

Institutional Syllabus

This institutional syllabus includes policies and information that apply to all of your classes and other activities at COCC. Make sure that you read this in addition to the specific syllabus for each of your classes.

Enrollment and Drop Deadlines

The following deadlines apply to full term courses; for part-of-term courses, see [Academic Calendar - Important Dates by Term](#). The table below applies to full-term courses only.

Important Dates and Deadlines	Enrollment Information
First week of term	You MUST attend all your classes the first week of the term. Students not in attendance or absent without instructor permission will be administratively withdrawn. Online classes also have attendance requirements. Make sure you satisfy these requirements to remain enrolled.
Friday of second week 5 pm (Summer term, noon on Friday of the second week)	Last day to drop a class with a full refund. <ul style="list-style-type: none"> • You can drop online through your Bobcat Web Account, • or call Enrollment Services at 541-383-7500, • or go in person to the Enrollment Services office on any COCC campus.
Friday of seventh week 5 pm (Summer term, noon on Friday of the seventh week)	Last day to drop with no grade on transcript or to change to an audit. Does not require instructor approval. <ul style="list-style-type: none"> • You can drop online through your Bobcat Web Account, • or call Enrollment Services at 541-383-7500, • or go in person to the Enrollment Services office on any COCC campus. There may be financial aid implications to dropping a class. Contact the Financial Aid Office if you have any questions.
Wednesday of last week of regular classes 6 pm	Last day to drop. Requires instructor approval. Shows as W on your transcript. Consult with your instructor to see if they will grant you permission to drop the class. If you receive instructor approval, you must contact the Enrollment Services office on any COCC campus either in person or via phone 541-383-7500 to drop the class. There may be financial aid implications to dropping a class. Contact the Financial Aid Office if you have any questions.

Final Exams

See the [Academic Calendar and Exam Schedule](#) page for the final exam schedule, policies for rescheduling final exams, and information about the final exam requirement. Rescheduling final exams is available only in specific circumstances and requires advance planning.

Americans with Disabilities Act (ADA) Statement

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation should make an appointment with the instructor as early as possible but no later than the first week of the term. Students may also wish to call [Disability Services](#) in Barber Library at 541-383-7583 or email disabilityservices@cocc.edu.

Non-Discrimination Policy

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy, or any other protected classes under federal and state statutes in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer c/o COCC's Human Resources office at 541- 383-7216 or hr@cocc.edu.

Title IX Statement

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff, and students to realize their full potential. To assist in this, the College adheres to federal Title IX and state of Oregon sexual harassment laws, noting that this includes sexual harassment, sexual assault, domestic or dating violence, or stalking.

The College's [policies](#) and [procedures](#) related to Title IX and State of Oregon sexual harassment laws are included in the College's Policies and Procedures. Individuals wanting more information or who need to report a Title IX or sexual harassment should contact the College's Title IX coordinator at 541-383-7211 or to file an [incident report](#).

Class Recording Policy

Students must consult with the instructor before making any auditory or visual recording of any portion of the class. Recording of class sessions will be allowed only with prior permission and within parameters set by the instructor. Recordings are for personal academic use only. It is a violation of Oregon state law and the Family Education Rights and Privacy Act (FERPA) to share or post any information that identifies a student or students from a class recording. Students with an accommodation regarding class recordings from the Office of Disability Services will make this known to their instructor.

Acceptable Use of Technology

COCC computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. For more information, check [this policy document](#).

Student Rights and Responsibilities

All students should review the [Student Rights and Responsibilities](#) documentation, which lays out expectations for acceptable student behavior, disciplinary procedures, and your rights as a student as a student at COCC.

College Closures

Occasionally, inclement weather or other unforeseen events may mean that classes may be cancelled and/or that the College is closed. Your best source of information about closures and delayed openings will be the COCC Alert, the College's Emergency Notification System (ENS). To sign up for COCC Alert or to change your settings, visit www.cocc.edu/COCCAlert. If classes are cancelled, students should check their email and Canvas announcements for further course-specific information.

For overnight weather events, College officials will attempt to decide by 6 a.m. regarding late openings or college closures. If conditions change during the course of the day, decisions on later classes will be made as early as possible.

Basic Needs, Other Resources for Students

Any student who is experiencing difficulty with transportation, affording materials and supplies for classes, accessing food on a regular basis, and/or lacking a safe place to live and believes this may affect their class performance is encouraged to contact COCC's college and career success coach at 541-383-7592 or step@cocc.edu to discuss eligibility for resources available at COCC and in the community.

- In addition, free [personal counseling](#) is available to COCC students.
- There are resources, including financial aid, available for [undocumented students](#).
- Here is where you can find [further resources for basic needs](#).

Principles of Community

The Community of Learners at Central Oregon Community College is made up of students, faculty, staff, and administrators. Together we are dedicated to personal, professional and academic excellence. The success of our students is our highest priority, one that is best achieved by each of us working together as members of this community to foster a climate of mutual respect and caring. For more information, go to our [Creating Community](#) website.

Office of Diversity and Inclusion

Central Oregon Community College believes that diverse backgrounds, perspectives, and beliefs enrich the learning experience of our campus. As a result, we are committed to providing work and learning environments that respect and educate about cultural differences. Our success in this endeavor relies on our ability to recruit and retain diverse students, faculty, and staff, and by creating a respectful and inclusive campus community. All members of the campus share in the responsibility to foster a climate that of mutual respect and caring. For more information, go to the [Office of Diversity and Inclusion website](#).

Veteran and Military Connected Students

COCC is committed to supporting each veteran and military-connected student, from admissions to graduation. For more information, go to our [Veteran's Services](#) website.

COCC Land Acknowledgement

Central Oregon Community College would like to acknowledge that the beautiful land our campuses reside on are the original homelands of the Wasq'u (Wasco) and Tana'nma (Warm Springs) people. The Wasq'u (Wasco) and Tana'nma (Warm Springs) people ceded this land to the U.S. government in the treaty of Middle Oregon of 1855 while retaining regular and customary hunting, fishing, and gathering rights. As a result of this treaty, the Warm Springs Indian Reservation was created. For more information, go to our [Land Acknowledgement](#) web page.