



Grand Rapids Community  
College  
Dual Enrollment and Middle  
College  
Student Handbook

**Mission:** GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.

**Vision:** We strive to make higher education a reality for many students who wouldn't otherwise consider college, or don't have access to it, by removing financial, schedule and transportation barriers.

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## GENERAL INFORMATION

### GRCC Middle College

This is a 3-4 year program that allows students to complete high school requirements and up to 60 transferable college credits and/or an Associate's Degree or Technical Certificate from Grand Rapids Community College.

The final high school required course will also be taken during year 13<sup>th</sup> as a dual enrollment course. Accepted GRCC Middle College students understand if at any time they unsuccessfully complete a course they may be financially responsible for reimbursement to their districts and may not be on track to graduate with their cohort.

### The Goals of Middle College

1. Provide an opportunity for students to earn up to 60 transferable college credits and/or an Associate's Degree, Technical Certificate
2. Prepare students for successful transfer to four-year colleges and universities, and/or entrance to the workforce
3. Guide students in critical thinking and desire to become life-long learners
4. Prepare and assess plans of improvement for needed skills and a successful educational experience
5. Create and promote a mentality of civility
6. Foster an atmosphere where diversity is acknowledged and encouraged
7. Provide student services that are conducive to student learning and success

### GRCC Dual Enrollment

In the Dual Enrollment program students can earn college and high school credit and gain higher education experience while in high school. Students can meet high school graduation requirements by taking college courses and this will enable them to finish college sooner.

### Attendance

In order to carry out an effective attendance policy, students must have good attendance at high school as well as college. Attendance policies will be enforced from the student's high school. Attendance policies at Grand Rapids Community College will be enforced and established by the professor. It is the responsibility of the student to notify instructors if there is a conflict that will result in a student missing class.

\*If you are absent from a college class for any reason, it is your responsibility to contact your instructor by the means communicated by them.

### Closing of School

*Weather:* In the event that Grand Rapids Community College is closed for weather related incidents, dual enrollment and middle college courses will also be canceled. If your classes are held at your high school and your local school district is closed for a weather-related incident, your college class(es) are also canceled. If your classes are held on the GRCC campus and your local school district is closed for a weather-related incident, your college classes may still be held (check with your instructor).

*Other:* For classes held on the GRCC campus - In the event that your instructor cancels class, it is their responsibility to communicate that with you – please check your GRCC email and Blackboard regularly.

**TextBooks**

As part of a middle college program, students are not required to pay tuition or book fees. Any materials that are on the class syllabus are covered through the program. Students are responsible for any loss or damage that occurs while the books are in their possession.

**Resources/Activities**

Students will have full access to all of the resources provided by Grand Rapids Community College including advising and tutoring. Middle College students are not eligible to participate in intercollegiate athletic programs at GRCC but are encouraged to join clubs and engage in the activities provided by GRCC (i.e. club sports, college organizations).

**GRCC Student ID Card**

Students will be issued their first Raider Card at no cost. Replacement cards cost \$10.00. You can get a RaiderCard at Student Life or the Tassell M-Tech location on campus.

**Academic Advising**

Academic Advisors will be meeting with students throughout their time in the Middle College program and will be assisting them with enrollment for their 13<sup>th</sup> year courses as well as with graduation audits. Please contact the Middle College Advisor with questions or concerns: 616.234.3900, or [grcc.edu/academicadvising](http://grcc.edu/academicadvising).

**Graduation Requirements**

The State of Michigan high school graduation requirements, known as the Michigan Merit Curriculum (MMC), require all students to have four (4) math courses in high school, and one (1) of those courses must be in the final year of high school. Students in a 5-year graduation cohort are not eligible for graduation after the 4th year of high school, as they must take a math related course in the final year. The final year of high school for a student in a 5-year graduation cohort is the 5th year. Students must complete a math related course in the final year, regardless of how many math credits the student has previously earned. The final math related course needed to meet the MMC requirements is delivered by the post-secondary partner as part of the 13th year and counts for both high school and post-secondary credit. Students may have other outstanding state and/or local graduation requirements to complete in the 13th year, regardless, the math related course in the 13th year is required of all students.

**Retaking/Failing Classes**

If a student decides to retake a class to improve a grade or because they received an “E”, that student will be responsible for the cost of retaking the class a second time, including books and fees. The High School will not cover the cost of students retaking a class. If a class is a prerequisite for another course in the program of study, you must successfully earn a “C” or higher. If a student receives a lower grade, the student must retake the course (self-pay) in order to stay on track to graduate with their cohort.

## **Financial Aid**

Courses taken by dual enrolled, early, and middle college students will be considered when determining future financial aid eligibility at GRCC. Students must successfully complete at least 67% of all attempted courses with passing grades. This is true even if financial aid was not used to pay for the courses. Withdrawals (W or DR), failing (E) grades, audited classes (V), and incompletes (I) when no letter grade is assigned are considered unsuccessful completions. Additionally, students must maintain an acceptable grade point average in order to be considered for future financial aid. GPA requirements vary based on number of credits attempted:

- 1 to 14 credits attempted: required GPA of 1.5 or higher
- 15-28 credits attempted: required GPA of 1.75 or higher
- 29 or more credits attempted: required GPA of 2.0 or higher

For additional information related to GRCC's satisfactory academic progress requirements for financial aid recipients view <https://grcc.edu/financialaidscholarships/maintainingaideligibility>.

## **Student Privacy - FERPA**

FERPA is the The Family Educational Rights and Privacy act of 1974. This right helps protect the privacy of student records. The Act provides a student or former student the right to inspect and review their education records; the right to seek to amend those records; and the right to have some control over the disclosure of information from those records. The Act applies to all educational institutions that are recipients of federal funding.

The GRCC Middle College Programs will follow all of the appropriate FERPA laws as they pertain to student privacy.

Students participating in Dual, Concurrent, or Middle College programs, will need to sign a Please contact the Student Records office for more information: 616.234.4121

## **Disability Support Services**

GRCC is committed to ensuring that any student with a disability who is enrolled in an Early/Middle College or Concurrent Enrollment Course has the ability to identify as a person with a disability and receive reasonable accommodations under the Americans with Disabilities Act. The accommodations that are allowed in a college level course need to be determined by the college through an interactive process that includes review of documentation and student input. Ultimately, GRCC's Disability Support Services could approve accommodations that are different than those indicated on an IEP or a 504 plan.

## **GRCC Student Conduct Policy**

The College expects all students to conduct themselves as responsible citizens and members of the academic community. It is the responsibility of each student to know, observe, abide by and adhere to GRCC's student code of conduct, rules and regulations. Additionally, students are to abide by all rules applicable to conduct in a classroom environment and at college-sponsored activities. Students, by enrolling in the college, are automatically placed under the rules and regulations established by the college. Therefore it is the student's responsibility to familiarize themselves with the rules and regulations affecting them.

## **Classroom Conduct**

Students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. Toward this end GRCC has developed the following Code of Classroom Conduct. Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class. Classroom misconduct is any behavior which disrupts or interferes with the learning environment.

**Classroom Misconduct Examples** - Includes, but is not limited to:

1. Engaging in behavior that disrupts or interferes with the learning environment. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.
2. Using cell phones or other electronic devices that disrupt the learning process or teaching environment. Faculty members have the right to restrict the use of electronic devices in their classrooms.
3. Entering the classroom late or leaving the classroom prior to the end of class may be considered a disruption to the learning environment.

Students with approved accommodations through Disability Support Services (DSS) have the right to receive and utilize appropriate accommodations, which may include behavior or the use of technology otherwise restricted.

## **Consequences of Classroom Misconduct at GRCC**

Students engaged in classroom misconduct are subject to classroom penalties and conduct sanctions. Withdrawal from a course does not exempt a student from any pending charges of classroom misconduct.

The faculty member may make a referral to the conduct office for additional investigation and potential institutional sanctions in addition to any one or more of the following penalties which sanctions may be imposed by the faculty member for any classroom misconduct violation.

1. Giving a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues;
2. Dismissal from the remaining class time during which the infraction occurs;
3. Dismissal from the remaining class time during which the infraction occurs, with required meeting with designated college employee (faculty member, Department Head, or Associate Dean) prior to returning to class;
4. Assignment of a reduced or failing grade on an assignment, paper, project or exam;
5. Reduction in the final grade for the course;
6. Required meeting with the faculty member and/or a college official if necessary.

If the offense is egregious, threatening or repeated, the Director of Student Life and Conduct or designee may impose a temporary suspension pending investigation.



**Academic Honesty**

The development, understanding, and practice of integrity and academic honesty are expected of all students at Grand Rapids Community College. Personal integrity is important in all aspects of life, and students are expected to conduct themselves with honesty and integrity, both in and out of the classroom. Acts of academic dishonesty will not be tolerated, and students engaging in such conduct may be subject to classroom and/or institutional disciplinary actions.

Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

**Cheating**

Cheating includes, but is not limited to the following:

1. Using any sources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments. Giving or receiving content information relating to assignments/quizzes/test/examinations to/from others unless authorized by the instructor.
2. Using unauthorized electronic equipment;
3. Submitting academic work previously submitted in another course without authorization;
4. Altering or tampering with grades.

**Plagiarism**

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person or organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information that is not common knowledge. Plagiarism may take two main forms, which are clearly related:

1. Stealing or passing off as one's own the ideas or words, images, or other creative works of another.
2. Using a creative production without crediting the source, even if only minimal information is available to identify it for citation.

**Fabrication**

Fabrication is defined as intentionally falsifying or inventing any information or citation on any academic exercise. Therefore:

1. "Invented" information may not be used in any laboratory experiment or academic exercise.
2. One should acknowledge the actual source from which cited information is obtained.
3. Students must not change or resubmit previous academic work without prior permission of the instructor.

**Other Examples of Academic Dishonesty**

1. Allowing another student to copy during a test;
2. Giving homework, term paper or other academic work to another student to plagiarize;
3. Submitting any work that is not one's own;
4. Falsifying information to a faculty member or College official;
5. Altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's knowledge/approval;
6. Stealing tests or other assessment items;
7. Forging signatures on College documentation;
8. Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment;
9. Accessing computerized College records or systems without authorization (see GRCC AUA);
10. Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above;
11. Unauthorized recording, reproduction, retransmission or redistribution of course materials (e.g. lectures, handouts, podcasts, exams, student projects, group work, online material, etc.).

**Consequences of Academic Dishonesty at GRCC**

Students who commit acts of academic dishonesty are subject to classroom penalties and conduct sanctions. Withdrawal from a course does not exempt a student from any pending charges of classroom misconduct.

The faculty member may make a referral to the conduct office for additional investigation and potential institutional sanctions in addition to any one or more of the following penalties which may be imposed by the faculty member for any academic dishonesty violation:

1. Giving a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues;
2. Assignment of a reduced or a failing grade on an assignment, paper, project or exam;
3. Lowering the grade for the course;
4. Assignment of an E in the course;

**General Conduct**

All GRCC students are expected to respect and value the rights of others and conduct themselves as responsible citizens. Choosing to join the GRCC community obligates each student to abide by a code of civilized behavior. The following personal actions on GRCC property, at official College functions, or which place students, faculty or employees at risk are prohibited. This following list is not intended to be exhaustive, and the College reserves the right to deem other behavior inappropriate that is not expressly identified in these regulations.

### **1. Attempts to Defraud**

Includes any activity intended to misrepresent any official document or identification used by or issued by the College.

### **2. Bullying**

Bullying is systematic intentional behavior that may take many forms, including but 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.

1. 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.
2. 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.

### **3. Complicity in Violating the Student Code of Conduct**

Includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual or group committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to the College.

### **4. Copyright Infringement**

Students must respect copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated. The use of College resources to infringe upon copyright laws (print, digital, and internet) is prohibited. This applies to all forms of electronic media including, but not limited to, software, electronic encyclopedias, image files, video files and sound files. For more information, see 3.0 Copyright Policy.

### **5. Demonstrations**

The First Amendment protects the right to assemble and to petition, but it requires that the right be peaceably exercised in accordance with the law. This right may be exercised by the use of written or spoken words, by acts such as picketing and by "peaceable" mass assemblies and demonstrations, subject to College regulations on time, place and manner of such activity.

The College will not tolerate disruption of the learning environment, work environment or movement of others, nor will it condone violence or physical interference with the facilities or functions of the campus. Campus Police may, without delay, stop any demonstration that violates this regulation.

### **6. Discrimination**

Engaging in discrimination against other students, faculty or staff, College officials, or guests on the basis of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, veteran status, political affiliation, familial status, genetics, and/or any other legally protected class not heretofore mentioned as set forth in GRCC Equal Opportunity and Non-Discrimination policy (Policy 6.2) is prohibited in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law.

## **7. Disruptive Behavior**

Includes the disruption of College activities and College business in classes, programs, meetings, and other student activities. Disruption may include: disorderly conduct, lewd or indecent behavior, breach of peace, or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.

## **8. Unethical and Misuse of Technology**

The use of GRCC Instructional Technology resources is subject to all federal, state and local laws, and to the College's applicable policies and guidelines, as outlined in the GRCC Acceptable Use of Technology Policy and Acceptable Use Agreement (Policy 6.18).

## **9. Harassment**

Harassment is repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating, humiliating, insulting, isolates people, or undermines their reputation through verbal or non-verbal communications.

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. See the Harassment Policy for complete details (Policy 6.3).

## **10. Hazing**

Hazing means any act committed on GRCC property or in connection with any GRCC related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause degradation, cruelty, or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization. Hazing is prohibited by the College. In response to allegations of hazing under this regulation, it is not a defense that:

1. The victim gave consent to the conduct.
2. The conduct was not part of an official organizational event or sanctioned or approved by the organization.
3. The conduct was not required as a condition of membership in the organization.

## **11. Illegal Possession/Use of Alcohol and Drugs**

This includes the illegal use, possession, manufacturing or distribution of illegal drugs, controlled substances, look-alike drugs, narcotics, marijuana in any form or alcoholic beverages or being under the influence of the same on campus. Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student, and sniffing toxic vapors.

## **12. Unauthorized Possession/Use of Alcohol and Drugs**

This includes the unauthorized use, possession, manufacturing or distribution of illegal drugs, controlled substances, look-alike drugs, narcotics, marijuana in any form or alcoholic beverages or being under the influence of the same on campus. Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student, and sniffing toxic vapors. See the Drug and Alcohol Policy for complete details (Policy 6.24).

**13. Illegal Possession/Use of Weapons**

This includes illegal possession, use, control or distribution of any weapons, including but not limited to, firearms, pellet guns, air pistols/rifles, explosives, dangerous chemicals, knives, stilettos, dirks, brass knuckles, licensed weapons, objects or instruments possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon is prohibited.

**14. Unauthorized Possession/Use of Weapons**

This includes unauthorized possession, use, control or distribution of any weapons, including but not limited to, firearms, pellet guns, air pistols/rifles, explosives, dangerous chemicals, knives, stilettos, dirks, brass knuckles, licensed weapons, objects or instruments possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon is prohibited. See the Firearms, Explosives or Weapons Policy for complete Details (Policy 14.2).

**15. Indecent or Obscene Behavior**

Such behavior includes, but is not limited to, indecent exposure, urinating or defecating in public, voyeurism, use of vulgar language, etc.

**16. Misrepresentation**

Includes representing or acting on behalf of the College or another individual when not authorized to do so.

**17. Misuse or Unauthorized Possession, Use or Theft of Public or Private**

**Property** Includes, but is not limited to:

1. Theft or the taking of public or private property, unauthorized use or possession of public or private property, or unauthorized use or acquisition of services.
2. Destroying, damaging or littering of any property, conduct that defaces, destroys, damages, or litters any property of the College or any property of an individual or group whether on Campus or at a College function.

**18. Obstruction/Abuse of Student Conduct Process** Includes, but is not limited to:

3. Failure to comply with the Student Conduct Process.
4. Falsification, distortion, or misrepresentation of information.
5. Disruption or interference with the orderly process of a discipline hearing.
6. Attempting to influence, intimidate or discourage an individual's participation throughout the conduct process directly or indirectly.
7. Attempting to influence the impartiality of a conduct officer, a member of the Hearing Committee, or Appeal Officer.
8. Verbal or physical harassment and/or intimidation of a conduct officer, a member of Student Hearing Committee, or anyone else involved in the conduct process, or failure to comply with decisions, recommendations or sanctions imposed.

**19. Refusal to Identify and/or Comply**

Includes disobedience or insubordination toward College officials or designees acting in the performance of their duties. Students are required to provide identification when asked by an employee or College official when asked, specifically their student ID card.

## **20. Rioting**

Rioting is defined as engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disrupting the learning environment on Campus, in areas proximate to Campus, or in any location when the riot occurs in connection with or in response to a GRCC-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of authorized personnel.

## **21. Safety Violations**

Conduct which endangers the health or safety of any person(s), including, but not limited to:

1. Intentionally or recklessly starting a fire or causing an explosion.
2. Misusing fire safety equipment, fire escapes or elevators.
3. Intentionally or recklessly endangering the welfare of any individual.
4. Intentionally or recklessly obstructing fire, police, or emergency services.
5. Using, possessing, or storing dangerous chemical, fireworks, or explosives.
6. Using, possessing, or storing any object considered to be a weapon on college property.
7. Utilizing any instrument in a manner that endangers or tends to endanger any person.
8. Obstructing the free flow of pedestrian or vehicular traffic.
9. Failing to comply with the reasonable and lawful directions of GRCC officials and GRCC Campus Police.
10. Knowingly and falsely alerting others about an emergency.

## **22. Sexual Misconduct**

Sexual misconduct includes but is not limited to sexual violence including sexual harassment, dating violence, domestic violence, stalking, sexual assault, and sexual exploitation. See Policy 6.4 Sexual Misconduct for more information, including definitions and procedures.

## **23. Threatening or Causing Physical or Other Harm to Any Person**

Includes, but is not limited to:

1. Any written or oral communication, conduct or gesture that is directed toward any member of the GRCC community that causes a reasonable person to fear for the safety of themselves or others.
2. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment, and/or participation in College-sponsored activities.
3. Includes any conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to: physical violence, assault, or the threat to use physical violence; use or possession of fireworks, gunpowder, dangerous chemicals, or explosive materials; and blocking or preventing the use of or access to fire exit doors and building hallways, etc.

Note: A student could be found responsible for threatening behavior or comments even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

#### **24. Unauthorized Use of Tobacco, E-Cigarette or Vaporizer Pen**

According to the Tobacco Free Environment policy, students shall not use, chew, smoke or sell tobacco products, e-cigarettes, vaporizer pens and medical marijuana, at any time while subject to the jurisdiction of the GRCC Student Code of Conduct or in any place on GRCC properties, including sidewalks within the boundaries of any GRCC campus. The policy shall extend to all properties owned, leased or controlled by GRCC.

#### **25. Unauthorized Access and Use of Facilities and Services Includes, but is not limited to:**

1. Unauthorized access or entry to College buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access.
2. Unauthorized possession, duplication or use of keys or access cards for any College property.
3. Continued occupation of any College facility after being requested to leave by a College employee, official or designee acting in the performance of their duties.

#### **26. Violations of College Rules, Procedures, and Policies**

Students are responsible for making themselves aware of and complying with College policies and guidelines, which can be found at [grcc.edu/policies](http://grcc.edu/policies).

#### **27. Violation of Local, State or Federal Laws**

Includes engaging in conduct that violates any municipal or county ordinance, federal or state law. The conduct process may be instituted without regard for civil or criminal litigation in court or criminal arrest and prosecution. Sanctions imposed as a part of this process shall not be subject to change based on the outcome of any criminal process.

Note: Students who are involved in violations of the Student Code of Conduct may have their parents notified by the Student Conduct Administrator (or designee).

#### **Academic Grade Grievance Procedure**

The purpose of this process is to resolve grade disputes between students and instructors in a manner that is timely and upholds academic integrity.

This process is to be used only for disputes regarding final grades. A student who perceives an individual grade received during a course to be unfair must resolve the matter informally with his or her instructor. Only when an individual grade has impacted a student's final grade, or when a student perceives a final grade to be otherwise unfair, may the student invoke the formal grievance process noted below. Informal Process

Step 1: The student shall contact the instructor within 15 school days\*\* after the posting of a perceived unfair final grade to try to resolve the matter informally.

Step 2: If the grade dispute is not resolved at Step 1, the student has five school days to contact the appropriate department head or program director to try to reach a resolution that is mutually agreeable to the student and instructor. A written description of the grievance may be requested by the department head or program director.

Formal Process

Step 3: If the issue is not resolved at Step 2, the student has five school days to initiate the Formal Grade Grievance Process by completing a Grade Appeal Form and delivering it to the associate dean of the academic department responsible for the course.

\*\*School days are Mondays through Fridays, while classes are in session.

### **Academic Standing**

Academic Standing is reviewed at the end of each semester of enrollment when grades are posted. If students achieve a cumulative grade point average (GPA) of at least 2.0, students will be in good standing and this will be noted on the student's transcript.

### **What if a student fails to meet the standards?**

Students will first go on academic alert on the first occasion that their cumulative GPA is below 2.0 either after their first enrollment semester or following Good Standing. If a student's subsequent semester GPA is below 2.0 while on alert, students will then be placed on academic probation. If a student's subsequent semester GPA is below 2.0 while on probation, the student will be placed on academic suspension. When the cumulative GPA improves to a minimum of 2.0, students will be in academic good standing.

### **Academic Alert**

Students who are placed on academic alert will be notified via email at the end of the semester. This is not noted on the transcript.

### **Academic Probation**

Students who are placed on academic probation will be notified via email at the end of the semester. Academic probation is noted on the student's transcript and an indicator will be viewable on the student's account. Students on Academic Probation are required to complete the Academic Success Workshop in Blackboard. A registration hold will be placed on their account if the workshop is not completed by the end of the following semester.

### **Academic Suspension**

Students who are placed on academic suspension will be notified via email and mailed letter. Students registered for the subsequent semester will be contacted by phone as well. Academic suspension is noted on the student's transcript and an indicator will be viewable on the student's account. They will be prohibited from registering for credit classes at GRCC for one semester. If students are already registered for the next semester, courses will be dropped.

If the student is academically suspended due to circumstances beyond their reasonable control, they may appeal this suspension to the Academic Suspension Appeal Committee. The Committee's decision is final.

### **Return from Academic Suspension**

Students returning from Academic Suspension following a semester of non-attendance at GRCC must meet with an academic advisor prior to being allowed to register for classes.

*A copy of the GRCC's Annual Security Report (ASR) is available for review. This report is required by the federal law and contains statistics for the previous three years concerning reported crimes that occurred on-campus; in certain non-campus buildings or property owned and controlled by GRCC; and on public property within, or immediately adjacent to and accessible from the campus. The ASR also includes institutional policies concerning campus security, such as policies concerning sexual misconduct, emergency procedures, and other matters. This report is available online at <https://www.grcc.edu/about-grcc/grcc-police/annual-security-report>. You can also request a hard copy by visiting the GRCC Police. If you would like to receive a printed copy of the ASR, you can stop by the GRCC Police Department at 25 Lyon Street NE or you can request a copy be mailed to you by calling (616) 234-4012.*