



CHEMEKETA COMMUNITY COLLEGE

Student Planner & Handbook

2025–2026

Academic Advising at Chemeketa Community College

Developmental academic advising is a continuous, student-centered process of clarification and evaluation. This process assists students in the development of meaningful educational plans compatible with their life goals and their personal values.

Developmental academic advising is an intentional process that assists students in making informed choices, clarifying their goals and developing educational plans for realizing these goals. It is ongoing, multi-faceted, and the responsibility of both student and advisor. The relationship between advisor and student is vital. Through this relationship, students are gradually encouraged to take on a greater role in directing their educational paths resulting in less reliance on advisors. Students become increasingly self-directed and ultimately assume responsibility for their personal, educational and career goals.

Developmental academic advising is a collaborative effort across campus, utilizing all available resources.

Advisor role and responsibilities

Advisors have the following responsibilities:

- Help students clarify and develop realistic educational career plans.
- Assist students in planning or revising a program consistent with their abilities and interests.
- Monitor progress towards educational/career goals.
- Discuss and reinforce linkages and relationships between instructional program and occupation/ career
- Interpret and provide rationale for instructional policies, procedures and requirements.
- Guide students through all designated educational transactions (e.g. schedule, add/ drop, change of major, waiver, graduation requirements).
- Maintain an electronic advising file for each advisee.
- Refer students when academic, attitudinal, attendance, or other personal problems may require intervention by other professionals.
- Inform students of the nature of the advisor/ advisee relationship.
- Request reassignment of advisee to another advisor if necessary.
- Assist students in identifying career opportunities.
- Develop supportive, professional relationship with advisees.
- Inform students of special services available to them.
- Accept responsibility for performing their duties as an advisor.

Advisee responsibilities

Advisees have the following responsibilities:

- Clarify their personal values, abilities, interests and goals.
- Contact and make an appointment with the advisor when required or when in need of assistance. If the student finds it impossible to keep the appointment, the student will notify the advisor.
- Become aware of and adhere to Chemeketa policies, procedures and requirements.
- Prepare for advising session and bring appropriate resources and materials.
- Follow through on actions identified during each advising session.
- Evaluate the advising system, when requested, in order to strengthen the advising process.
- Request reassignment of a different advisor if necessary.
- Accept responsibility for all decisions.

All first-year, certificate/degree-seeking students are assigned an Academic Advisor based on their degree pathway. This allows the advisor to be well versed on the requirements and guide the student through their pathway. Students will have an advising hold and are required to meet with their advisor in their first two terms and any subsequent term where their GPA is below a 2.25 GPA in the prior term, and/or if they do not register for the prior or current term. Plan to meet with an advisor once a term to make sure you are on track to accomplish your educational goals. Schedule your appointment in the first couple weeks of the term to ensure you are able to meet with your advisor before registration opens.

Chemeketa Community College

Student Planner and Handbook

2025–2026

Property of	_____
Address	_____
Phone number	_____
Email	_____
In case of emergency, please contact	_____
Name (of contact)	_____ Phone _____

Chemeketa Community College

4000 Lancaster Dr. NE • P.O. Box 14007, Salem, Oregon 97309-7070

503.399.5000 • www.chemeketa.edu

Reporting an emergency

Public Safety Office (from campus phones)..... ext. 5023

Public Safety Office (from off-campus phones) 503.399.5023

Life threatening emergency..... 911

Weather/Emergency Closures

In the event of inclement weather or other conditions, information on class cancellations, college closures, and revised class schedules can be obtained by:

1. Calling 503.399.5000 for a recorded message
2. Checking the website www.chemeketa.edu
3. Listening to your local area TV or radio broadcast stations, including Portland metropolitan
4. Sign up for automated emergency notifications at: alerts.chemeketa.edu



On behalf of Chemeketa Community College, I extend to you a very warm welcome.

We have developed this student handbook and planner to serve as a helpful resource. Important academic dates and deadlines are included, along with key online and telephone references, a list of contacts for local community services, and other useful information for students.

Chemeketa is your college and its many activities, events, and learning experiences await you.

Involvement in college life is a powerful way to make your student experience here richer and more rewarding. I encourage you to take advantage of all the college has to offer.

~ Jessica Howard, Ph.D., College President

Chemeketa Community College prohibits unlawful discrimination based on the following:

Color, Religion, National Origin, Sex, Marital Status, Disability, Protected Veteran Status, Age, Gender, Gender Identity/Expression, Sexual Orientation, Pregnancy, Whistleblowing, Genetic Information, Domestic Abuse Victim, Expunged Juvenile Record, Injured Workers, Protected Hairstyle (CROWN Act), Victims of Domestic Violence (Sexual Assault, Stalking, and/or Harassment), Political Affiliation or Belief, Tobacco Use During Work Hours

Or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws. Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose. For concerns, inquiries or complaints regarding student disability accessibility and accommodations contact:

Section 504/ADA Coordinator Students

Karen Alexander, Director, Student Accessibility and Testing Services
503.399.5276

For concerns, inquiries or complaints regarding employee disability accessibility and accommodations contact:

Section 504/ADA Coordinator Employees

Patrick Proctor, Associate Vice President, Human Resources
503.315.4586

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, gender based violence, and stalking, contact the Title IX coordinator, Jon Mathis at 503.584.7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or Report Sexual Misconduct | Chemeketa Community College.

All persons having questions or concerns related to Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.315.4586, 4000 Lancaster Dr. NE, Salem OR 97305.

Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600. To request this publication in an alternative format, please call 503.399.5192. For language access please call 503.315.4586 or email patrick.proctor@chemeketa.edu.

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Corrections and additions

We hope you find the Chemeketa 2025–2026 Student Planner and Handbook to be a useful tool. The dates and information included in this handbook are as accurate as we could make them at the time the handbook went to press. Please check the Chemeketa website www.chemeketa.edu for updates. If you notice information that needs to be corrected or added, please contact Angela Archer at 503.399.5120 or advising@chemeketa.edu so that we can make the changes in any future editions of the handbook. Thank you for your assistance in keeping the handbook accurate and up-to-date.

July 2025

Academic Calendar • 2025–2026

	Summer 2025			Fall 2025	Winter 2026	Spring 2026
	Intensive courses Five weeks June 23–July 26	Standard Eight weeks June 23–Aug.16	Specific programs Ten weeks June 23–Aug. 30	Sep 29–Dec 13	Jan 5–Mar 21	Mar 30–Jun 13
College-wide Inservice (College closed to public)				Sep 16		
Employee Inservice				Sep 15–26		
Student registration: Check registration status on My Chemeketa						
Beginning of Term	June 23	June 23	June 23	Sep 29	Jan 5	Mar 30
Academic Year and other Holidays	June 19 July 3 July 4	June 19 July 3 July 4	June 19 July 3 July 4	Sep 1 Nov 11 Nov 27, 28 Dec 25, 26 Jan 1, 2, 2026	Jan 19	May 25
College Closure				Sep 16 Nov 29 (Saturday)	Feb 16	
Summer Friday Closure	Closed Fridays, June 27–Aug 29					
Winter Break/Spring Break				Dec 15–31	Mar 23–27	
Review & Final Exams	Final exams given during last class period			Dec 8–13	Mar 16–21	June 8–13
End of Term	July 26	Aug 16	Aug 30	Dec 13	Mar 21	June 13
Graduation				TBA		

Note: Please check the term's *Schedule of Classes* for registration information. Schedules are available in Advising and Counseling Services in Bldg. 2 or online at chemeketa.edu.

Final exam schedule for Fall, Winter, and Spring terms

The final examination schedule shown on this page applies only to day classes. If an in-class final examination is given for a day class, it is administered according to this schedule.

If your class begins: Your exam will be:				
Fall term 2025	Monday, Dec. 8	Tuesday, Dec. 9	Wednesday, Dec. 10	Thursday, Dec. 11
Winter term 2026	Monday, March 16	Tuesday, March 17	Wednesday, March 18	Thursday, March 19
Spring term 2026	Monday, June 8	Tuesday, June 9	Wednesday, June 10	Thursday, June 11
Monday				
7 or 7:30 am			8–9:50 am	
8 or 8:30 am	8–9:50 am			
9 or 9:30 am			10–11:50 am	
10 or 10:30 am	10–11:50 am			
11 or 11:30 am			noon–1:50 pm	
noon or 12:30 pm	noon–1:50 pm			
1 or 1:30 pm			2–3:50 pm*	
2 or 2:30 pm	2–3:50 pm			
3 or 3:30 pm			4–5:50 pm*	
4 or 4:30 pm	4–5:50 pm			
Tuesday				
7 or 7:30 am				8–9:50 am
8 or 8:30 am		8–9:50 am		
9 or 9:30 am				10–11:50 am
10 or 10:30 am		10–11:50 am		
11 or 11:30 am				noon–1:50 pm
noon or 12:30 pm		noon–1:50 pm		
1 or 1:30 pm				2–3:50 pm
2 or 2:30 pm		2–3:50 pm		
3 or 3:30 pm				4–5:50 pm
4 or 4:30 pm		4–5:50 pm		

- All Saturday classes will have final exams on the Saturday at the end of finals week.
- Evening classes beginning at 6 pm or later will have final exams on the first scheduled class during finals week.
- Day classes beginning on Wednesday, Thursday, or Friday: Final exams will be arranged by the instructor for a time that is agreeable to the students in the class.
- If you have more than 2 final exams on the same day, you may request one of the exams be rescheduled. You must contact your instructor with the request at least 2 weeks before finals week.
- If you have a conflict between a 4–5:50 pm final and your evening 5:30 pm class, one of your instructors must allow you to reschedule the final. You must contact your instructor with the request at least 2 weeks before finals week.
- Online faculty need to state a due date during finals week for final submission of tests and assignments.

Summer term final exam

Unlike other academic terms, summer term does not have a stand-alone finals week. Classes meet all of their regularly scheduled times and days during the last week of the term. If an in-class final is given, it is to take place during the last week of classes. Not all classes meet for the same number of weeks. Consult your instructor(s) regarding the last scheduled meeting of any class for which you register.

Answers to some Frequently Asked Questions about Financial Aid

- **Check your financial aid status in your My Chemeketa student account for further information.** We will notify you by My Chemeketa email once we receive your information. Continue to watch your My Chemeketa account for changes or emails from our office. ***Within the financial aid tab you will need to make sure that you are on the correct aid year (2025–2026).***
- **Payment plans are set up through Business Services**
Credit/Debit card payments We accept Visa, MasterCard, Discover and American Express. You can pay online at my.chemeketa.edu or over the phone by calling 503.399.5011 Monday–Friday 8 am–5 pm.
Online Payment Plan You can enroll online in an automated payment plan by selecting the link available on my.chemeketa.edu under the Student tab, Student Menu, Arrange for payment, Set up a Payment Plan.
- **No/Show Drop** If you are dropped from a class by your instructor and do not re-enroll, federal regulations require that we adjust your Pell grant. You WILL owe money back to the college. A bill will be sent to you.
- **Loan Process** It may take approximately 1 to 2 weeks for your loan funds to pay out after you have completed all of the loan requirements. All loan borrowers must complete Entrance Counseling and have a valid Master Promissory Note (MPN) on file with Federal Student Aid (FSA) through studentaid.gov.
- **30 Day Hold** If this is your first term borrowing loan funds at Chemeketa Community College, Federal regulations require that you fulfill a 30 day attendance verification period before your loan funds can be disbursed. This means 30 days from the first day of the term that you are eligible for loan funds.
- **2025–2026 Award or enrollment changes** You must wait until you have been awarded in order to make changes for the 2025–2026 school year. Most changes can be made on the “Request for Change” form that is available in our lobby, public website, and on your student account.
- **Financial Aid for the 2025–2026 academic year** You must reapply for financial aid for each academic year (summer to spring) you attend classes.

Financial Aid Office

503.399.5018, financialaid@chemeketa.edu, Salem campus, Bldg. 2, Rm. 200

What do I need to succeed? Student Success FAQ's

"What courses should I take? How do I get into a specific program? I think I need to work out an educational plan."

Academic Advising can help. First year students are assigned an academic advisor. Make an appointment to plan your next steps or your entire program. Log in to your Navigate account to make an appointment for advising.

Take the **First Year Experience course**—FYE105 Creating College Success. A two-credit course to help you get the most out of college.

"I am planning to transfer. What do I need to know?"

Check out our Transfer Center:

- Visit us online at chemeketa.edu/students/advising/transfer-center/
- Take CG225 Four Year College Transition—a 2-credit course to help you plan your transfer program
- Make an appointment to see an advisor or counselor

"I am undecided about my career or major, is there anyone who can help me decide?"

Counseling Services can help. Come meet with a career counselor to get guidance in your career choice. Log in to your Navigate account to make an appointment, email counseling@chemeketa.edu or call 503.399.5129.

"I'm interested in several different careers. How do I choose?"

Take a Career Development Course:

- CG 110 Career and Life Planning: a 2-credit introduction to career/life planning
- CG114 Career and Life Development: this 3-credit ONLINE course provides strategies to integrate the personal, educational and occupational elements of career and life development to make informed career choices.

Take a Career Assessment:

- Go to login.chemeketa.edu to access Oregon Career Information System (Oregon CIS)
- Career Coach at <https://chemeketa.emsicc.com/?radius=®ion=Greater%20Salem%20Area>
- Discover your interests, skills, and values.
- Explore career options in Oregon
- Get some good tips about how to search for a job

"I lost my job or need help finding employment to help pay for bills and school."

Career Services can help.

- Meet with a career coach to get help finding a job, including: conducting a job search, creating or updating your resume and preparing for interviews.
- To make an appointment, log in to Navigate, email careercenter@chemeketa.edu or call 503.399.5026

"I'm struggling. I think I need some emotional support. How can I get help if I am feeling overwhelmed?"

Make a Personal Counseling appointment by selecting Counseling Services in Navigate:

- Services are offered in-person and remote
- Get free, confidential, short term counseling
- Counselors can assist with crisis counseling and help you improve your life skills as well as reduce anxiety and manage stress
- Referrals to appropriate campus and community resources
- Call 503.399.5129 on the Salem campus for more information or email counseling@chemeketa.edu

"What resources are available for Remote and Online Learning?"

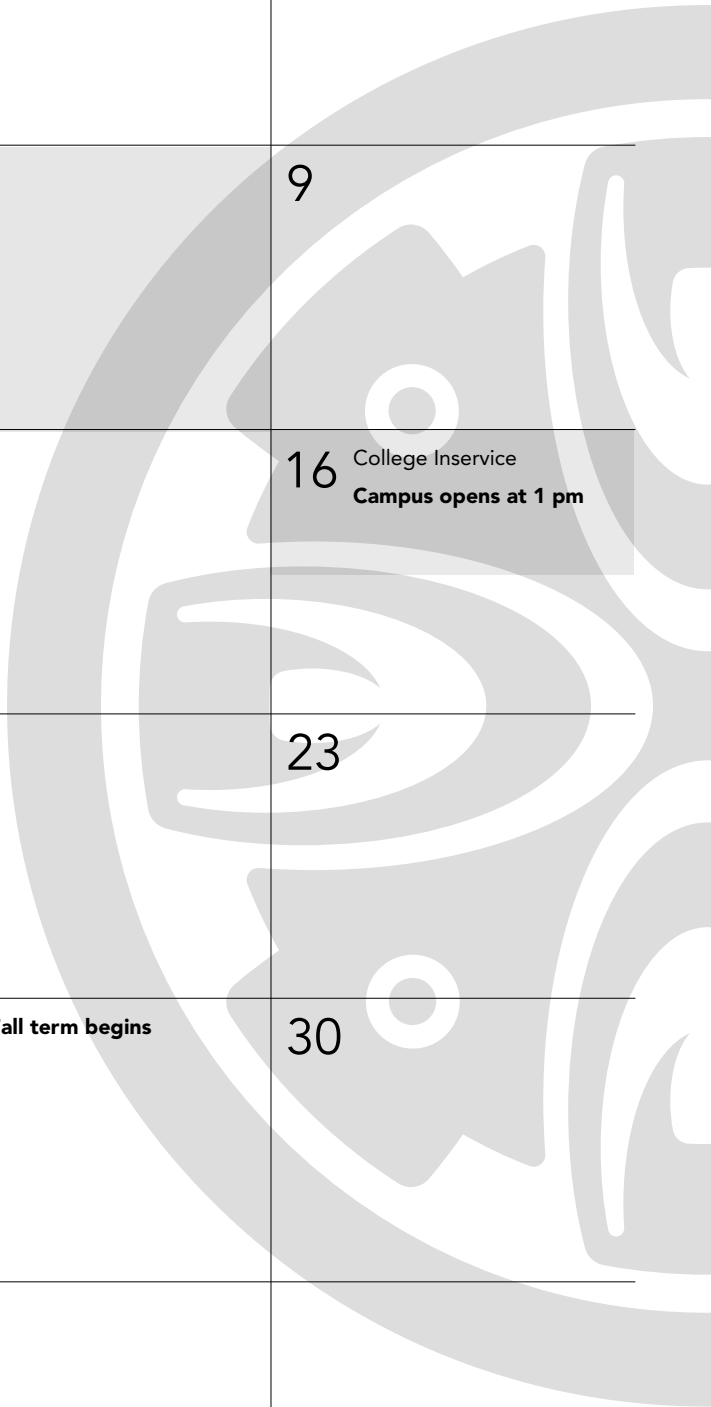
- Chemeketa has created a remote learning hub for students to use. Please visit go.chemeketa.edu/remotelearninghub
- Visit online.chemeketa.edu for more information about Online Learning and to get support with Canvas

"What if I need help in a subject?"

The Virtual Learning Center provides a one-stop resource for online access to:

- Library Services
- Online tutoring
- Study skills workshops & services
- ABE/GED prep
- Online Writing Center
- Language Center
- Virtual Computer Center

Visit library.chemeketa.edu/virtual-learning-center for more information

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	9
	16 College Inservice Campus opens at 1 pm
	23
all term begins	30

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
3		4		5		6	
10		11		12		13	
17		18		19		20	
24		25		26		27	
				</			

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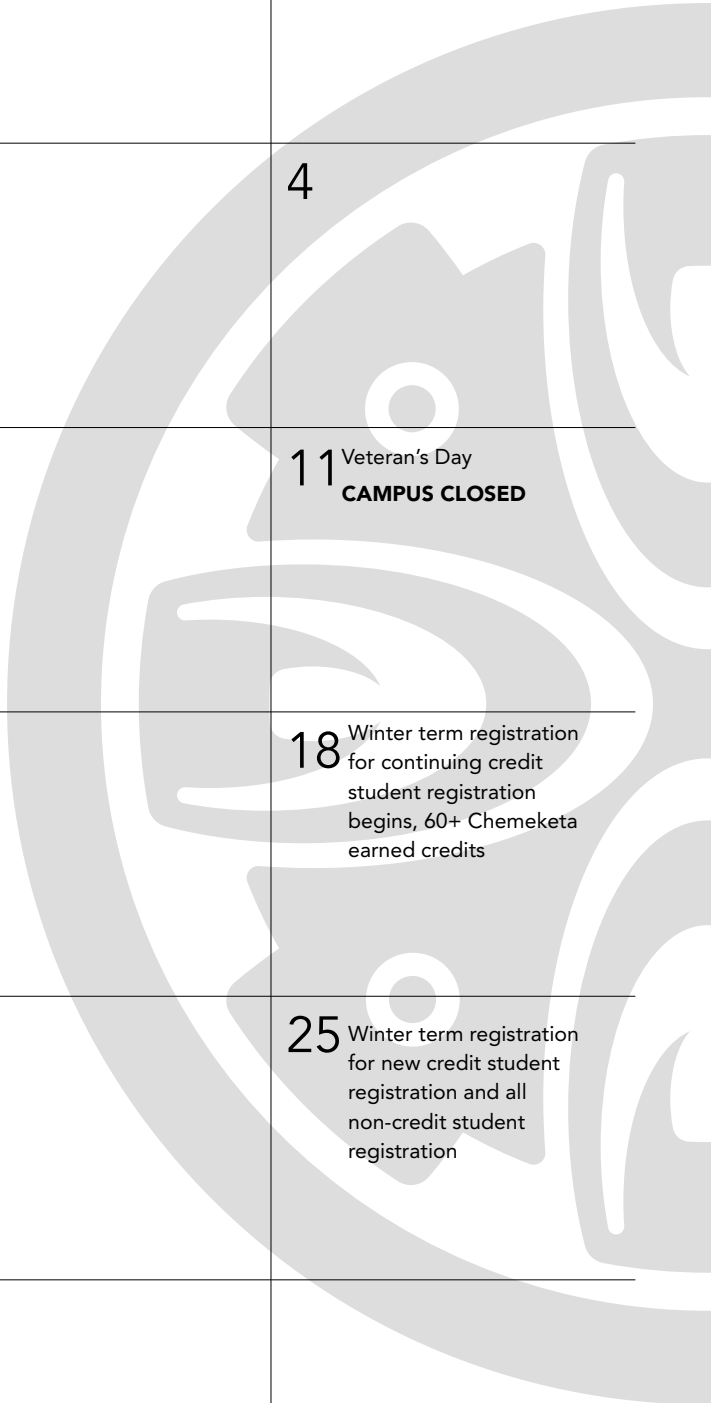
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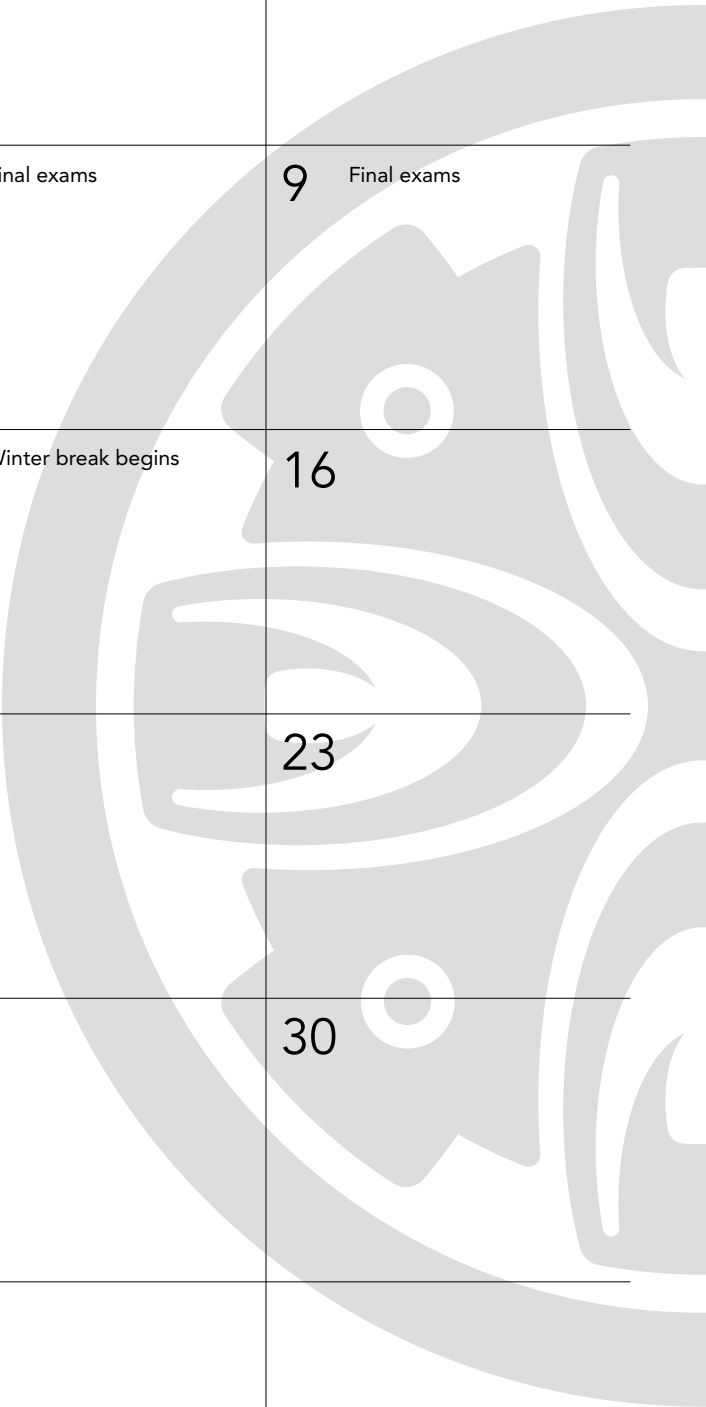
28 Halloween
**Make appointment with
an academic advisor for
next term advising**

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1		2		3		4	
8		9		10 Last date to drop class(es) with refund (11 week classes)		11	
15		16		17		18	
22		23		24		25	
29		30		31			
				SEPTEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		NOVEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

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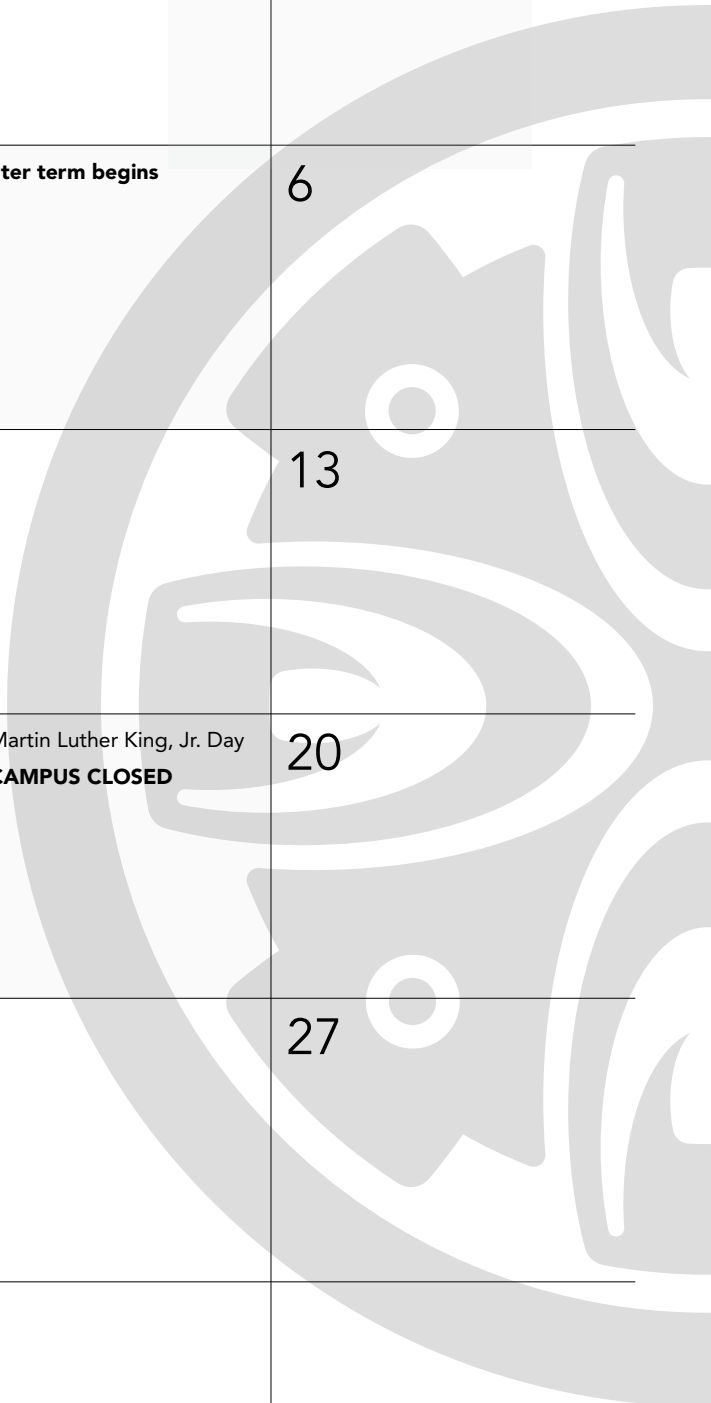
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11	Veteran's Day CAMPUS CLOSED
18	Winter term registration for continuing credit student registration begins, 60+ Chemeketa earned credits
25	Winter term registration for new credit student registration and all non-credit student registration

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6	7 Last day to withdraw from classes without responsibility for grades (11 week classes)	8
12	13	14	15
19 Winter term registration for continuing credit student registration begins, 30–59 Chemeketa earned credits	20 Winter term registration for continuing credit student registration begins, 13–29 Chemeketa earned credits	21 Winter term registration for continuing credit student registration, 0–12 Chemeketa earned credits	22
26	27 Thanksgiving Day CAMPUS CLOSED	28 CAMPUS CLOSED	29 CAMPUS CLOSED
		OCTOBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	DECEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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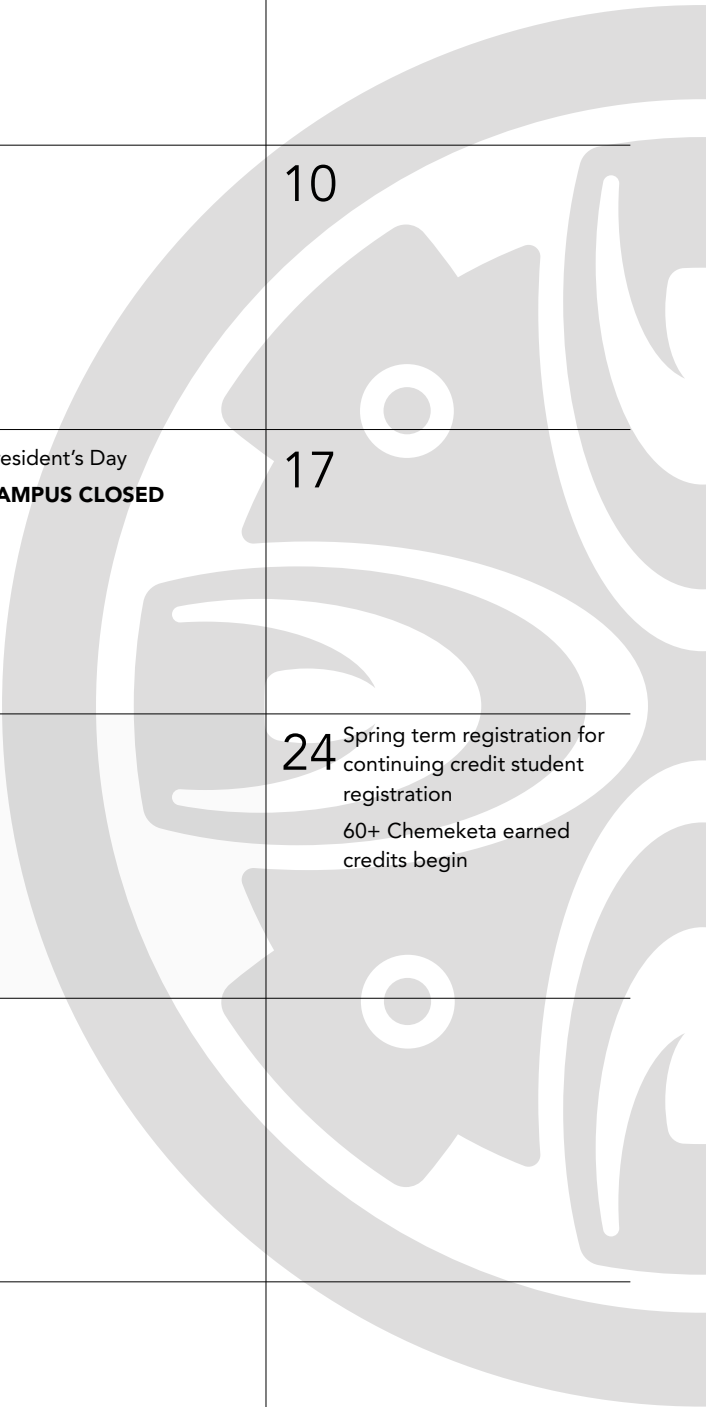
Final exams	9	Final exams
Winter break begins	16	
	23	
	30	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10 Final exams	11 Final exams	12 Final exams	13 End of fall term
17	18	19	20
24	25 Christmas Day CAMPUS CLOSED	26 CAMPUS CLOSED	27
31			
		NOVEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	JANUARY 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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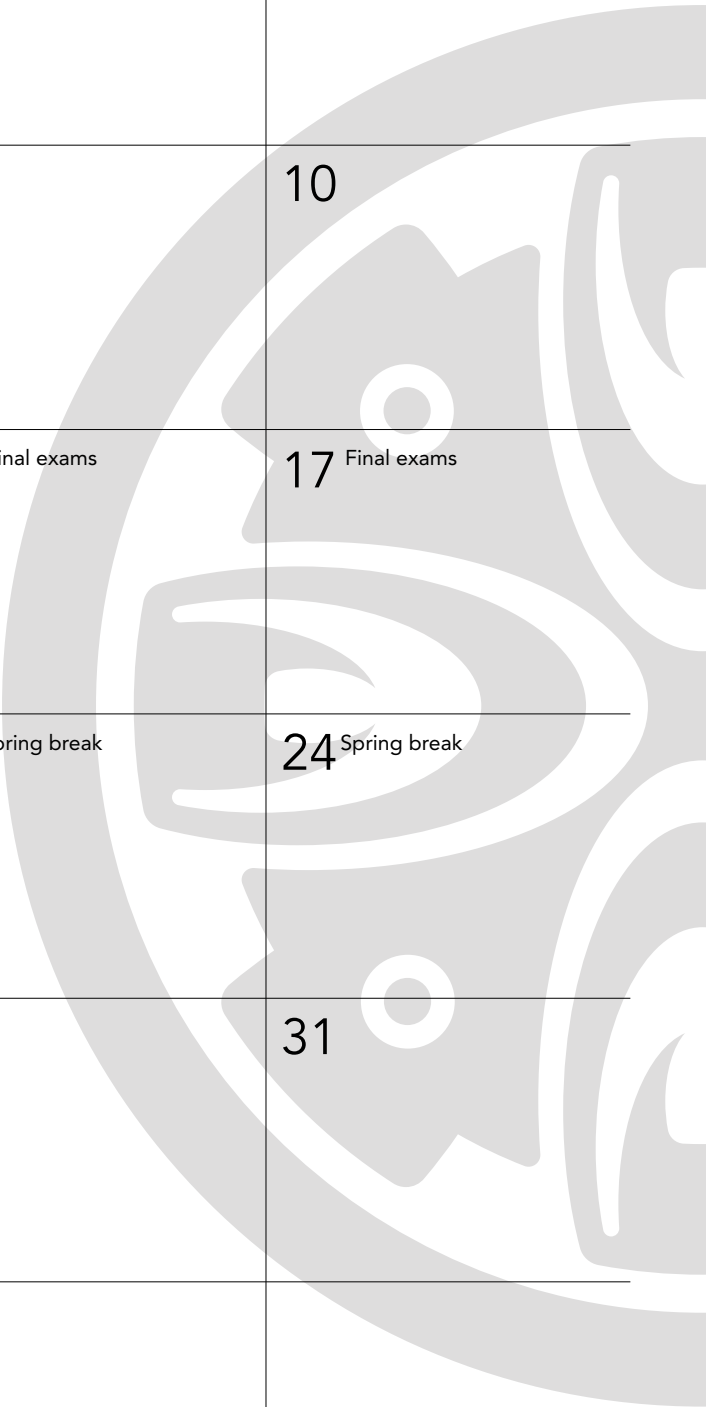
<p>ter term begins</p>	6
	13
<p>Martin Luther King, Jr. Day</p> <p>CAMPUS CLOSED</p>	20
	27

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
		1 New Year's Day CAMPUS CLOSED		2 CAMPUS CLOSED		3	
7		8		9		10	
14		15		16 Last date to drop class(es) with refund (11 week classes)		17	
21		22		23		24	
28		29		30		31	
				DECEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		FEBRUARY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	

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	10	
President's Day CAMPUS CLOSED	17	
	24	<p>Spring term registration for continuing credit student registration</p> <p>60+ Chemeketa earned credits begin</p>

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
4		5		6		7	
11		12		13		14 Valentine's Day Make appointment with an academic advisor for next term advising	
18		19		20 Last day to withdraw from classes without responsibility for grades (11 week classes)		21	
25 Spring term registration for continuing credit student registration 30–59 Chemeketa earned credits begin FAFSA application and any outstanding requirements must be submitted by today to avoid delays for spring term aid		26 Spring term registration for continuing credit student registration 13–29 Chemeketa earned credits begin		27 Spring term registration for continuing credit student registration 0–12 Chemeketa earned credits begin		28	
				JANUARY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		MARCH 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

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	10
Final exams	17 Final exams
Spring break	24 Spring break
	31

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
4 Spring term registration for new credit student registration and all non-credit student registration		5		6		7	
11		12		13		14	
18 Final exams		19 Final exams		20 Final exams		21 End of winter term	
25 Spring break		26 Spring break		27 Spring break		28	
27		28		29		30	
				FEBRUARY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		APRIL 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

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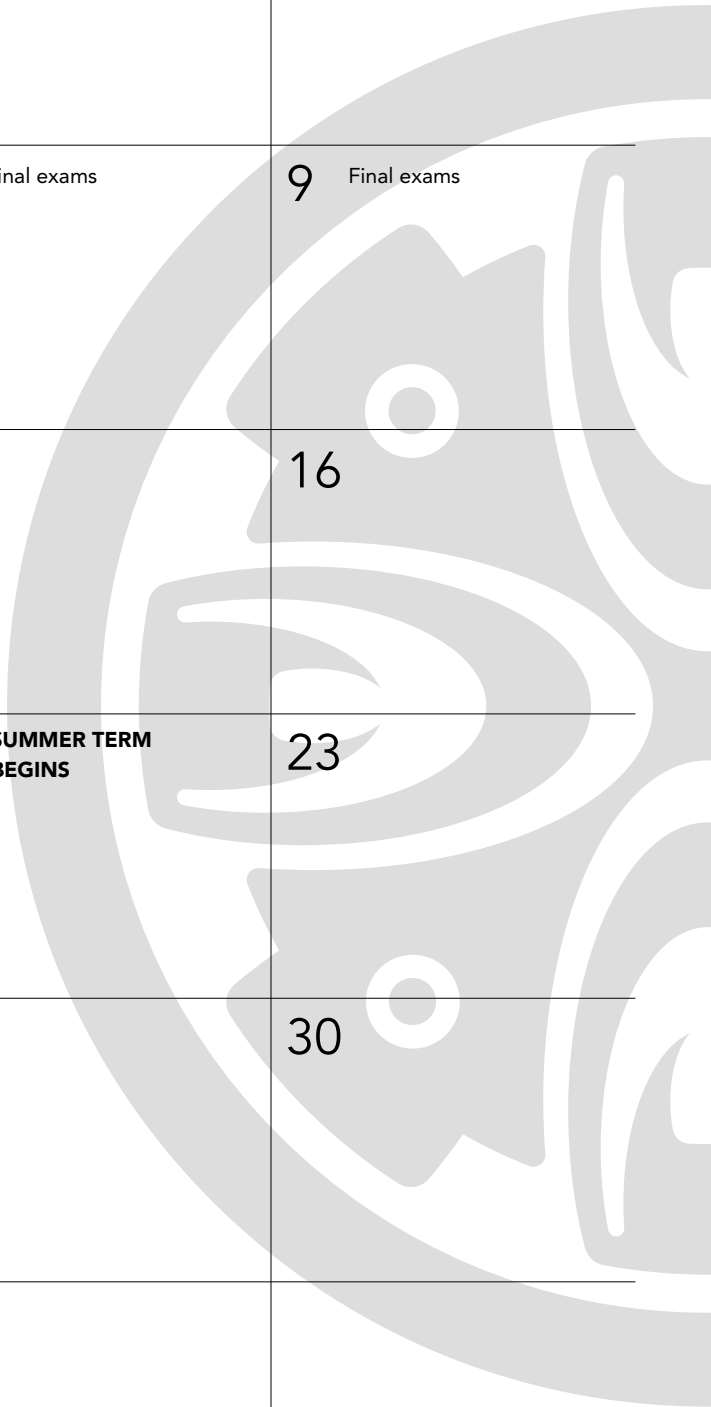
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WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1		2		3		4	
8		9		10 Last date to drop class(es) with refund (11 week classes)		11	
15		16		17		18	
22		23		24		25	
29		30					
				MARCH 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		MAY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

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5	Cinco de Mayo Make appointment with an academic advisor for next term advising
12	
19	
26	Memorial Day CAMPUS CLOSED

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
				1		2	
6		7		8 Last day to withdraw from classes without responsibility for grades (11 week classes)		9	
13		14		15		16	
20		21		22		23	
27		28		29		30	
				APRIL 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		JUNE 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

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Final exams	9	Final exams
	16	
SUMMER TERM BEGINS	23	
	30	

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
3		4		5		6	
10 Final exams		11 Final exams		12 Final exams		13 End of spring term	
17		18		19 Juneteenth CAMPUS CLOSED		20	
24		25		26 Friday closure CAMPUS CLOSED		27	
						Armed Forces Day	
				MAY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		JULY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

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14
21
28

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1		2		3 Friday closure CAMPUS CLOSED		4 CAMPUS CLOSED	
8		9		10 Friday closure CAMPUS CLOSED		11	
15		16		17 Friday closure CAMPUS CLOSED		18	
22		23		24 Friday closure CAMPUS CLOSED		25	
29		30		31 Friday closure CAMPUS CLOSED			
				JUNE 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		AUGUST 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

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11

18

25

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6	7 Friday closure CAMPUS CLOSED	8
12	13	14 Friday closure CAMPUS CLOSED	15
19	20	21 Friday closure CAMPUS CLOSED	22
26	27	28 Friday closure CAMPUS CLOSED	29
		JULY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Personal Safety on Campus

1. Important Phone Numbers:

Police or Fire Emergency **911**

Non-Life Threatening Situations call

Chemeketa Public Safety:

From a campus phone: ext. **5023**

From an off-campus phone: **503.399.5023**

Inclement Weather Closure **503.399.5000**

Listen to any radio/TV station or

online go to www.chemeketa.edu

Subscribe to Chemeketa alerts

alerts.chemeketa.edu

A. Parking Safety

- Lock your car at all times when parking on campus.
- Know the location of your car so you can return to it quickly and confidently. After dark, leave your car in a well-lit area and walk on campus with other people.
- Students should ask another student or teacher to escort them. If no one is available, you can call Public Safety and request an escort.

B. Earthquake

- If indoors, stay there and seek shelter under a desk or table, or stand in a corner and keep away from shelves. Stay inside until the shaking is over and then follow "Building Evacuation" procedures.
- If outdoors, move to an open area away from trees, buildings, walls and power lines.

C. Suspicious Persons/Objects

- Do not confront or block the exit of a suspicious person, or touch a suspicious object. Call Public Safety at 503.399.5023 or call 911.
- Provide as much relevant information as possible: description and location of person or object, direction of travel and vehicle license.

D. Medical Emergency/First Aid

- In the event of a medical emergency, call 911. Then, as soon as reasonable, call Public Safety at 503.399.5023. Medical emergencies may include chest pains, numbness in limbs, unconsciousness, or significant bleeding or other trauma.
- If the medical emergency is deemed to be minor; such as small cuts, abrasions, trips, or falls, please call Public Safety at 503.399.5023. Public Safety personnel are trained in First Aid, CPR, and AEDs (Automatic External Defibrillators).
- If in doubt about whether an emergency is life threatening, call 911 and then Public Safety at 503.399.5023.
- Stay with the victim and give any assistance you are able to provide based on your level of first-aid training.
- College employees may not transport ill or injured persons from the college, unless a clear and present danger exists, and then only to the closest safe location.

E. Building Evacuation

- Evacuation of a building when a fire alarm is sounding, or when instructed to do so by emergency responders, is MANDATORY.
- If you detect a fire or smoke and a fire alarm is not sounding, activate the nearest fire alarm.
- Do NOT use elevators.
- Assist persons with disabilities or special needs in leaving the building.
- When outside, move to a clear area at least 300 feet

from the affected building.

- Take personal belongings with you if you can do so without delaying your departure from the building.
- Do not return to an evacuated building until told to do so by Public Safety or other emergency response officials.

F. Lock Down

Certain emergencies like the threat of violence may require you to stay in place. Please follow these procedures –

1. LOCKS - Lock the access door to your location; this could be a classroom, office or other building. If possible, barricade the door with whatever is readily available.
2. LIGHTS - Turn out lights and close windows and blinds if possible.
3. OUT OF SIGHT - Move away from any windows; out of the line of sight. Remain quiet, silence cell phones and do not use them unless you are in contact with emergency personnel.
4. Maintain the lockdown until notified or evacuated by First Responders. In a lockdown situation, First Responders will evacuate those in a lockdown status.

G. Hostile Intruder

- If you determine or fear that a situation poses a threat, take immediate action to protect yourself. If possible, remove yourself from the situation and call 911.
- An individual has two basic response options in these situations:
 - o RUN — Get away if you can safely evacuate, do so. Notify others as you evacuate.
 - o HIDE — Move to a secure and hidden area and follow the Lockdown procedures.
 - o FIGHT— Attacking an armed or violent individual is not recommended but is a personal choice when there are no other apparent options and your life is in danger.
- Maintain the lock down until notified by a college official or other emergency response officials that it is safe move
- Attacking an armed or violent individual is not recommended but is a personal choice when there are no other apparent options
- Follow the instructions of Public Safety and law enforcement officers

H. Power/Utility Failure

- In the event of a power failure, notify Public Safety at 503.399.5023.
- If a building is dark, follow "Building Evacuation" procedures listed in this document.
- In the event of a suspected gas leak, do not use a telephone, elevator or activate a fire alarm. Immediately evacuate the building and report the natural gas odor or suspected leak to Public Safety at 503.399.5023.

I. Weapons are prohibited in accordance with State and Federal Law.

J. Alcohol may not be consumed on the college campus unless such use is authorized by the President of the college.

K. Please ask the Department of Public Safety about any questions you may have about bringing animals on campus.

Contact the Department of Public Safety for questions or comments regarding emergency procedures 503.399.5023.

Services for Student Success—Also see the Phone Directory

Academic Advising Academic Advisors will assist you with choosing your program or transfer degree, developing an education plan and interpreting your academic degree audit. Additional help with accessing student records, transcripts and registration online is also available. Call 503.399.5120 for more information or email advising@chemeketa.edu. Our office is located on the first floor of Building 2, Room 115 and on the web at go.chemeketa.edu/advising.

Accessibility Services in Building 2, Room 174, determines and authorizes accommodations for academic course work and testing, access to facilities, digital media formats, provides sign language interpreters and campus resources. Students are encouraged to contact Accessibility Services early in the academic process to ensure materials and services are provided in a timely manner. For information call 503.399.5192 or email studentaccess@chemeketa.edu

Bookstore offers all your needs for course materials, art and school supplies, electronic accessories, Chemeketa spirit items including clothing, snacks, mail/UPS services, Cherriots bus passes including UMO, movie tickets, and more. Go to bookstore.chemeketa.edu for current information and hours. Located on the first floor, Building 1, Salem campus. We ship for free to any of the Chemeketa outreach locations.

Career Services partners with Worksource Oregon to provide job search assistance, job listings for part-time and full-time employment, one-on-one appointments for resume and cover letter writing and review, and practice job interviews. We hold recruiting events and career fairs throughout the year to assist you in achieving your career goals. Chemeketa students and alumni at all stages of their academic and professional careers are encouraged to take advantage of Career Services resources. Make an appointment through Navigate or call 503.399.5026.

College Access Programs (CAP) include federally-funded TRIO and CAMP programs to help low-income, first-generation students, students with disabilities, and students who are migratory or seasonal farmworkers succeed in college. CAP teaches students to be successful in school and in life to overcome challenges, develop a growth mindset, and empower them to be self-sufficient. Individualized services include advising and success coaching, mentoring, calculator lending, tutoring, tuition-free classes, scholarship and financial aid assistance, and computer lab with free printing. Contact CAP at 503.315.4293, visit Building 2, Room 115 or online at go.chemeketa.edu/collegeaccess

Chemeketa Food Pantry is available as a free resource for currently registered students. Receive basic items for you and your family—not just staple foods, but also toiletries, and seasonal produce from Marion/Polk Food Share. The Food Pantry is in Building 2, Room 176, as part of Student Life. Visit our website for dates and hours of operation.

Chemeketa Foundation provides resources, opportunity and hope to students in need through scholarships and assistance funds. Our scholarship application is online only and takes an average of 30 minutes to complete.

The application is open at least once per year, February 1–March 31 for the following academic year. There may be an additional Summer and Fall application opening, though we encourage students to apply as early as possible for the best chance at receiving a scholarship offer. Our average scholarship award is \$1,800. Our scholarships include support for student parents, first-generation students, students in specific programs like nursing, drafting, automotive, etc. Most of our scholarships are need-based. You do not need a perfect GPA to apply. Students must be attending at least part time with a GPA of 2.0 or higher to qualify. Emergency funds are also available throughout the year. Call 503.365.4747 for questions.

The application is open once per year, February 1–March 31 for the following academic year. Our average scholarship award is \$1,500. Our scholarships include support for student parents, first-generation students, students in specific programs like nursing, drafting, automotive, etc. Most of our scholarships are need-based. You do not need a perfect GPA to apply. Students must be attending at least part time with a GPA of 2.0 or higher to qualify. Emergency funds are also available throughout the year. Call 503.365.4747 for questions

Chemeketa Online As a Chemeketa student, you have access to a range of course delivery formats that make learning accessible and flexible (see page 48). Visit online.chemeketa.edu to learn about the availability of fully online courses, degrees, and certificates. You can also access our Quick Guide to eLearning that shares tips for successfully navigating the virtual learning environment.

The Student Computer Center provides computers for student use. At the Student Computer Center you can use a free computer, print from our computer or yours, and get assistance accessing college wifi. We have onsite staff, as well as remote tutoring assistance, to support you with coursework or help build your computer skills. Center computers are Windows based, and have MS Office and Google Suite, along with some program specific software. Remote computer support and tutoring is also available by appointment through EAB Navigate. To access the student computers and printing services, please bring your Chemeketa ID card.

Call us at 503.399.2543, email computercenter@chemeketa.edu or visit us online at go.chemeketa.edu/computerlab.

Cooperative Work Experience (CWE) internship program integrates a student's academic and career interests into a meaningful work experience/internship. CWE is offered fall, winter and spring terms for most programs and is offered through every academic program. Occasionally, CWE internships are offered during the summer depending on academic program capacity. Chemeketa students and College Credit Now students (in participating high schools) qualify with at least a 2.5 GPA. Career Technical Education students qualify in the second year of their program. The CWE Internship program is located in Building 1, email rebecca.salinas.oliveros@chemeketa.edu or call 503-399-5028, go.chemeketa.edu/cwe.

Counseling Services Chemeketa offers free, confidential short-term counseling services to currently enrolled students. Counselors assist with academic, career, crisis, and personal counseling and work with students to improve life skills, reduce anxiety, manage stress, identify barriers to improve your success, and help with your career decision making. For more information visit us at go.chemeketa.edu/counseling. Make an appointment through Navigate, call 503.399.5129, or email counseling@chemeketa.edu.

Financial Aid various financial aid resources may be available to you as a student. Stop by the office in the Enrollment Center, Bldg. 2, Room 200, to learn more about eligibility requirements, available amounts and other special information about options such as grants, scholarships, loans or work study. Visit us online at go.chemeketa.edu/financialaid; call 503.399.5018 or email financialaid@chemeketa.edu. Applications and other forms are available at any Chemeketa campus.

The Language Center welcomes students and staff in the process of developing their language skill, meeting a conversation partner to practice language, or studying for class. The lab features two instructional classrooms with 50 networked PC workstations for language practice, assessment, and communication. It also has a variety of media for independent language study including computer software and websites. The language center is located in Building 22, Rooms 108 and 109 on the Salem campus. Contact us at 503.399.5290 or 503.399.5224 or visit us at www.chemeketa.edu/programs-classes/esol

Affordable Textbooks Chemeketa offers a book exchange, textbook lending library, book rental and other resources to help you get what you need for low or no cost. Visit go.chemeketa.edu/affordablebooks for information.

The Library is located on the second floor of Building 9 in Salem and offers space for quiet or collaborative (non-quiet) study. Stop by the Reference Desk to learn how to use library resources or to get started on an assignment. Live virtual chat with a librarian and access to many of our resources are available online 24/7. Books, laptops, textbooks, and more are available to borrow for free from the Circulation Desk. Our online catalog connects you to other academic libraries and public libraries in the region and allows you to request material from them. Items can be requested and picked up at multiple sites, including Yamhill Valley Campus, Polk Center, or the Woodburn Public Library. Your student ID is your library card. Call us at 503.399.5043, email reference@chemeketa.edu or visit us online at library.chemeketa.edu.

Student Cultural Engagement is a program for students who want to interact with other students and community members from backgrounds different from their own. The Multicultural Center (2/177) is a place for students to study, visit with one another, and enjoy a safe and comfortable environment. Participate in fun activities like cultural events, intercultural movies & documentaries, lunchtime lectures facilitated by Chemeketa faculty and community members. The myriad of educational and informational events and student sponsored programming throughout each term are student sponsored by the Student Cultural Engagement Team. Come see us in the Multicultural Center 2/177.

Placement Assessment Chemeketa offers placement assessment in writing and math. At this time, we are using multiple measures, factors which include, but are not limited to, educational background, high school GPA, English and Math grades, and graduation history to determine placements. For Writing placements, you will also be asked to evaluate your own skills and placement for Writing to help us find the best possible placement for your writing course. For math placements, based on the length of time since high school graduation, some individuals may need to take Chemeketa's math placement test designed by our faculty. To begin the placement process, please visit the placement website go.chemeketa.edu/placement for more information.

Student Relief Fund provides limited funding for student emergency assistance through the Student Success Program. An emergency is defined as an immediate, essential expense because of an unforeseen temporary hardship. This assistance is a last resort and is not a public service or alternative to financial aid. Currently enrolled Chemeketa students may receive a limited amount per academic year through the student relief fund. Payments are made directly to the vendor/company the student is requesting funding for. Contact the Student Resources Navigator at 503.399.5291 or studentresources@chemeketa.edu to apply or stop by the Counseling & Student Support Services in bldg. 2, rm. 230 for more information.

Student Retention & College Life College is about more than just earning a degree—it's about being involved and taking advantage of other learning experiences such as leadership classes, student government and Chemeketa clubs you can join. Student Life also offers resources to Chemeketa students such as the Chemeketa Food Pantry. Get up-to-date information on our events from The Storm Update in our bathroom newsletter. We are located in Building 2, Room 176 or online at chemeketa.edu/students/get-involved

Testing Services provides proctored written and computerized testing for Chemeketa classes and community members. Testing is available by appointment by calling 503.399.6556. GED, CLEP and Challenge exams are also available. Please visit go.chemeketa.edu/testing for other Chemeketa testing locations.

The Academic Support Center provides you with free tutoring and other learning support services. We can help you develop effective study strategies and become a better learner. Peer tutors are available to meet with you by appointment, individually or in small groups, at the Salem Campus, Yamhill Valley Campus, Polk Center, or Woodburn Center. Remote appointments are also available days, evenings, and weekends. You can schedule appointments through EAB Navigate. The Academic Support Center is located inside the Library on the second floor of Building 9. Call us at 503.399.5190, email tutor@chemeketa.edu or visit us online at go.chemeketa.edu/tutoring.

Veterans Certifying Official is available to assist veterans and other eligible individuals in completing applications for the different educational benefit programs administered by the U.S. Department of Veterans Affairs. We are located in the Enrollment Center, Building 2, Room 200. You can reach us by phone at 503.399.5004, or fax to 503.399.3908, or e-mail us at veterans@chemeketa.edu or online at go.chemeketa.edu/veterans Veteran Resource Center will help you connect with fellow veterans, assist with acclimating to civilian and college life and provides Peer Advisors through the PAVE Program. There are workstations and free printing, as well as snacks and coffee. The VRC is located in Building 2, Room 116 or call 503.399.8910.

The Writing Center and Chemeketa Online Writing Center (COWC) will help any student with any writing assignment or project. Both writing centers are free courses that Chemeketa students register for using MyChemeketa. Once enrolled, our highly-qualified consultants are available to help at any stage of the writing process through in-person, remote, and asynchronous appointments. Learn more by calling 503.399.7179, stopping by the library in Bldg. 9, or visiting us online at www.chemeketa.edu/students/student-services/academic-support/writing-center.

Creating an Educational Plan

Create an education plan with your advisor on the **Degree Works App** to map out the courses you must take each term to meet your degree requirements. Learn about Chemeketa degrees and certificates at go.chemeketa.edu/pathways. *Taking writing and math in your first year will help you meet the prerequisites.

Student's Name	_____	Pathway/Track/Focus	_____
Student ID No.	_____	Catalog Year	_____
Advisor's Name	_____	Graduation Date	_____
Today's Date	_____	Transferring to	_____

Term/Year:		Term/Year:		Term/Year:		Term/Year:	
Course ID	Credits	Course ID	Credits	Course ID	Credits	Course ID	Credits
WR*							
MTH*							
Total:		Total:		Total:		Total:	
Term/Year:		Term/Year:		Term/Year:		Term/Year:	
Course ID	Credits	Course ID	Credits	Course ID	Credits	Course ID	Credits
Total:		Total:		Total:		Total:	

Questions to ask when creating your educational plan with your advisor:

Technical & Short-term Programs

- What prerequisites do I need to apply?
- Can I take additional classes while I wait to apply?
- When must I apply to my program?
- Are there additional requirements to apply?
- When must I apply for graduation?

International, DACA, and undocumented students:

What are the requirements for my residential status in technical or short-term programs, or when transferring to a university?

Transfer Degrees

- What courses must I take to meet university admission and major requirements?
- When must I apply for admission to the university?
- When should I apply for my major at the university?
- When must I transfer?
- When must I apply for graduation at Chemeketa?

Phone directory of community services in Marion, Polk and Yamhill counties

Information and Referral

NW Human Services Crisis and Information Hotline 503.581.5535

Alcohol and Drug Treatment

Helpline 1.800.923.4357
 Marion County Drug Treatment Program. 503.588.5358
 Polk County Mental Health Addiction Services (Dallas). 503.623.9289
 Polk County Mental Health Addiction Services (W Salem). 503.585.3012
 Yamhill County Chemical Dependency Program & Gambling Program 503.434.7527

Childcare

Childcare Resource & Referral 503.585.2491
 Tollfree 1.800.289.5533

Domestic Violence, Dating Violence, Sexual Assault, Stalking

Center for Hope and Safety (office) 503.378.1572
 (24 hour crisis line) 503.399.7722, toll free 1.866.399.7722
 Marion County—Victim Assistance 503.588.5253, toll free 1.866.780.0960
 Polk County—S.A.B.L.E. House (24 hour hotline) 503.623.4033, toll free 1.866.518.0284
 Yamhill County—Henderson House (24 hour hotline) 503.472.1503

Emergency Housing

Family Promise of the Mid-Willamette Valley. 503.370.9752
 Salvation Army Family Services 503.585.6688
 St. Francis Shelter (families) 503.588.0428
 St. Joseph's Program (single migrant farmworker/men and families, Mt Angel) 503.845.6147
 St. Vincent de Paul 503.364.5672
 Union Gospel Mission (men) 503.362.3983

Energy/Utilities Assistance

Energy Assistance 503.588.9016
 St. Vincent de Paul 503.364.3210
 Yamhill Community Action Partnership 503.472.0457

Financial/General Assistance

Oregon DHS Self-Sufficiency/Food Stamp Centers
 Mano a Mano (Spanish---transportation, translation, clothing) SE. 503.363.1895
 Mano a Mano (Spanish---transportation, translation, clothing) NE 503.315.2290
 McMinnville 503.472.0311
 Polk (Dallas) 503.623.5526
 Salvation Army (emergencies, food, housing) 503.585.6688
 Salem (North) 503.378.2731
 Santiam 503.769.7439
 St. Vincent de Paul Society (emergencies, food, clothing). 503.364.5672
 Union Gospel Mission (Mens housing, clothing) 503.967.6388
 Woodburn 503.980.6677

Food

Food Stamps (look under Financial/General Assistance---Oregon DHS)
 Marion-Polk Food Share. 503.581.3855
 St. Vincent de Paul 503.364.3210

Housing

Housing Authority of Yamhill County 503.883.4300
 (Toll free from Newberg, Dundee, Yamhill & Gaston) 1.888.434.6571

Marion County Housing Authority	503.798.4170
Salem Housing Authority	503.588.6368
West Valley Housing Authority (Polk)	503.623.8387
Legal Aid	
Marion-Polk Legal Aid	503.581.5265
McMinnville Oregon Law Center	503.472.9561
Medical	
Oregon Health Plan	1.800.699.9075
Oregon Prescription Drug Program	1.800.913.4146
Polk County Public Health	503.623.8175
Salud Medical Center (Woodburn, sliding scale)	503.982.2000
West Salem Clinic (sliding scale)	503.378.7526
Yamhill County Public Health Department.	503.434.7525
Mental Health Treatment and Crisis Line	
Marion County Adult Mental Health	(Appointments) 503.576.4676
	(Crisis line) 503.585.4949
National Suicide Prevention & Veterans Crisis Line Lifeline	1.800.273.8255
Nationwide Suicide and Crisis Lifeline988
Polk County Mental Health	503.585.3012 or 1.844.842.8200
Yamhill County Mental Health	503.434.7523
Northwest Human Services Crisis Hotline	1.800.560.5535
	(TTY/TDD for Relay for Deaf and hard of hearing) 1.800.799.4889
Transportation	
Cherriots (Salem metro-area bus service).	503.588.2877
Veterans Administration	
Salem Vet Center	503.362.9911

Additional lists of community resources are available at each Chemeketa location.

Chemeketa Phone Directory

Academic Development.	503.399.5224
Academic Support Center	503.399.5190
Accessibility Services	503.399.5192
Accounts Receivable/Cashiers Office.	503.399.5011
Admissions	503.399.5006
Advising and Counseling Services	503.399.5120
Athletics	503.399.5081
Bookstore	503.399.5131
Business Office.	503.399.5011
CAMP (College Assistance Migrant Program)	503.589.7778
Campus Security/Public Safety.	503.399.5023
Career Center.	503.399.5026
Career Technical Education Center (Yamhill Valley Campus)	503.472.7540
Computer Lab, Library and Tutoring—Yamhill Valley Campus.	503.316.3238
Copy Center.	503.399.5166
CWE (Cooperative Work Experience)	503.399.5028
Emergency – Campus Security.	503.399.5023
ESOL: English for Speakers of Other Languages.	503.399.5224
Financial Aid.	503.399.5018
Fitness Facilities (Athletic Director)	503.399.5159
Foundation Scholarships	503.365.4747
GED Information	503.399.5224
Graduation Evaluation Services	503.399.6588
HEP (High School Equivalency Program)	503.589.7725
High School Completion Program	503.399.5293
Information	503.399.5000
International Student Services	503.365.4686
IT Help Desk (Information Technology)	503.399.7899
Library	503.399.5043
Lost and Found	503.399.5023
Math Learning Center	503.399.3998
Multicultural Center	503.315.4262
Occupational Skills Training	503.399.7398
Online Classes (Chemeketa Online).	503.399.7873
Polk Center.	503.623.5567
Placement Assessment.	503.399.5120
Public Safety/Parking	503.399.5023
Registrar's Office (Enrollment Services)	503.399.5001
Security/Campus Safety	503.399.5023
Small Business Development Center	503.399.5088
Student Government	503.365.4764
Student Life/Activities/Clubs	503.399.5116
Student ID (Digital)	503.399.5116
Student ID (Card)	503.399.5023
Student ID—Yamhill Valley Campus.	503.472.9482
Student Newspaper (The Chemeketa Courier/Kevin Smith)	503.399.6237
Support for Canvas and Zoom	503.399.7399
Testing Center	503.399.6556
Title IX Office	503.584.7323
Transcript Evaluation	503.399.6588
TRiO (Student Support Services)	503.315.4293

Tutoring Services—Salem.	503.399.5190
Veterans' Services.	503.399.5004
Weather/Emergency Closures	alerts.chemeketa.edu or 503.399.5000
Woodburn Center	503.981.8820
Writing Center	503.399.7179
Yamhill Valley Campus (McMinnville)	
Building 1	503.472.9482
Computer Lab, Building 1, Room 200	
Library/Tutoring Services, Building 2, Room 220	503.316.3238

Instructional offices

Academic Development	503.399.5224
ABE/GED/ESOL/VESL, English Now, Developmental Reading, Writing & Study Skills, HEP	
Agricultural Sciences & Wine Studies	503.399.5139
AgriBusiness Management, Horticulture, Vineyard Management, Wine Making, Wine Studies	
Applied Technologies	503.399.5210
Automotive, Drafting, Electronics, Machining, Welding, Occupational Skills Training	
Apprenticeship	503.399.5255
Business & Technology, ECE and Visual Communications	503.399.5048
Accounting, Office Administration & Technology, Child Development Center, Computer Information Systems, CWE, ECE, Management, Visual Communications	
Small Business Development Center	503.399.5088
Real Estate training courses and Ed2Go courses	
Education, Languages & Social Sciences.	503.399.5140
Education, Humanities, Languages, Social Sciences	
Center for Academic Innovation.	503.399.7873
Chemeketa Online, Distance Education Coordination, eLearn Tech Support	
Emergency Services	503.485.2131
CPL/PLP, Criminal Justice, Emergency Medical Technology, Fire Protection	
Health, Human Performance & Athletics	503.399.5081
Health Sciences.	503.399.5058
Anesthesia Technology, Dental Assisting, Health Information Management, Human Services, Nursing Education, Pharmacy Technician	
Liberal Arts	503.399.5184
Communication, English, Philosophy, Religion, Visual & Performing Arts, Writing	
Sciences	503.399.5248
Mathematics	503.399.5027
Engineering.	503.399.5229
Yamhill Valley Campus	503.472.9482 or 503.399.5219
Office Administration & Technology, Community Education, Certified Nursing Assistant, Drivers Education classes, Hemodialysis, Hospitality Tourism Management, Medical Assisting, Medical Lab Technician, Speech/Language Pathology Assistant	

Student Rights and Responsibilities

Adopted July 1, 2017, Revised July 2025

The Student Rights and Responsibilities is reviewed and revised as needed each summer. For the most current version of this document, please visit: <http://www.chemeketa.edu/aboutchemeketa/collegelife/studentrights/rights.html>

I. INTRODUCTION

Chemeketa Community College provides opportunities for students to explore, learn and succeed through quality educational experiences and workforce training. The Student Rights and Responsibilities explains the rights and expectations for individuals who choose to become part of the Chemeketa community through enrollment in a course or program.

II. STUDENT RIGHTS

Right to Proper Academic Evaluation

- A. Students have the right to consistent academic evaluation in relation to other students.
- B. Students are free to take reasoned exceptions to the data or views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course.
- C. Students have the right to be informed about classroom requirements and college policies and procedures.

Right to Freedom From Harassment, Discrimination and Retaliation

- A. Chemeketa is committed to providing everyone with an environment focused on learning and growth, free of harassment or discrimination.
- B. Chemeketa prohibits retaliation against an individual or group of individuals, as outlined in Policy #1750, Prohibition of Harassment and Nondiscrimination

Right to Privacy of Student Records

- A. Chemeketa shall maintain student records procedures consistent with the requirements of applicable state and federal laws and guidelines and use student records to promote the growth and welfare of students within the mission of the college.
- B. Confidentiality of student records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

Rights to Freedom of Association through Student Organizations and Co-Curricular Activities

- A. Students have the right to form student clubs and organizations, which may use available college facilities according to college policy and procedures.
- B. Students are encouraged to provide feedback about governance and policy formation to the appropriate governing body when it is solicited.

Right to Free Expression and Inquiry

- A. Students have the right to freedom of expression, association and assembly, as referenced in the Free Speech Guidelines. This right may be exercised by the use of written or spoken words, by acts such as picketing and mass assemblies and demonstrations, subject to College regulations on time, place and manner of such activity.
- B. Students may express their views on college policy or matters of general interest, and may support causes by any orderly means that do not disrupt the operation of the college.

III. NON-CONDUCT RELATED CONFLICT RESOLUTION PROCESS

Instructional Concerns and Complaints

If students have instructional concerns or questions, they are encouraged to contact their instructor first to allow them the chance to address the student's concerns. If this has already been done without satisfaction, the student may contact the appropriate Academic Dean or Director for assistance.

Grade Appeals

Students are encouraged to maintain frank and open communication with their instructor concerning their progress and performance throughout the duration of the course.

1. When a student believes that he or she has been given an inappropriate grade, the student will speak directly with the instructor in an attempt to resolve the issue.
2. If a student receives an unsatisfactory or no response from the instructor, the student may appeal the grade by completing the online grade appeal form and attaching supporting documentation of the facts cited in the appeal.
3. The appeal must be submitted no later than 30 calendar days after the grade is posted for the academic term of the dispute. No exceptions will be made to this deadline. Please note, professional-technical program specific deadlines for Grade Appeals supersede this college-wide deadline for appeal.
4. Upon submission, the appeal and supporting documentation is routed to the appropriate Academic Dean or Director.
5. The Academic Dean or Director has 30 calendar days from the date of receipt to respond to the student via email.
6. The decision of the Academic Dean or Director is final, and there is no further appeal beyond this point.
7. The Academic Dean or Director will keep a copy of the appeal for one year.

Student Complaints Alleging Violation of a College Rule, Policy or Procedure

This type of complaint is used when a student believes that the college, as a matter of practice, is violating its own rules, policies or procedures.

1. The student will submit a complaint in writing to the Office of Student Affairs that includes the student's name and nature of the complaint, and any necessary related supporting documentation.
2. Upon receipt of the complaint, it will be reviewed and routed to the appropriate department Administrator for response.
3. In the event that the resolution proposed by the department Administrator is not acceptable to the student, the student may make a secondary appeal to the appropriate Vice President. 4. The decision of the Vice President will be final and not subject to further appeal.

Employee Misconduct

Complaints in this dispute type refer to perceived violation of law or college policy or Student Rights, of this document. This does not include complaints about grades.

General Misconduct

Except for sexual harassment and discrimination complaints, the faculty and staff members of the College are subject to collective bargaining agreements and formal disciplinary rules which are beyond the scope of this document. For this reason, complaints concerning the conduct of a faculty or staff member shall be made to the faculty and/or staff member's supervisor (i.e. Director or Dean) and shall be subject to dispute resolution procedures as the supervisor determines appropriate. If the student believes that the supervisor has not resolved the issue, the student may contact the next person in the chain of authority (i.e. Dean or Executive Dean).

Charges of Harassment or Discrimination

Chemeketa is committed to providing everyone with an environment focused on learning and growth, free of discrimination or harassment. Such behaviors will not be tolerated and are against college policies. For complaints/reports of sex discrimination and sexual misconduct (including sexual harassment), refer to policy # 1750 or go.chemeketa.edu/titleix.

IV. NON-DISCRIMINATION STATEMENT

Chemeketa Community College prohibits unlawful discrimination based on the following: Race, Color, Religion, National Origin, Sex, Marital Status, Disability, Protected Veteran Status, Age, Gender, Gender Identity/Expression, Sexual Orientation, Pregnancy, Whistleblowing, Genetic Information, Domestic Abuse Victim, Expunged Juvenile Record, Injured Workers, Protected Hairstyle (CROWN Act), Victims of Domestic Violence (Sexual Assault, Stalking, and/or Harassment), Political Affiliation or Belief, Tobacco Use During Work Hours, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with the individual's rights or privileges granted under federal, state or local laws. Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

V. RESOURCES FOR REPORTING CONCERNS

For concerns, inquires or complaints regarding student disability accessibility and accommodations contact:

Section 504/ADA Coordinator Students

Karen Alexander, Director,

Student Accessibility and Testing Services, 503.399.5276

Section 504/ADA Coordinator Employees

For concerns, inquires or complaints regarding employee disability accessibility and accommodations contact:

Alice Sprague, Vice President, Governance and Administration, 503.399.2537

Persons having questions or concerns about gender-based discrimination, sexual harassment, sexual violence, gender based violence, and stalking, contact:

Title IX coordinator, Jon Mathis at 503-584-7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or go.chemeketa.edu/titleix.

Concerns related to Equal Employment Opportunity or Affirmative Action: Contact the Affirmative Action Officer at 503.315.4586, 4000 Lancaster Dr. NE, Salem OR 97305. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

To request this publication in an alternative format, please call 503.399.5192. For language access please call 503.399.2537 or email alice.sprague@chemeketa.edu.

COLLEGE CONTACT INFORMATION:

Office of Student Affairs

Salem Campus

Building 2/208

503.399.5076

studentconcerns@chemeketa.edu

STUDENT CODE OF CONDUCT

I. INTRODUCTION

Enrollment in a course or program at Chemeketa Community College requires students and participants to conduct themselves as responsible citizens and members of the academic community. Students are afforded due process in regards to disciplinary concerns, as well as fair and balanced systems for other complaint resolution. The Code of Conduct, "Code", applies to all students, recognized student organizations, and groups of students. Additionally, students enrolled in educational programs with specific academic and professional standards are expected to follow those related codes of conduct.

II. PURPOSE

The purpose of the Code is to support and educate students about the expectations of participating as a member of a learning community, balancing personal rights and community standards in accordance with the Student Rights and Responsibilities.

III. COMMUNITY STANDARDS

As members of a community of people seeking to foster growth through education, Chemeketa students are expected to act in a manner that promotes the college's mission, vision and values. In addition, choosing to join the college community obligates each member to adhere to the College's Community Standards as defined below: Civility- Students are expected to uphold the dignity of all members of the College Community. Accountability – Students are expected to bear the ultimate responsibility for the effects of their decisions and behavior.

Academic Honesty and Personal Integrity: Students are expected to be truthful, ethical and fair in their interactions with members of the college community. They are expected to practice academic honesty by not cheating, plagiarizing, or misrepresenting their coursework in any way.

IV. STUDENT RESPONSIBILITIES

It is the responsibility of each student to know and abide by Chemeketa policies and procedures, and academic department guidelines. Responsibility for adhering to these policies rests with students as individuals.

V. AUTHORITY and SCOPE

- The Code will apply to conduct that occurs on college premises, at college-sponsored activities, on-line learning environments, and to off-campus conduct that impacts the college community and/or the pursuit of its objectives.
- The Code applies for the duration of enrollment, including conduct that occurs before classes begin or after classes end, even if the student withdraws from school after the alleged misconduct has occurred.
- The Code will apply to off-campus conduct that threatens Chemeketa, such as threats of violence or physical harm, unlawful harassment or other behavior which may have a negative impact or may place its community (inclusive of students, employees or faculty) at risk. The Director of Student Conduct and Community Standards¹ will determine whether the Code will be applied to incidents occurring off-campus, on a case-by-case basis.
- Any question of interpretation or application of the Code will be referred to the Director of Student Conduct and Community Standards for final determination. The Code will be reviewed every three years under the direction of the Executive Dean of Student Affairs or Designee.
- The Code establishes rules governing academic and social conduct of students, including due process rights.
- The term "student" includes all persons enrolled at the college, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the college, within the last year.
- The college will apply a preponderance of the evidence standard to determine responsibility for the alleged violation(s) of this Code.

VI. VIOLATIONS OF LOCAL, STATE, AND FEDERAL LAW

College disciplinary proceedings are separate and independent of any civil or criminal proceedings. The Code is not a substitute for civil or criminal actions. Students are not denied the opportunity to pursue legal proceedings.

Students shall abide by all federal, state, and local laws. The Code procedures may be instituted without regard to the status of 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 civil or criminal process.

The college will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus, in accordance with student privacy laws, as defined by FERPA. Members of the college community, acting in their personal capacities, are free to interact with governmental representatives, as they deem appropriate.

¹ The Director of Student Conduct and Community Standards may appoint a designee to act on their behalf at any time during the intake of reports or during a disciplinary process.

VII. EXAMPLES OF STUDENT MISCONDUCT

This list is not intended to be exhaustive, and the College reserves the right to impose sanctions on students for personal actions, which may not be expressly identified.

A. Academic Honesty

Academic dishonesty are actions which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Students engaging in acts of academic dishonesty may be subject to classroom and/or institutional disciplinary sanctions. Refer to the College policy/procedure #5020. Violations of Academic Honesty include, but are not limited to:

Plagiarism:

- Presenting someone else's words, ideas, artistry, product or data as one's own
- Presenting as new and original an idea or product derived from an existing source Collusion/Inappropriate Assistance
- Helping another commit an act of academic dishonesty
- Knowingly or negligently allowing work to be used by others
- It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 1.65.114)

Cheating:

- An act of deceit, fraud, distortion of truth or improper use of another person's effort to obtain an educational advantage
- Includes but is not limited to unauthorized access to examination materials prior to the examination itself

Fabrication/Falsification/Alterations

- Intentional misrepresentation, invention, exaggeration or alteration of information or data, whether written, verbalized or demonstrated

Unauthorized Multiple Submission

- Using any work previously submitted for credit without prior permission of instructor Sabotage and Tampering
- Intentional altering or interfering with documents or other student's work
- Intentional depriving others of academic resources

B. Assault, Endangerment, Intimidation, Bullying and Harassment

Unwelcome conduct that disrupts or obstructs a person from engaging in the educational or work environment, puts a person in reasonable fear of personal safety, causes or intends to cause substantial risk of injury or property damage. This includes physical and non-physical contact toward a student, employee, vendor, visitor, or guest of Chemeketa. Non-physical contact includes all forms of direct or indirect contact with another person, including, but not limited to, written, electronic, or telephonic communication. Threatening behavior includes when 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 actions or statements as a serious expression of intent to harm. Examples include, but are not limited to:

- Intimidation, bullying or threatening behavior, which may be targeted at an individual or group and it creates, or is intended to create, a hostile environment which may result in fear of psychological and/or physical harm. Behaviors may be repeated actions, be exclusionary actions, incite confrontation toward an individual or their property, or cause humiliation.
- Any means of physical assault or abuse.
- Discrimination and harassment is misconduct incited by an individual's perceived or real affiliation with a protected class. Harassment on the basis of actual or perceived protected identity may be addressed through the policy and procedure for Prohibition of Harassment and Nondiscrimination #1750 or Sexual Harassment, Discrimination, and Misconduct #1751.

C. Disruptive or Disorderly Behavior

All students have the right to learn without interference from others. Disruption of the environment is any behavior which disrupts or interferes with the learning experience and College operations. Faculty members and college administrators are authorized to define, communicate, and enforce appropriate standards of behavior in classrooms, offices, and other areas under their supervision. Primary responsibility for managing the classroom environment rests with the faculty. Examples include, but are not limited to:

- Creating distractions and disturbances in class; discussion of, or use of material and topics that are irrelevant to the subject matter; using offensive language; sleeping during instruction; sending communication unrelated to the course material.
- Abuse, disruption or obstruction of student conduct process, which includes failure to comply with required meetings or the completion of outcomes administered through the process.
- Failure to comply with any reasonable directive of the College faculty, staff or Public Safety, including failure to identify oneself upon request or to remove oneself from premises.
- Failure to adhere to no-contact directives.
- Influencing or attempting to influence another person to commit an abuse of the conduct process.
- Indecent or offensive public behavior as prohibited by law such as: exposure of intimate body parts or urination or defecation in public.

D. Complicity in Violating the Student Code of Conduct

If a student has knowledge of an individual or group of individuals committing or attempting to commit a violation of this Code, they are required to remove themselves from the situation and report it to the College. This includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code. This includes conduct that interferes with Chemeketa's educational responsibility of ensuring the opportunity for all members of the Chemeketa community to attain their educational objectives.

E. Falsification of information or dishonest conduct

Examples include, but are not limited to:

- Attempts to Defraud.
- Knowingly providing, presenting, creating or possessing false information or failing to furnish correct information in response to request or requirement of a college official.
- Unauthorized use of another individual's identification or password, or sharing one's personal information or password with an unauthorized user.
- Misrepresentation: Any activity intended to misrepresent any official document or identification used by or issued by the College. Includes representing or acting on behalf of the College or another individual when not authorized to do so.

F. Gang Activity on Campus

A gang is defined as a group of individuals with identifiable leadership that conspires and acts in concert, mainly for criminal purposes. Involvement in gang-related activities includes, but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti. Behavior on or about College premises or at College-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger to life or property, or disrupts orderly operation is prohibited.

G. Hazing

Hazing means any act committed on Chemeketa property or in connection with any Chemeketa recognized 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. Refer to Policy #5230. In response to allegations of hazing under this regulation, it is not a defense that:

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

H. Alcohol and Drugs: Illegal or Unauthorized Possession/Use

In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol and/or drugs is not permitted on college-owned or college-controlled property. Being under the influence of alcohol and/or drugs is not permitted on college-owned or college-controlled property or while representing the college on business or in college-sponsored activities. Refer to Policy #2250.

I. Weapons: Illegal or Unauthorized Possession/Use

The possession of any illegal weapon, firearm, or knife with a blade exceeding four (4) inches, is prohibited on college property, or college controlled property, in accordance with both State and Federal Law (ORS 166.360- 166.380). Law enforcement officers, when serving in their professional capacity, are exempt from this policy. The college Public Safety Director in consultation with appropriate Executive Administration, may grant other exemptions for training or safety purposes.

J. Misuse or Unauthorized Possession or Use of Public or Private Property

Examples include, but are not limited to:

- Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services.
- 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.

K. Recording

- Recording of instructional content may not be used for any reason other than personal educational purposes and may not be shared publicly.
- It is prohibited to make, share, distribute or obtain or attempt to obtain any audio, video, photographic or digital image, without a person's prior knowledge or consent when the person being recorded would have a reasonable expectation of privacy, or where the recording is reasonably likely to cause injury or distress. The classroom or online course environment is not considered private under this policy.
- Recording in any college restroom or locker room is prohibited.

L. Safety Violations

Examples include, but are not limited to:

- Conduct that endangers the health or safety of others
- Intentionally or recklessly starting a fire or causing an explosion
- Misusing fire safety equipment, fire escapes or elevators
- Intentionally or recklessly obstructing fire, police, or emergency services
- Using, possessing, or storing dangerous chemicals, fireworks, or explosives
- Using, possessing, or storing any object classified as a weapon by the State of Oregon on college property
- Obstructing the free flow of pedestrian or vehicular traffic
- Falsely alerting others about an emergency
- Blocking or preventing the use of access to exit doors, fire exits, and building hallways

- Failure to evacuate a college building after an alarm has sounded, or to follow directives of an authorized person.

M. Stalking

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her or other's safety, or to suffer substantial emotional distress.

N. Theft or damage to property

Attempted or actual theft, taking or unauthorized use of property or unauthorized use or acquisition of services. 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.

O. Unauthorized access and use of facilities and services

Chemeketa Community College facilities, equipment and related property shall only be used for college-related activities. Examples include, but are not limited to:

- 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.
- Unauthorized possession, duplication or use of keys or access cards for any College property.
- 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.

P. Violations of College policies, procedures, and guidelines

Students are responsible for making themselves aware of and complying with College policies, procedures and guidelines. College Policies can be found online at www.chemeketa.edu/faculty-staff/policies-procedures-guidelines Additional examples include, but are not limited to:

- Smoke-Free Policy: #2255
- Use of College Network, Technology, Communications Resources Policy: #1760
- Copyright Infringement: #4210
- Service Animals: #2235
- Equal Opportunity/ Affirmative Action: #1720

VIII. REMOVAL OF STUDENT FROM A CLASSROOM, OFFICE, CAMPUS or CENTER

If an employee deems that the language, manner, or physical behavior of a student violates an atmosphere conducive to learning, safety, the orderly administration of the college, or the rights of the members of the college community, the employee may request the student to leave using one or more of the following measures. This process corresponds with college policy and procedure #4220. The employee will submit a timely report of the circumstances requiring this action to the appropriate Dean/Director and the Student Affairs office following the incident:

1. Emergency Exclusion: is the removal of a student from a class or service area, not to exceed one class session, one day, or removal from a college-sponsored function for the duration of the function. Reinstatement may be sought in accordance with the Student Rights and Responsibilities procedures.

2. Temporary exclusion may not exceed five days, but does not restrict the ability to submit course materials as needed. This action must be in consultation with the appropriate Dean/Director and the Student Affairs office.

3. Emergency suspension: In certain circumstances, the Director of Student Conduct and Community Standards may impose an emergency suspension to ensure the students own safety, well-being, the well-being of others, the preservation of college property, or preservation of normal operations of the college. During the emergency suspension, a student will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible. Emergency suspension procedures may include:

- Written notification to the student of this action and the reasons for the emergency suspension.
- The student will also be informed in writing of the time, date and place of an initial meeting. An initial meeting will take place within five (5) business days of the emergency suspension. At the initial meeting the student may show cause why his or her continued presence on the campus does not constitute a threat.
- Following the initial meeting, the Director of Student Conduct and Community Standards will decide to uphold the emergency suspension, dismiss it, or impose other consequences. The student will be informed in writing of this decision within ten (10) business days of the meeting date.
- The emergency suspension does not replace the code of student conduct procedures, which will proceed on the normal schedule, up to and through the student conduct appeal process, if required.

IX. INVESTIGATORY PROCESS

The Student Code of Conduct investigatory process is designed to afford complainants and respondents a fair and accessible process that educates students about their rights and responsibilities, holds students accountable for their actions, and provides a process that respects the rights of those involved.

Chemeketa Community College emphasizes the importance of direct, courteous, and respectful communication to informally resolve concerns and complaints whenever possible. This process may include a meeting with the Director of Student Conduct and Community Standards and/or referral to other college services. This meeting is typically considered a learning opportunity for the respondent to make behavioral changes and no further action is necessary. Informal resolutions will not result in a disciplinary record. However, when the misconduct rises to a level that informal resolution cannot be reached, or the actions are egregious or repeated, the formal disciplinary process, as outlined below, may be initiated.

A. DETERMINATION PROCEDURES

Any member of the college community may submit a complaint against a student for alleged violation of the code of student conduct. Complaints must be submitted to the Office of Student Affairs by using the online Student Concern Referral/Reporting Form as soon as possible, or within a reasonable amount of time from when the person becomes aware of the alleged violation.

1. The Director of Student Conduct and Community Standards will make the respondent aware of the complaint, and schedule a meeting with the respondent to discuss the complaint.

2. During the meeting, the Director of Student Conduct and Community Standards will explain the process, the respondent's rights and responsibilities, and review the complaint and alleged violation(s) of the Code.

3. The Director of Student Conduct and Community Standards will seek information from the respondent regarding the allegations and may gather additional information from other involved parties or observers as part of the investigatory process.

4. If there is more than one respondent involved in the complaint, the Director of Student Conduct and Community Standards has sole discretion to permit the conferences concerning each respondent to be conducted either separately or jointly.

5. The Director of Student Conduct and Community Standards will investigate to determine if there is a preponderance of evidence (i.e., more likely than not) that the alleged violations took place as reported, and if the conduct constitutes a violation of the Code. The following may apply:

- If determined that the case has no merit, the case will be dismissed;
- If determined that the case has merit, the Director of Student Conduct and
- Community Standards will attempt to resolve the complaint informally through a meeting with the goal of creating a learning opportunity, and encourage behavior modification;
- If determined the case has merit, and behavior(s) are deemed egregious or repeated, or a resolution cannot be agreed upon, a formal process of disciplinary steps and sanctions will be enforced to bring resolution to the complaint.

6. The determination will be put in writing to the respondent and is final unless an appeal is filed in accordance with the appeal procedures in the Code. The determination may or may not include sanctions.

7. At any time during this process, failure to respond to the Director of Student Conduct and Community Standards may subject the respondent to an academic hold, or dropping the respondent from their current or future courses and registration. A determination of the complaint may still be made in the respondent's absence.

B. APPEAL PROCEDURES

The respondent may choose to appeal the determination.

The appeal must articulate one of the three grounds:

- College policies and procedures were not followed (however, deviation from the Code shall not invalidate a decision or result unless it affected the determination);
 - New evidence that was reasonably unattainable during the investigation process is now available and will be presented with the appeal; or
 - The sanction was inappropriate for the Code violation.
- Procedures for reviewing the appeal are as follows:
- All appeals must be submitted in writing to the Executive Dean of Student Affairs or designee (Appellate Officer) within ten (10) business days of the notification date of the determination.

- This final level of appeal is a review of written documentation only. If it is not filed within this timeframe, the student will forfeit their final appeal opportunity.
- If the student fails to follow through with the above outlined process or does not meet grounds for appeal, the appeal opportunity will be forfeited.
- After reviewing the written decision, along with the written appeal from the student, the Appellate Officer shall have ten (10) business days to render a written decision to the student. The decision shall be final, binding and emailed to the student's MyChemeketa account.
- The Appellate Officer has the authority to:
- Return the case to the original investigator for any corrections to process or procedure required as a result of finding in favor of the appeal;
- Alter, or amend disciplinary action if information on appeal merits such action;
- Schedule a rehearing if specified procedural errors or errors in interpretation of College processes were so substantial as to deny the student a fair hearing, or if new and significant evidence becomes available;
- Dismiss the case if the finding is held to be unsupported by the evidence.
- Disciplinary action for suspension may be deferred while an appeal is pending, unless, in the discretion of the Appellate Officer, the continued presence of the student on the campus poses a substantial threat to themselves, to others, or to the stability and continuance of normal College functions.

C. SANCTIONS

Any student found to have violated the Code may be subject to one or more of the following consequences:

A. Warning: Written notice to a student that the student has been in violation of college policy or has otherwise failed to meet the college's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct may result in one of the more serious consequences.

B. Disciplinary Probation: Conditions placed upon the student's continued attendance. Notice will be made in writing and will specify the period of probation and the conditions to be met by the student. Disciplinary probation may be for a specific term or for an indefinite period, which may extend to graduation. Violation of the terms of the probation or violation of any college policy during the probation period may be grounds for additional consequences.

C. Loss of privileges: Denial of specified privileges of being a student for a designated period of time. The Director of Student Conduct and Community Standards may impose suspension from classes in a program, from a service area, or from college-sponsored functions in consultation with the appropriate Dean/Director.

D. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

E. Withholding admission or degree: Admission to or a degree awarded from the college may be withheld for a specified amount of time.

F. Revocation of admission or degree: Admission to or a degree awarded from the college is revoked and noted on the transcript. In general this action is reserved for conduct that includes, but is not limited to, acts of dishonesty.

G. Other possible consequences: Work assignments, essays, service to the college, or other related discretionary assignments.

H. No contact directive: The student may have no contact with other stated members of the college community.

I. Suspension: The temporary separation of a student from the college for a specified period of time as set forth in the notice of suspension. During the suspension a student is not eligible for the privileges and services provided to enrolled students, and is not permitted on Chemeketa property or at College sponsored events or activities. The college may impose additional requirements before the student is eligible to reenroll following the period of suspension.

J. Expulsion: Permanent separation of a student from the college. The student may not, at any time in the future, enroll in the college, and is not eligible for the privileges and services provided to enrolled students, and may not participate in any program or activity sponsored or organized by the college. Upon notification of the expulsion, the student must immediately leave campus and all privileges are revoked.

K. Student Group Sanctions may include, Warning, Disciplinary Probation and Restitution. Additional sanctions may include:

- a. Loss of selected rights and privileges for a specified period of time or indefinitely;
- b. Loss of Recognition – Chemeketa student organizations may lose recognition and will be deprived of the use of College resources, the use of the College's name and the right to participate in College or campus-sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time until all stated conditions are met.

L. Additional Sanction Information:

- a. If in the case of suspension or expulsion, if the student submits an appeal, they may be granted a provisional student status until the appeal process is complete. Should the appeal be denied, the sanction goes into effect retroactively to the original date of determination. However, if an emergency suspension of the student has been issued, then the provisional student status does not apply.
- b. If a pending disciplinary process or appeal may result in suspension or expulsion, awarding of a student's degree will be postponed pending the outcome of the proceedings.

X. 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. Retaliatory conduct is considered a violation of this code. All allegations of retaliation will be swiftly and 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 and/or termination.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents to the Director of Student Conduct and Community Standards, or the Director of Human Resources.

XI. STUDENT RECORDS

Student conduct records are considered part of a student's educational record and include incident reports, evidence, notifications of allegation, notifications of decision or outcome, and related documentation and correspondence. Sanctions of expulsion or revocation or withholding of a degree will become a permanent part of a student's discipline record in the Office of Student Affairs. All other student conduct records may be deemed non-disciplinary records seven years after the college term in which the incident occurred. The exceptions are Academic Honesty infractions, which may be deemed non-disciplinary records 2 years after the incident.

COLLEGE CONTACT INFORMATION:

Office of Student Affairs
Salem Campus Building 2/208
503.399.5076
studentconcerns@chemeketa.edu

Course Delivery Formats

Course Delivery Formats - At-a-Glance

	Attend in traditional classroom	Attend by logging into Canvas on your own schedule	Attend by Zoom in real-time	Complete independent Online activities	Log in regularly to Canvas
Standard Formats					
In-Person	✓				✓
Online		✓		✓	✓
Remote			✓		✓
Combined Formats					
In-Person and Online	✓			✓	✓
Remote and Online			✓	✓	✓
In-Person and Remote	✓		✓		✓

Course Delivery Formats

In-Person Classes

You attend class in a traditional classroom. You will be expected to attend class meetings at a regular time on regular days of the week.

In addition to attending classes on-site, you will also be expected to log into Canvas, Chemeketa's online learning management system, to supplement your classroom instruction and/or complete assignments.

Online Classes

You attend class by logging into Canvas, Chemeketa's online learning management system, at times convenient to you. You will complete independent online activities according to the schedule and due dates set by your instructor. Access to all of your online activities will be through Canvas. There may be expectations for in-person proctored exams, either on-campus, or at an approved testing center in your area.

Remote Classes

You attend class by logging into a Zoom web session in real-time. You will be expected to attend Zoom class meetings at a regular time on regular days of the week. While instruction will be delivered during your real-time, remote class, you will submit course assignments and access additional digital course materials through Canvas, Chemeketa's online learning management system. There may be expectations for in-person proctored exams, either on-campus, or at an approved testing center in your area.

Combined Formats

You attend class in a blend of two course delivery formats. These classes can be offered in a variety of combinations.

In-Person & Online Classes

You attend class in a traditional classroom AND by completing independent online activities. You will be expected to attend class meetings according to a set schedule with regular days and times. **You will also be expected to regularly log into Canvas,** Chemeketa's online learning management system, to supplement your classroom instruction and complete assignments. There may be expectations for in-person proctored exams, either on-campus, or at an approved testing center in your area.

Remote & Online Classes

You attend class by logging into a Zoom web session AND by completing independent online activities. You will be expected to attend remote class meetings according to a set schedule with regular days and times. **You will also be expected to regularly log into Canvas,** Chemeketa's online learning management system, to supplement your classroom instruction and complete assignments. There may be expectations for in-person proctored exams, either on-campus, or at an approved testing center in your area.

In-Person & Remote Classes

You attend class in a traditional classroom AND by logging into a Zoom web session. You will be expected to attend class meetings according to a set schedule with regular days and times. You will also be expected to log into Canvas, Chemeketa's online learning management system, to supplement your classroom instruction and/or complete assignments.

For specific details about a particular course, read the **Notes Line** in the Class Search or contact the instructor directly.

Building and Primary Function(s)

- 001** 1st Floor: Bookstore
001 2nd Floor: Faculty Offices; Cooperative Work Experience
002 1st Floor: Advising & College Access Programs (CAMP, TRIO, Upward Bound); Chemeketa Completion Program; College Access; Information Center; Multicultural Center; Planetarium; Student Accessibility Services; Student Life; Title IX Office; Veterans Resource Center
002 2nd Floor: Business Services; Career Services; Counseling & Student Support Services; Enrollment Services; Financial Aid; Graduation Services; Human Resources; Intercultural Resource Center; Parent Resource Center; President's Office; Procurement; Safe Haven; Student Affairs; Student Recruitment; Student Resources; Student Success Center; Veterans Services
003 1st Floor: Gretchen Schuette Art Gallery; Classrooms
003 2nd Floor: Academic Affairs; Classrooms; Computer Science Faculty; Math Hub; Math Faculty; Placement Assessment; Testing Center
004 1st Floor: Automotive Program; Electronics Program; Faculty Offices
004 2nd Floor: Center for Academic Excellence in Cybersecurity; Electronics & Networking Programs; Faculty Offices; Robotics; Visual Communications;
005 1st Floor: Art Classrooms
005 2nd Floor: Classrooms; Foundation, Marketing & Public Relations; Grants; Public Information
006 1st Floor: Auditorium; Classrooms
006 2nd Floor: Classrooms; Employee Development
007 Gymnasium; Physical Education Classrooms
008 1st Floor: Dental Clinic; Health & Science Classrooms; Café 8
008 2nd Floor: Health & Science Classrooms
009 1st Floor: Classrooms; The Center for Academic Innovation; Academic Effectiveness; Chemeketa Press; Institutional Research & Reporting; Media Studio
009 2nd Floor: Library, Academic Support Center (Tutoring & Writing Centers); Student Computer Center; Study Rooms
014 Fire Programs
015 Burn Tower
020 Drafting; Engineering; Machining Program; Faculty Offices
021 Welding Program
022 Academic Development (ESOL, GED/ ABE, HEP); Corrections Education; CPC Program; Information Technology; ICAP Program; TANF Jobs Program
033 Apprenticeship Programs
036 SOAR Program
037 Faculty Offices
038 Public Safety
039 Child Development Center
040 Facilities & Operations
041 Facilities & Operations; Shipping & Receiving

- 042** Genuine Foods Catering Kitchen; Taco Stand
043 Copy Center; Mail Room; Recycling
044 Facilities
045 Activity Field
048 High School Partnerships; Conference Rooms; MaPS Credit Union
049 High School Partnerships; Mid-Willamette Education Consortium; Youth GED Options
050 Roberts at Chemeketa
051 Roberts at Chemeketa
052 Classrooms
053 Department of Human Services
058 Facilities & Operations Annex
060 Agricultural Sciences
061 Pavillion; Chemeketa Market
062 Greenhouse

Area or Service—Building/Room

- Academic Affairs—3/272
Academic Development (ESOL, GED/ABE, HEP, STEP Program; ICAP Program, TANF Jobs Program, CPC Program)—22/100
Corrections Education—22/100
College Inside—22/102
Academic Support Center (Tutoring & Writing Centers)—9/Second Floor
Admissions—2/200
Advising—2/110
Art Gallery—3/122
Athletics—7/103
Auditorium—6/115
Boardroom—2/170
Bookstore—1/First Floor
Business Services—2/202
Career Services—2/230
CCBI, Business Programming & ECE—1/204
Chemeketa Cooperative Regional Library Service—9/136,130
Chemeketa Online—9/106
Chemeketa Press—9/105
Cooperative Work Experience—1/204
Copy Center—43
Counseling Services—2/230
Dental Clinic—8/101
Employee Development Center—6/218b
English for Speakers of Other Languages—22/100
Enrollment Services—2/200
Executive Dean of Students—2/208
Financial Aid—2/200
First Aid—2/173
Food Service—2/First Floor, 8, & 42
Foundation—5/264
Genuine Foods—42
General Information (Welcome Center)—2/110
Gymnasium—7
High School Partnerships (CCN, GED Options, Roberts@Chemeketa, Early College)—Bldg 49
Driver Education—Bldg 60
Human Resources—2/214
Information Technology—22/138
Library—9/Second Floor
Lost & Found—2/173
Mail Room—43
Multicultural Center—2/177A Parking
Permits—38 Public Safety
Planetarium—2/171

- Posting Notices on Campus—2/176
President's Office—2/216
Public Information—5/266
Public Safety—38—503.399.5023
Registration—2/200
Scholarships—5/266
Student Accessibility Services—2/174
Student Affairs—2/208
Student Center—2/179
Student Clubs—2/176
Student Computer Center—9/Second Floor
Student Resources—2/230
Student Success Center—2/210
Television Studio—9/162
Testing Center—3/267
Transcripts—2/200
Transfer Information—2/110
Tutoring Center—9/Second Floor
Vending Machine Refunds—1/First Floor
Bookstore
Veterans Services—2/200
Veterans Resource Center—2/116
Writing Center—9/Second Floor

Instructional Department Offices

- Agricultural Sciences—60
Applied Technologies—20/203
Business & Technology, Early Childhood Education & Visual Communications—1/204
Chemeketa Online/Tech Hub—9/106
Dental Programs—8/109
Education—3/252
Emergency Services—Brooks Regional Training Center
Health, & Human Performance—7/103
Psychology, Life and Physical Science—8/221
Liberal Arts & Social Sciences—1/204
Math, Engineering & Computer Science—3/252
Nursing—8/104
Pharmacy Technology—8/113

Restrooms

Single Occupancy

- Building 2—First floor
Building 4—Second floor
Building 5—Second floor
Building 6—First floor
Building 8—First floor
Building 20—First floor
Building 36—First floor
Building 37—First floor
Building 38—First floor
Building 40—Second floor
Building 50—First floor
Building 51—First floor

Lactation/Wellness Room

- Building 2—Room 181
Building 5—Room 262
Building 8—Room 1064
Building 20—Room 815
Building 22—106A
Building 60—Room 815

Elevators

- Building 2
Building 3
Building 4
Building 6
Building 8
Building 9

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