citizen tuition policy and benefit does not apply to continuing education, customized business training, or other courses, seminars and workshops that may be offered at the college.

Other Fees

Other fees assessed not including individual course fees are as follows

1. Student ID Card Fee: First card is free. Thereafter, there is a \$5.00 replacement ID charge.
2. Credit by Examination Fee: \$50.00

Course and Laboratory Fees

Laboratory and course fees will be charged according to a schedule adopted and periodically revised by the Board of Trustees. For further information regarding laboratory and course fees assessed for individual classes, please contact the Vice President of Academics.

Registration / Payment

New students are expected to register in person for each semester prior to or on the registration dates given in the college calendar. Students are not admitted to class until they are properly registered. Any exceptions to this policy must be approved by the Registrar. Returning students have the option to register online. Payment in full for tuition & fees or enrollment in a Nelnet Payment Plan must be completed within 48 hours of registration. All fee charges are subject to change without notice.

Refunds

Glen Oaks believes that students should be allowed to attend at least one class meeting without penalty. During that class meeting, students can review the detailed requirements of the course syllabus and determine if they would like to continue in the course or not. In light of this principle, the following refund policy has been adopted.

Any student who officially drops a course or courses during the registration period during the first 10% of the academic period may receive a full refund of 100% of tuition and fees.

No refunds of tuition & fees will be made for withdrawals after the first 10% of the academic period.

Students attending GOCC who are receiving Title IV funding and withdraw from, or stop attending, all classes prior to the 60th percentile of the semester will have a Federal Return of Funds calculation used to make adjustments to their federal student financial aid award. A copy of

the Federal Return of Funds policy and calculation is available in the Consumer Information Guide on the Financial Aid website or from the Financial Aid Office.

Students who registered for a course that is canceled by the college will be refunded all tuition and fees related to the canceled course.

If a student does not officially drop the class(es) by the refund deadline, the charges will remain on his/her account and the student is responsible for payment and any collection costs. Not attending or not paying does not constitute an official drop.

Refunds - Special Circumstances

A written request for a refund needs to be submitted to the Vice President of Student Services requesting a full refund of all tuition. This request will be reviewed by the Refund Review Committee, consisting of the Registrar, Chief Financial Officer/Controller and Director of Financial Aid. The decision of the committee determines whether the refund is approved or denied. Students may appeal using the Due Process procedure. The following circumstances are those which may result in a full refund:

1. Induction or activation of the student into the U.S. Armed Forces.
2. Death of the enrolled student or a parent, spouse or dependent.
3. Verifiable incapacity, illness, or injury to the student which prevents the student from returning to school for the remainder of the semester.

Refunds for students on Federal financial aid are controlled by Federal Methodology or Federal Pro Rata Refund Policies. The handling of special circumstances such as those listed above is outlined within the Federal Financial Aid regulations available in the College's Financial Aid Office.

Policy History: Adopted by Board of Trustees 1/13/93, revised 4/14/93, 3/9/94, 3/8/95, 4/7/95, 4/10/96, 8/14/96, 2/12/97, 10/8/97, 3/9/99, 3/20/00, 8/9/00, 4/11/01, 9/12/01, 2/13/02, 7/02, 9/11/02, 12/11/02, 5/12/04, 11/10/04, 4/13/05, 9/14/05, 4/12/06, 2/29/08, 6/8/11, 9/17/14, 4/8/2016, 2017, 4/1/18, 4/11/19, 1/2020, 6/20, 4/8/21, 6/21, 8/12/21, 4/14/22, reviewed 3/9/23, 3/9/24, 4/11/25

Scholarships

Scholarship money awarded does not have to be repaid. Eligibility requirements and application deadlines vary. Money received is based on financial need, merit, or a combination of both criteria.

There are many different types of public and private scholarships offered each year externally through the entities such as the Glen Oaks Foundation, and a variety of corporate, professional, trade, governmental, civic, religious, social, and fraternal organizations. The amounts of the scholarships and deadline dates vary. Applying for private scholarships is time-consuming, so start early.

Student Financial Responsibility Agreement

Payment in full for tuition & fees, enrollment in a payment plan, or third party authorization form must be completed within 48 hours of registration. By registering, the student agrees to be financially accountable for all fees, fines, bookstore charges, and any schedule changes that result in a balance due.

Payment Of Fees/Promise To Pay

I understand by registering for classes at Glen Oaks Community College (GOCC), I am agreeing to assume full financial responsibility for all charges billed to my student account, including, but not limited to, tuition/fees, books/supplies, library fines, student housing charges, schedule changes, and athletic fees. I understand GOCC is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay these student obligations. I promise to pay all my student debt obligations.

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of my registration at GOCC.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register after the refund deadline, I will be responsible for paying all or a portion of tuition and fees in accordance with the tuition refund schedule. I have read the terms and conditions of the tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Financial Aid

I understand that aid described as "estimated" on my Financial Aid Award does not represent actual or guaranteed payment but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked. I understand that financial aid cannot be awarded for classes that do not count toward my degree and/or certificate requirements.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my student account and resulted in a credit balance that was refunded to me.

I agree to allow any financial aid I receive to be used to pay any and all charges assessed to my student account at GOCC such as tuition, fees, fines, bookstore charges, or any other amount, in accordance with the terms of the aid.

Delinquent Account/Collection

Business Office Hold I understand and agree that if I fail to pay my student account balance or any monies due to GOCC by the scheduled due date, GOCC will place a Business Office hold on my student account, preventing me from registering for future semesters and adding classes to a current term.

Pre-Collection I understand and agree that GOCC will attempt to notify me by mail and if possible by email regarding my delinquent account before referring my account to a collection agency. I understand and accept that this pre-collection attempt is to help avoid placing my account with collections.

Collection I understand and accept that if I fail to pay my student account balance or any monies due to GOCC by the scheduled due date, GOCC may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee with all costs and expenses, including attorney fees, necessary for the collection of my delinquent student account. Finally, I understand that my delinquent student account may be reported to one or more of the national credit bureaus.

Consent

I authorize GOCC and its agents and contractors to contact me at my current and any future phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), or any other debt I owe to GOCC. I authorize GOCC and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my phone numbers(s), cellular or landline, by submitting my request in writing to the applicable contractor or agent contacting me on behalf of GOCC. I understand and agree that I am responsible for keeping GOCC records up to date with my current physical addresses, email addresses, and phone numbers.

Entire Agreement This agreement supersedes all prior understandings, representations, negotiations, and correspondence between the student and GOCC, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by GOCC if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Tuition and Fees

Tuition Calculation Chart

Contact Hours	In-District	Service Area	State of Michigan	Out-of-State	International	Contact Hours	General & Student Activity
1	\$139.00	\$171.00	\$207.00	\$244.00	\$294.00	1	\$39.00
2	\$278.00	\$342.00	\$414.00	\$488.00	\$588.00	2	\$78.00
3	\$417.00	\$513.00	\$621.00	\$732.00	\$882.00	3	\$117.00
4	\$556.00	\$684.00	\$828.00	\$976.00	\$1,176.00	4	\$156.00
5	\$695.00	\$855.00	\$1,035.00	\$1,220.00	\$1,470.00	5	\$195.00
6	\$834.00	\$1,026.00	\$1,242.00	\$1,464.00	\$1,764.00	6	\$234.00
7	\$973.00	\$1,197.00	\$1,449.00	\$1,708.00	\$2,058.00	7	\$273.00
8	\$1,112.00	\$1,368.00	\$1,656.00	\$1,952.00	\$2,352.00	8	\$312.00
9	\$1,251.00	\$1,539.00	\$1,863.00	\$2,196.00	\$2,646.00	9	\$351.00
10	\$1,390.00	\$1,710.00	\$2,070.00	\$2,440.00	\$2,940.00	10	\$390.00
11	\$1,529.00	\$1,881.00	\$2,277.00	\$2,684.00	\$3,234.00	11	\$429.00
12	\$1,668.00	\$2,052.00	\$2,484.00	\$2,928.00	\$3,528.00	12	\$468.00
13	\$1,807.00	\$2,223.00	\$2,691.00	\$3,172.00	\$3,822.00	13	\$507.00
14	\$1,946.00	\$2,394.00	\$2,898.00	\$3,416.00	\$4,116.00	14	\$546.00
15	\$2,085.00	\$2,565.00	\$3,105.00	\$3,660.00	\$4,410.00	15	\$585.00
16	\$2,224.00	\$2,736.00	\$3,312.00	\$3,904.00	\$4,704.00	16	\$624.00
17	\$2,363.00	\$2,907.00	\$3,519.00	\$4,148.00	\$4,998.00	17	\$663.00
18	\$2,502.00	\$3,078.00	\$3,726.00	\$4,392.00	\$5,292.00	18	\$702.00

19	\$2,641.00	\$3,249.00	\$3,933.00	\$4,636.00	\$5,586.00	19	\$741.00
20	\$2,780.00	\$3,420.00	\$4,140.00	\$4,880.00	\$5,880.00	20	\$780.00

Tuition Fees and Policy

Students will be assessed on a per semester contact hour basis, effective Fall Semester 2024-25:

Fee	Per semester contact hour
Resident, In-district	\$139.00
Service Area	\$171.00
In-State	\$207.00
Out-of-State	\$244.00
International	\$294.00
High School Dual Enrollment	
On Campus/In-District	\$139.00
At High School/GOCC Faculty	\$139.00
At High School/High School Teacher	\$20.00
CTE	
At high School or GOCC/CTE Instructor	\$20.00

This cost does not include laboratory and course fees. Tuition charges are subject to change without notice upon action of the Board of Trustees.

Note: A contact hour is equivalent to the time the instructor spends in the classroom.

General Fee

A general fee will be assessed at \$25 per contact hour per semester.

Student Activities Fee

A student activity fee of \$5 per contact hour will be assessed.

Technology Fee

\$9 per contact hour per semester

Other Fees

Other fees assessed not including individual course fees are as follows:

- **Student ID Card Fee:** First card is free.
- There is a \$5.00 replacement ID charge.
- **Test fee for Credit by Examination:** \$50.00

Course and Laboratory Fees

Laboratory and course fees will be charged according to a schedule adopted and periodically revised by the Board of Trustees. For further information regarding laboratory and course fees assessed for individual classes, please contact the Vice President of Academics. **All fee charges are subject to change without notice.**

STUDENT OBLIGATIONS, FINES AND FEES

Students shall be held responsible for all fees, fines, and other obligations that they have incurred with Glen Oaks Community College. A hold may be placed on the student's record, which may prevent the student from registering for a future semester and adding classes to the current term.

If a student desires to challenge his/her fees or other obligations, he/she shall have an opportunity to do so by requesting a meeting, in writing,

with the reason for the challenge specified clearly to the appropriate Vice-President of the area that initiated the hold on the student's record. The student should follow the "Due Process" procedure of the College for the challenge.

Reduced Tuition for Senior Citizens

Credit Courses: Glen Oaks Community College provides for a specific Senior Citizen tuition benefit. This benefit provides residents of **In District** who are sixty-two (62) years of age or older at the time of registration waived tuition, technology fees, general fees, and activity fees for a maximum of eighteen (18) credit hours per year. Beyond the eighteen (18) credit hours per year, regular tuition and fee rates apply. This benefit is subject to the following conditions:

- The citizen is to enroll in the course during the one week ahead of the beginning of the course.
- The minimum class size (which determines whether a given course has sufficient enrollment to be offered) must be attained without considering the senior citizen enrollment.
- Maximum class size shall not be exceeded by the enrollment of senior citizens.
- The course enrollment will be as an Audit with no college credit granted.
- Senior citizens must pay for any specific course/laboratory fees and Distance Learning fees associated with the class.
- The senior citizen tuition waiver may not be used for tuition costs for limited and competitive enrollment academic programs, including Nursing, Allied Health, CNA, and other career development programs.
- This course enrollment does not permit open use of the college Wellness/Fitness Center.

Non-Credit Courses and Programs

- The senior citizen tuition policy and benefit does not apply to continuing education, customized business training, or other courses, seminars and workshops that may be offered at the college.

LIFE ON CAMPUS

Glen Oaks has varied extracurricular activities for students of all ages. The College presents a broad array of events including, but not limited to, intercollegiate athletics, intramural sports, cultural and educational events, student clubs, Student Government, Phi Theta Kappa, awards banquets, and graduation ceremonies.

Athletics -Intercollegiate

Glen Oaks is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The College competes in men's and women's basketball, men's baseball, women's softball, women's volleyball and men's golf. The MCCAA and NJCAA regulate athletic competition, and establish eligibility standards for member colleges. Glen Oaks subscribes to these standards and rigidly enforces them. It is possible, with changing student interest or cost, that intercollegiate sports may be added or dropped when necessary.

Campus Cupboard

Currently, enrolled GOCC students can receive 5-7 days' worth of nutritious food (quantities of food items based on the number of people living in the student's household) once every two weeks. To request food assistance, students can complete a Campus Cupboard Application online. Volunteers will review each application and contact the student to schedule a day and time to pick up a pre-assembled food box.

Fitness and Wellness Center

The **Glen Oaks Fitness and Wellness Center** provides a welcoming space for students and community members to focus on their health and well-being.

The facility features a variety of **state-of-the-art fitness equipment**, including:

- **Cardio machines** – Treadmills, ellipticals, and stationary bikes.
- **Strength training** – Weight machines, cable machines, free weights, and multi-use squat racks.

Fitness and Wellness Coach Tucker Waddups is available to assist students and guests in achieving their fitness goals. All **part-time and full-time students** have free access to the Fitness and Wellness Center as part of their student fees. Tucker offers **personalized workout plans** tailored to individual fitness needs, while the **TeamBuildr app** allows users to track workouts, monitor progress, and maintain consistency over time.

For the latest community pricing and schedules, visit www.glenoaks.edu (<https://www.glenoaks.edu/>). For additional inquiries, contact **Tucker Waddups** at (269) 294-4281.

GO Cafe

The **GO Café** is located on the Glen Oaks concourse and offers a variety of made-to-order, ready-made, and packaged foods and beverages. Specialties include paninis, quesadillas, specialty salads, and desserts.

The café is open to all students, staff, and the public, providing a convenient dining option on campus **Monday through Friday**.

Devier Student Suites Residence Hall

Start or continue your journey toward independence by living in Devier Student Suites. Living on campus makes it easier for you to connect with other students, and research suggests that students who reside on campus are more successful academically. In addition to being next door to campus resources, you are just minutes away from Centreville, Sturgis and Three Rivers, Michigan, where you'll have access to coffee shops, dining, grocery stores, parks, recreation and more.

Honor Societies

Alpha Alpha Alpha (Tri-Alpha)

Tri-Alpha is the National Honor Society for first-generation college students. Established at Glen Oaks in 2022, Tri-Alpha was founded in 2018. Students who have earned 30 credit hours towards an associate degree, achieved an overall GPA of 3.2 on a 4.0 scale, and are first-generation college students (neither of the student's parents, step-parents or legal guardians have completed a bachelor's degree) qualify to join the honor society.

Phi Theta Kappa (PTK)

Phi Theta Kappa is the International Honor Society for two-year community college students. The Alpha Delta Omega chapter is chartered at Glen Oaks Community College. The society's hallmarks are scholarship, leadership, and service. Students who maintain a 3.5 GPA, have completed 12 credit hours over the 100 level, and are enrolled in at least 3 credit hours for the semester are invited to become members.

Epsilon Pi Tau

Founded at The Ohio State University in 1929, Epsilon Pi Tau (EPT) is the leading international honor society for technology. EPT recognizes academic excellence in technology-related fields, honors outstanding practitioners, and supports scholars advancing technology in society. For over 95 years, EPT has celebrated the achievements of students, professionals, and institutions worldwide, promoting leadership and excellence in the technology professions.

The Oaks Store -Follett Campus Bookstore

Follett provides you access to products and services from their huge network of bookstores and carefully-selected vendor partners across the country, and from their state-of-the-art distribution center.

When you shop via efollett, you are virtually shopping at the Glen Oaks campus bookstore. Therefore, when you place an order for textbooks, clothing, gifts or supplies, those items are taken right off the bookstore's shelf for you. If the items you ordered are not on our shelves, we check our distribution center and reach out to our network of bookstores and vendor partners to get you the items you ordered. You can choose to have items shipped to The Oaks Store for pick-up or sent to an address of your choosing.

Student Clubs and Organizations

Student success is not solely defined by academic achievement. Through student clubs and organizations, students can find their own niche on campus, connect with students beyond the classroom or academic program, and develop leadership potential by engaging in the college community. Student clubs represent various campus groups, special interests, and pre-professional areas. Examples include the Agriculture Club, Computer Gaming Club, Hispanic Student Alliance, and Student

Nurse Service Club. To establish a new organization or to revive an old one, a student will contact the club advisor (full-time faculty/staff member) to discuss the club, gather signatures on the Club Roster, and have the club advisor submit a Student Club Application through Etrieve.

All policies and procedures are found in the Handbook for Clubs on the Glen Oaks website under Student Clubs and Organizations.

Student Government

Policy 347

The students of Glen Oaks Community College are authorized to organize a student government and to operate according to a constitution and by-laws that have been approved by college administration. In general, the government is composed of representatives from all groups and its powers extend to recommendations only. It is organized to achieve student input into college decision-making and to sponsor events to benefit students. Members may serve on college committees and coordinate activities for co-curricular and extra-curricular programs.

Policy History: Adopted by Board of Trustees 1/13/95, revised 9/14/05, reviewed 3/9/23

PERSONNEL

Faculty

In addition to these full-time professors and instructors, Glen Oaks employs many part-time instructors who are not listed in the catalog.

B

Alyse Bannister

Adjunct Instructor, Welding

Welding Certificate

Melissa Blair

Instructor, Nursing

MSN - Fort Hays State University

BSN - The Robert B. Miller College

ASN - Kellogg Community College

Sara Boylan

Professor, Nursing

MSH - Michigan State University

BSN - Bethel College

ADN - Glen Oaks Community College

Dr. Rebecca Burch

Professor, Psychology/Student Success

MA - Western Michigan University

BA - Western Michigan University

C

Pam Carrel

Professor, Nursing

MSN - Goshen College

BSN - Goshen College

Nursing Home Admin Certificate - Michigan State University

Associate of Science - Southwestern Michigan College

LPN - Glen Oaks Community College

Kevin Conner

Professor, Information Technology

MS - Capella University Michigan

BAS - Davenport University

AASB - Glen Oaks Community College

Lisa Cripe

Instructor, Nursing

MSN - Aspen University

BSN - Eastern Michigan University

ASN - Kellogg Community College

D

Jim Deroshia

Adjunct Instructor, Automotive Technology

AAS - Glen Oaks Community College

Computer Support Technician Certificate - Glen Oaks Community College

Hydraulic Maintenance and Repair Certificate - Vickers Hydraulic School

F

Nathan Franz

Instructor, Chemistry

BS - Manchester University, Indiana

G

Karen Goodman

Professor, Nursing

MSN - Capella University

BSN - Goshen College

ADN - Kalamazoo Valley Community College

LPN - Kalamazoo Valley Community College

H

Dr. Ren Hartung

Professor, Science

PhD - University of South Carolina School of Medicine

BA - Albion College

Lori Hatfield

Professor, English

MA - National University

BA - Thomas Edison

AA - Kalamazoo Valley Community College

Coursework - Adrian College & Michigan State University

Jeffery Hucko

Professor, Biology

MS - Eastern Kentucky

MS - University of Louisiana at Lafayette

BS - University of Kentucky

K

Dr. Lester Keith

Professor, Business Administration

DBA - Argosy University, Sarasota

MBA - University of Texas at San Antonio

BBA - University of Texas at San Antonio

AA - San Antonio College

AS San Antonio College

Ciera Kline

Instructor, Graphic Design

BA - Southern New Hampshire University

L

Reid Leaverton

Professor, Agricultural Technology

Caterpillar Equipment Mechanic - Reedley College

CAT - John Deere training

M

Sara Main

Instructor, Mathematics

MA - Western Michigan University

BA - Central Michigan University

Michelle McNamara

Professor, Communications

MA - Spring Arbor University

MA - Spring Arbor University

BAS - Davenport University

AA - Glen Oaks Community College

Rachel Metzger

Instructor, Allied Health

BS - Indiana Wesleyan University

N

Michael Northrop

Professor, Art

MFA - Western Michigan University

BM - Olivet College

P

Steven Proefrock

Professor, Physical Education

MA - Eastern Kentucky University

BS - Central Michigan University

R

Stephen Ryno

Professor, English

MA - Western Michigan University

Med - Aquinas College

Secondary Teaching Certificate - Aquinas College

BA - Western Michigan University

S

Michael Sandelin

Professor, Mathematics

MA - Miami University

BS - Taylor University

Cheryl Schmitt

Professor, Business

MBA - Davenport University

MCTE - Western Michigan University

BBA - Western Michigan University

Teacher Education Certification - Western Michigan University

W

Carol Weatherford

Professor, English

MA - Andrews University

BS - Western Michigan University

Chad Worthington

Professor, Psychology

MA - North Central University

MA - Western Michigan University

BA - Trinity International University

Annual Faculty

Julie Evans

CTE Teaching Academy, Education

MED - Eastern Michigan University

BA - Michigan State University

Wayne (Rusty) Stitt

CTE Teaching Academy, Education

PhD - Western Michigan University

MA - Western Michigan University

BS - Indiana University - South Bend

College Administration & Administrative Staff

College Administration Administrative Staff

Executive Leadership

Dr. Bryan Newton

President

PhD - Colorado State University

Juris Doctor - The Ohio State University

BA - Southern Illinois University at Edwardsville

Diane Zinsmaster

Executive Associate to President and Board of Trustees

Coursework - Glen Oaks Community College

Denise DeVries

Executive Director of Marketing & Communications, Marketing & Communications

BSBA - Bowling Green University

Vonda Marrow

Executive Director, Glen Oaks Foundation

JD - Valparaiso University School of Law

BA - Adrian College

AA - Southwestern Michigan College

Barb Murk

Institutional Research Assistant

BS - Spring Arbor University

AGS - Glen Oaks Community College

AA - Davenport College

Dr. Tammy Russell

Executive Director of Institutional Planning, Assessment and Research

PhD - Western Michigan University

MSW - Western Michigan University

BA - Hope College

Kristine Stevens

Director of Business Outreach and Services

MBA - Northwest Nazarene University

BS - Central Michigan University

Lauren Weideman

Digital Media Specialist

MSW - Western Michigan University

BS - Trine University

Academic Affairs/Instruction

Lanre Ajayi

Dean for Advanced Technologies and Public Service

MA - Western Michigan University

BS - Suffolk University

Sara Birch

Dean of Health & Natural Sciences

MSN - Spring Arbor University

MBA - Spring Arbor University

BSN - Spring Arbor University
ADN - Kellogg Community College

Adam Cloutier

Vice-President of Academics

Ed.D - Ferris State University
MS - Michigan State University
BS - Michigan State University
AS - Delta College

Trista Nelson

Director of Learning Commons

MLIS - Wayne State University
BA - Western Michigan University
AGS - Glen Oaks Community College

Rachel Smith

Asst. Director of the Learning Commons

MA - Grand Canyon University
BS - Ferris State University
AA - Southwestern Michigan College

Christina Steele

Director of Allied Health

BS-Central Michigan University
AAS - Macomb Community College
MA - Ross Medical Education Center

Dawn Wood

Administrative Assistant to the VP of Academics

BAM - Trine University
Diploma - International Business College
AD - Davenport University
AASB - Glen Oaks Community College
AASAH Health Insurance Codr/Biller Certificate - Glen Oaks Community College

College Operations

Jamie Bennett-Yesh

Executive Director of Human Resources

BBA - Robert B. Miller College
AB - Glen Oaks Community College

Candy Bohacz

Associate Director of Human Resources

BBA - Western Michigan University
AB - Glen Oaks Community College

Eric Connelly

Web & Information Systems Associate

AAS - Glen Oaks Community College
LPN Certificate - Glen Oaks Community College
Computer Technician Certificate - Glen Oaks Community College

Chris Dao

Systems Analyst and Support Engineer, IT

AAS - Glen Oaks Community College

Evan Dembskey

Director of Information Technology

MA - University of South Africa
METCH - Tshwane University of Technology

Larry Diekman

Director of Building and Grounds

Michigan State Police Academy

Jennifer Dodson

Chief Financial Officer and Controller

MS - Southern New Hampshire University
BS - Ferris State University
AAS - Southwestern Michigan College

Stacie Hart

Senior Accountant

MBA - Trine University
BS - Trine University
AB - Glen Oaks Community College

Joel Mishler

Director of Athletics/Fitness & Wellness Center

BS - Grand Canyon University

Christian Monsivaes

IT Support Specialist

AASB - Glen Oaks Community College

Jaret Sanchez

Systems Analyst and Support Engineer, IT

AAS - Indiana Wesleyan University

Robert Stuck

Network Administrator

BS - Baker College of Jackson

Tucker Waddups

Fitness and Wellness Coach

MS - Mount Vernon Nazarene University
BS - Taylor University

Student Services

Tonya Howden

Vice-President of Student Services

MSEd - Capella University
BA - Fort Hays State University, Kansas

Danielle Easterday

Admissions Representative

BS - Grand Valley State University
AB - Glen Oaks Community College

Michael Elliott

Assistant Director of Housing and Residential Life

BS - Indiana University-Purdue University Indianapolis
ASB - Glen Oaks Community College

Benjamin Fries

Director of Student Success and Advising

MSL - Trine University
BS - Indiana University - South Bend

Hannah Fries

TRIO SSS Project Advisor

MA - Spring Arbor University
BA - Western Michigan University

Amber Gerth

Disability and Support Services Advisor

MSW - Spring Arbor University

BSW - Spring Arbor University
 AGS - Glen Oaks Community College
 ECE - Glen Oaks Community College

Sarah Henry

Director of Admissions

MA - Southern New Hampshire University
 BS - Ferris State University
 AAS - Mid-Michigan College

Angela King

Program Coordinator - Michigan State University Institute of Agricultural Technology

MA - Liberty University
 BA - Western Michigan University

Anita Lopez-Schlabach

Director of Early Middle College

BA - Spring Arbor
 AA - Western Mennonite College

Meryn Mostrom

TRIO SSS Project Advisor

BA - Michigan State university
 AA - Glen Oaks Community College

Claudia Pahls

Dual Enrollment Coordinator

MA - Ball State University
 BA - Ball State University

Anne Springsteen, LPC, NCC

TRIO SSS Project Director

MA - Western Michigan University
 BS - Western Michigan University
 AA - Southwestern Michigan College

Leanne Steward

Assistant Director of Financial Aid

MS - Marygrove College - Detroit
 BS - Trine University
 Certified in Psychology/Sociology

Rachel Templin

Student Success Advisor

BA - Hope College

Ayla Wilder

Director of Housing Operations and Residential Life

MPS - University of Indianapolis
 MS - University of Indianapolis
 BS - University of Indianapolis

Amy Young

Executive Director of Academic Records and Registrar

BA - Cornerstone University

Clint Young

EMC/DE Mentor

AS - Glen Oaks Community College
 BS - Western Michigan University

Jean Zimmerman

Director of Financial Aid

BS - University of Illinois

Support Staff

Dalton Anderson

Maintenance Assistant

Coursework - Glen Oaks Community College

Trisha Anderson

Maintenance Assistant

Mark Arrington

Custodian

Coursework - Glen Oaks Community College

Kayla Bachinski

Executive Assistant to Director of Financial Aid

BS - Ferris State University

Nicole Bontrager

Custodial Supervisor

Judy Fetch

Librarian Technician

AAS - Ferris State University
 Coursework - Glen Oaks Community College

Anne Fries

Executive Assistant to Associate Dean of Health Sciences

AAS - Glen Oaks Community College

Melanie Golden

Learning Commons Clerk

BS - Walsh College
 AS - Schoolcraft College

Jordan (Levi) Gowan

Maintenance Assistant

Clarice Green

Executive Assistant to the Dean of Health & Natural Sciences

BS - Spring Arbor University
 AB - Glen Oaks Community College

Jordan Haack

Custodian

Coursework - Washtenaw Community College

Shelby Smith

Executive Assistant to the Director of Admissions

Associates of General Studies - Glen Oaks Community College

Amanda Ludwig

Maintenance Assistant

Paul Martin

Maintenance Assistant

Corrections Academy, Lansing, MI

Marcelino Martinez

Custodian

AA - Glen Oaks Community College

Michael McCoy

Maintenance Assistant

BS - Western Michigan University

Tonya Miller**Learning Commons Clerk**

AASB - Glen Oaks Community College

AB Glen Oaks Community College

Mngt/Mktg Cert - Glen Oaks Community College

Misty Sanderson**Learning Commons Clerk**

AASB - Glen Oaks Community College

Dan Scott**Executive Assistant to the Director of Fitness and Wellness Center**

Coursework - Glen Oaks Community College/Trine University

Shelby Smith**Accounts Receivable Assistant**

AA - Glen Oaks Community College

Kylie Southworth**Assistant to the VP of Student Services/Registration and Records**

AS - Glen Oaks Community College

Barbara Thole**Accounts Payable/Payroll Assistant**

AAS - Glen Oaks Community College

Bus. Admin. Diploma - Argubright Business College

Christine Wheeler**EMC Assistant**

AASB - Glen Oaks Community College

Support Staff

Michaela Johnson-Gay**Custodian**

On-Campus Partners - Michigan State University

Angela King, MSU Program Coordinator*MS Liberty University; BS Western Michigan University*

Presidents Emeriti

Glenn Oxender, President**Dr. Philip Ward**, President**Dr. Gary Wheeler**, President

Professors Emeriti

Gerald Barkley, Professor, Math/Science**James Cook** - Professor, Computer-Aided Design & Drafting**Richard Cripe (D)** - Professor, Counselor**Phyllis Cupp** - Professor, Physical Education**Judy DeMink** - Professor, Spanish**Susan Deter** - Professor, Math**William Furr** - Professor, Business**Kevin Gave** - Professor, English/Communication**Harvey Gordon** - Professor, Art**David Gosling (D)** - Professor, Biology**Robert Gray (D)** - Professor, Music/Data Processing**Larry Hass** - Professor, Business/Accounting**Charlie Hayes** - Professor, Automotive**Daryl Herrmann** - Professor, Communications**Dr. Frank Janca** - Professor, Science**Bill Lederman** - Professor, Nursing**Janell Lederman** - Professor, Nursing**Denise Martin** - Professor, Data Processing/Computers**James Martin (D)** - Electronics**Ron Miazga (D)**, Professor - English/Literature/Photography**Wayne Moss** - Professor, Science**JoAnne Purlee** - Professor, Nursing**Susan Reardon** - Professor, Psychology**Jeanne Reed** - Professor, Social Science/Humanities/Study Abroad**Richard Schlimgen** - Professor, Counselor**Kenneth Schuler (D)** - Professor, Physical Education**David G. Smith (D)** - Professor, Business**Sharon Smith** - Professor, Information Processing**Thomas Soper (D)** Professor, English/Physical Education**Bernard Swartz (D)** - Professor, Mathematics**Ellen Stuckey** - Professor, Information Processing**Leland Thornton** - Professor, History**Barbara Timby** - Professor, Nursing**Donald Van Zuilen (D)** - Professor, Science**Robert Wathen (D)** - Professor, History**Lucy Zimmerman** - Professor, English

Trustee Emeriti

Dr. Robert L. Mowry (D), 22 Years**E. J. Shaheen (D)**, 24 Years**Eugene Schmidt (D)**, 20 Years**Gretchen Dresser**, 18 Years**Jim Moshier (D)**, 18 Years**Barry A. Mumby (D)**, 18 Years**David F. Locey (D)**, 16 Years**Taylor C. Snow**, 16 Years**Richard Maurer (D)**, 14 Years**Patrick J. Haas**, 13 Years**Norman H. Haas (D)**, 12 years

RESOURCES AND SUPPORT SERVICES

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GOCC and MI Works

GOCC and MI Works! work together to prepare a skilled workforce

Today's jobs require higher skills and more knowledge. Businesses compete globally, and they demand smart talented workers to maintain growth and expansion. Glen Oaks educational training programs are playing a key role in providing the education and in ensuring workers have these skills. Michigan Works! offers many resources to help job seekers explore occupations and salaries, research education and training opportunities, and find employment.

In St. Joseph County, the Michigan Works! Service Center is located at 16587 Enterprise Drive, Three Rivers, Mich. Hours are Monday through Friday from 8 am to 5 pm Additional information and resources can be found at www.michiganworkssouthwest.org (<http://www.michiganworkssouthwest.org/>).

Graduate Rate Survey - Student Right to Know

Cohort Group Fall, 2021 - First Time/Full Time Degree/Certificate Seeking Students (As reported to IPEDS) in 2025.

- 2021 Cohort Graduation Rate: (Completers with 150% of Normal Time) ...43%
- 2021 Cohort Transfer Rate: (Transfers with 150% of Normal Time) ...19%
- 4-Year Average Student-Right-to-Know Completion or Graduation Rate Calculation (Total Completers within 150%/Adjusted Cohort) ...38%
- 4-Year Average Student-Right-to-Know Transfer Out Rate Calculation (Total Transfer-out Students/Adjusted Cohort) ...17%

Brief Definitions:

The Student Cohort contains all students who:

1. Enrolled for the first time in the indicated semester.
2. Took 12 or more credit hours of coursework in their first Fall semester/term (identified as full-time) or less than 12 credit hours of coursework in their first Fall semester/term (identified as part-time).
3. Indication they are seeking a Certificate or Degree.

4. Are enrolled in majors that have a certificate or degree awarded at the completion of an equivalent number of credit hours.
5. "Transferred students" are those we are aware of who have changed their enrollment to another institution.
6. "Still attending" includes all students who are enrolled for at least 1 credit hour in the reporting semester/term indicated and are not counted in any other category.
7. 150% Time Period is set by the Federal Government at three (3) semesters for one-year certificate programs, six (6) semesters for two-year certificate/degree programs.

Unduplicated Count - This report represents an unduplicated count by category of students in the cohort. If a student can be counted in more than one category, they are **only** in the lowest number category listed (i.e., graduated takes priority over transferred).

Learning Commons

Learning Commons

The E.J. Shaheen Learning Commons is a central repository for academic support services. It includes:

- Library
- Tutoring
- Testing
- GOCC Archives

Fall/Winter Hours:

Monday – Thursday 7:45 AM -8:00 PM
Friday 7:45 AM – 4:00 PM

Summer Hours:

Monday – Thursday 8:00 AM – 6:00 PM
Closed Fridays

Note: Hours may be reduced when classes are not in session or due to special events.

Step into the vibrant heart of learning at the E.J. Shaheen Learning Commons. A dynamic hub where students, faculty, and the community converge to explore, create, and collaborate. From its inviting atmosphere to its cutting-edge resources, the Learning Commons is designed to support diverse learning styles and foster academic success.

Discover a world of knowledge within its walls, where books line the shelves alongside state-of-the-art technology. Whether you seek quiet study spaces for focused concentration or lively group discussions, the Learning Commons offers a variety of environments to suit your needs. Expert staff are on hand to provide personalized research assistance, guiding you through our physical materials and databases. But the Learning Commons is more than just a repository of information; it's a space for innovation and discovery. Engage in hands-on learning experiences through interactive workshops and multimedia labs, and maker spaces. Collaborate with peers on projects that push the boundaries of creativity and problem-solving.

In addition to academic resources, the Learning Commons provides comprehensive support services. Need help preparing for exams? Take advantage of our tutoring services staffed by experienced mentors who are dedicated to helping you succeed. Struggling with a particular

subject? Our tutors offer one-on-one assistance tailored to your learning style and pace.

Beyond tutoring, the Learning Commons offers testing services to ensure that you're ready to excel in your coursework. From placement exams to standardized tests, our testing center provides a secure and comfortable environment for assessment, allowing you to demonstrate your knowledge and skills with confidence.

Beyond academics, the Learning Commons serves as a center for community engagement, hosting events and activities that inspire dialogue and reflection. It's a place where lifelong learners come together to explore new ideas, broaden their horizons, and ignite their passions.

Whether you're a first-year student embarking on your academic journey or a seasoned scholar seeking new avenues of inquiry, the Learning Commons welcomes you to join in the pursuit of knowledge, connection, and growth.

OSSP Occupational Student Success Program

The Occupational Student Success Program (OSSP) offers supportive services to specific categories of students who are enrolled in approved occupational degree or certificate programs. The initiative helps students achieve academic success by providing services designed to assist in the removal of barriers to the student's academic goals. The OSSP Program is open to all Special Population Students. A Special Population Student is a person who, through a formal assessment, has been deemed as being one of the following:

- Single Parent, Including Single Pregnant Woman – An individual who is unmarried or separated from a spouse, and has a minor child or children for which the parent has either custody or joint custody.
- Is unmarried or separated from a spouse and is pregnant.
- Out-of-workforce individual– An individual who is under-employed or unemployed and is experiencing difficulty in obtaining employment or upgrading employment AND:
 - Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or
 - Has been dependent upon the income of another family member but is no longer supported by that income; or
- Individual from economically disadvantaged families, including low income youth and adults.
- English learner- An individual who has limited ability in speaking, reading, writing or understanding the English Language, AND whose native language is a language other than English; Or who lives in a family or community environment in which a language other than English is the dominant language.
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who – (i) is a member of the armed forces (as such term is defined in section 101 (a)(4) of title 10, United States Code; and (ii) is on active duty (as such term in is defined in section 101 (d)(1) of such title.
- Homeless individuals- as described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a).
- Individual preparing for nontraditional fields- An individual enrolled in an occupational program that is considered non-traditional for his/her gender as determined by National Labor Statistics and State

Year-End Program enrollment data. These occupations or fields of work generally include careers in computer science, technology, and other emerging high skill occupations for which individuals from one gender comprise less than twenty five (25) percent of the individuals employed in each occupation or field of work.

- Individual with a Disability – A person having any of the disabilities as in Section 3 of the Americans with Disabilities Act of 1990.

OSSP Services: Examples of available services include academic/ personal assessment, degree selection and academic advising, career workshops, referral services, registration assistance, financial aid application assistance, tutoring and career exploration.

Students participating in OSSP may also be eligible for financial assistance to help pay for tuition, fees, books, childcare and needs.

The Occupational Student Success Program is located in the Student Services Office. Appointments to discuss eligibility may be made by contacting the Occupational Student Success Program coordinator at 269-294-4328 or toll free 1-888-994-7818. Appointments or requests for information may be emailed to, Rachel Templin at rtemplin@glenoaks.edu. Interested applicants can fill out the OSSP Application on Etrieve. Funding for OSSP is provided by Perkins V and Glen Oaks Community College.

Parking

Students, staff and visitors are all expected to park in the lot west of the building. Parking spaces close to the building are limited and require special permits (issued to students who are permanently or temporarily disabled, senior citizens and the Board of Trustees). For a handicapped permit, a doctor's statement is required. Limited time permits and temporary handicapped permits are available. Applications (requiring driver's license and vehicle registration) and the permits themselves are obtained from the GOCC human resources coordinator. Students should not park in and block the circle drives at each end of the building. These are for bus traffic and emergency vehicles which may need close access to the building.

St. Joseph County Transportation Authority (SJCTA)

Leave the driving to SJCTA!

St. Joseph County's bus service has the ability to bring you to and pick you up from Glen Oaks Community College. The buses transport people from 6 a.m. to 6 p.m. (Saturday 7 a.m. to 5 p.m.). The fee is \$4 each way for Glen Oaks students with student ID. Emergency announcements about closing for any reason will be posted on radio and television. For definite information and to be sure of the current schedule call the transportation office at 273-7808 or 1-800-964-5700.

For those facing financial hardship, reach out to Student Services for assistance in emergency situations only.

(Rates subject to change).

Student Emergencies

If there is an emergency call regarding an enrolled student, the caller should identify it as an emergency to the Registration/Records staff at

269-294-4259. Staff from the Registrar's Office will make efforts to notify the student. General messages for students cannot be taken.

Students With Disabilities

Glen Oaks Community College, in compliance with Section 504 of the 1973 Vocational Rehabilitation Act, the 1990 Americans with Disabilities Act and the 2009 Americans with Disabilities Act as Amended, is committed to making all of its programs and activities accessible to individuals with disabilities. Students with documented disabilities may receive advocacy services, coordination with other agencies, the use of auxiliary aids, and reasonable accommodations through the Disability Support Services (DSS) office in the Student Services Office at Glen Oaks. For more information about services, contact Student Services Disability Support Services office at (269) 294-4241 or email, Amber Gerth, at agerth395@glenoaks.edu (ndickerson420@glenoaks.edu).

TRIO Student Support Services

TRIO Student Support Services (SSS) is a federally-funded program that works with 140 students each year to help in all aspects of the college experience - from choosing the right classes to transitioning into your next journey, whether continuing your education at a four-year university or going straight into a new career. The TRIO SSS Program at GOCC is committed to providing educational, career, and personal support to first-generation students, low-income students, and students with disabilities to equip participants with the skills and experience necessary to successfully graduate and transfer to a four-year college. Each participant is paired with a friendly and helpful TRIO SSS Advisor, who is their primary provider of the personalized services offered through the program. Our services include:

- Academic Advising
- Priority Registration
- TRIO SSS Scholarships
- Career Counseling
- Financial Aid Assistance
- Four-Year College Transfer Planning
- Educational Workshops
- Visits to Four-Year College Campuses
- Cultural Enrichment Experiences
- Personal Coaching and Mentoring
- Service Learning Opportunities
- And much more!

To apply, visit: <https://etcentral.glenoaks.edu/#/form/3238>

For more information about the program, stop by Student Services, call or email.

Contact Information

Call: (269) 294-4324

E-mail: sssprogram@glenoaks.edu

TRIO Student Support Services is federally funded at 100 percent by the U.S. Department of Education in the amount of \$272,364 for the 2024-2025 year.

Veteran's Benefits

Students who plan to use Veterans Benefits must take the following actions each semester:

1. Notify the Veterans Advisor of their intent to enroll
2. Meet with a VA academic advisor and complete a VA certification form.

Applying for Veterans Benefits First-Time Applicants

1. Complete an Application for benefits online at: www.vets.gov/education/apply (<http://www.vets.gov/education/apply/>)
2. Submit a certified copy of a DD-214 (veterans) or an original DD Form 2384 - Notice of Basic Eligibility (reserves).
3. Submit copies of training completion certificates. All military training received by the veteran must be evaluated by the Registrar's Office for college credit.
(See Transfer Credit for Armed Forces Educational Experience (p. 156)).
4. Request official grade transcripts from all previously attended colleges (must come directly from the college to Glen Oaks).
5. Submit copies of the VA Certificate of Eligibility.

Transfer Applicants

If the student has received Veterans Benefits for attendance at another college, he/she must:

1. Complete the VA Form 22-1995, Change of Program or Place of Training, online at <http://vabenefits.vba.va.gov> (<http://vabenefits.vba.va.gov/>)
2. Request official grade transcripts from all colleges previously attended.
3. Students should contact the Joint Services Transcript Website at: <http://jst.doded.mil> (<http://jst.doded.mil/>) and request their military transcripts be sent to Glen Oaks.

Nelnet Deferred Payment Plan

Veterans must enroll in the Nelnet Deferred Payment Plan for Veterans each semester they register. Contact the Financial Aid Office for more information and enrollment instructions.

Maximum Hours

Veterans may be certified for a maximum of 62 hours (the exception being the prior approval of a change of program by the Veterans Administration). This includes any credits earned for military courses training, attendance at other institutions, CLEP scores, etc. accepted for Glen Oaks credit.

Withdrawals/Incompletes

Recipients of Veterans Benefits are to notify the VA Advisor immediately of any withdrawals or incompletes.

Reporting Changes

After the veteran has enrolled, it is his or her responsibility to notify the Financial Aid Office of:

1. Changes in training programs or credit hour class load, and/or
2. Withdrawals from college.

Veterans may be held liable for any overpayment benefits as the result of failure to report such changes. Note: Veterans Certification - Veterans are certified when all documentation required by VA has been received, you

have met with the VA advisor, and it is after the 100 percent drop period. It usually takes 6-8 weeks before benefits are received.

Standards of Progress for Veterans Benefits

Students certified to receive Veterans Educational Benefits are required to maintain a cumulative GPA which meets or exceeds that required for graduation (2.0). Students who fail to meet this minimum standard are placed on probation for a maximum of one semester. If the student's cumulative GPA is still below 2.0, he or she will no longer be certified for Veterans Benefits.

Students may re-apply for Veterans Benefits when they have met the minimum standards for at least one enrollment period prior to the period for which they are applying. The Financial Aid Office may also approve recertification in documented special circumstances.

Veterans are hereby informed that failure to meet the Standards of Progress will be reported to the Veterans Administration. Recipients of Veterans Benefits will be notified by mail when they are not in compliance with the Standards of Progress.

SEARCH COURSES

Welcome to Course Search

Use the search panel on the left to find and narrow down courses of interest.

WORKFORCE DEVELOPMENT

The Glen Oaks Community College, Business Outreach and Services department offers a broad range of courses designed for an individual's professional growth and development, to customizing training providing education and training tailored to businesses' specific needs. With changing technologies and changing markets, it is more important than ever to invest in an organization's most important resource—its people. The Business Outreach and Services Training department provides quality workforce training and development to help St. Joseph County grow and prosper.

Through innovative assessment, delivery and evaluation, Glen Oaks Community College is able to assist organizations with training, development and implementation. Today's workplace is inundated with change as new technologies, processes and equipment emerge every day. To keep up with all these changes, an organization's employees need ongoing training. Glen Oaks provides efficient and effective training keeping an eye on the bottom line and on developing a company's most important asset -- its employees. Examples of training programs developed at GOCC: supervisory skills, working with millennials, communication skills, project management, lean manufacturing, metrology, blueprint reading, short-term computer classes and more.

All training is available at the workplace, so employers are paying employees for training time, not commuting time. Also, we arrange training according to your schedule including early morning and evenings to accommodate the complex schedules of today's workplace.

Instructors are licensed professionals experienced in the classroom and the workplace. Training content meets your business goals, whether immediate, short-term or long-term and includes hands-on experience, participant involvement and plenty of time for questions and answers.

Our experienced staff, instructors and consultants work in partnership with you to ensure every aspect of the training process is tailored to your exact requirements—from the development of custom-tailored training to post-course evaluation.

The Business Services and Outreach office collaborates with Southwest Michigan First, the Three Rivers and Sturgis Chambers of Commerce, Michigan WORKS! Southwest and other groups and individuals interested in the economic development for St. Joseph County. Contact the Business Outreach and Services office to learn of the latest courses at 269-467-9945.

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