



Centralia College Registered Nursing Program

Student Handbook | 2024-2025

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Origination: 1.27.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-01

Title: Entrance Requirements and Standards of Continuing Excellence

Policy:

- Entrance requirements as follows:

Classes	W/in Past 10 yrs	Min. GPA 2.0	Bonus Pts GPA 3.0	Req for Program (P) Req for Degree (D)
ENG& 101		X		P
MATH& 146	X	X	X	P
CMST& 220 or 250		X		D
PSYC& 200		X		P
ANTH& 206 or SOC& 101		X		D
BIOL& 241	X	X	X	P
BIOL& 242	X	X	X	P
CHEM& 121	X	X	X	P
BIO& 260	X	X	X	D
HLTH any		X		D

*Proof of active NA-C license required by application deadline

- As materials are reviewed and updated, evidence-based practice showing best current nursing practices will inform classroom and clinical curriculum.

*Additional resources including admission rubric may be found at [CC Nursing](#)

AUTHORITY:

WAC 2546-840-541

NLN/CNEA Standard 1: Culture of Excellence – Program Outcomes

Origination: 1.27.2022

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-02

Title: Admission of LPN Students, LPN-ADN

Policy:

When space is available, CCNP may offer LPNs holding a current and unencumbered license the opportunity to join an existing cohort at quarter four.

- LPN applicants are required to meet all prerequisite and other requirements related to program admission with the exception of NA-C. Instead, active LPN license will be required.
- LPN applicants with documented completion of at least two quarters of nursing classes with a 3.0 GPA or higher are not required to submit a TEAS test score. However, in the event that placement scoring ties with another applicant, the TEAS score will be used as the determining tie-breaker.

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-03

Title: Student Contact Information

Policy:

- Each student must maintain a working phone number and Centralia College email address to facilitate program communication.
- Updated contact information will be gathered at the beginning of the program. It is incumbent on each student to inform administration immediately following any change in contact information while in the program.
- Name changes should be communicated immediately to administration and the college. The program can assist with necessary processes to ensure licensure is not delayed.

*All contact information provided will remain confidential as according to the Family Educational and Privacy Act (FERPA) and clinical contract authority.

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-04

Title: Grading

Policy:

- Grading is based on activities conducted within the classroom and lab (on and off campus) environments. Faculty will determine content and methods for their respective sections. Expectations can be found in each Canvas course.
- Theory course work is averaged separately from exams and exams are averaged first. Students must average $\geq 80\%$ (2.0) on exams and then average $\geq 80\%$ (2.0) on course work to pass and remain in the nursing program. If a student averages $\geq 80\%$ (2.0) on their exams, but does not average $\geq 80\%$ (2.0) on course work, they will not be allowed to continue in the program.
- All lab/clinical courses are graded as Pass/Fail (P/F) and will not contribute to overall GPA; however, students must earn a P in order to continue in the program.
- All lab/clinical courses are **corequisites** to theory courses. In the case that a student fails either theory or lab/clinical, they must repeat both the unsatisfactory course and its corequisite.
 - See CCNP-POL-14 for readmission.
- The following grading scale will be used for all theory courses:

4.0- 99-100%	3.3- 88%	2.2- 81%	1.5- 75%
3.9- 97-98%	3.2- 87%	2.0- 80%	1.4- 74%
3.8- 95-96%	3.1- 86%	1.9- 79%	1.3- 73%
3.7- 93-94%	3.0- 85%	1.8- 78%	1.2- 72%
3.6- 91-92%	2.8- 84%	1.7- 77%	1.1- 71%
3.5- 90%	2.6- 83%	1.6- 76%	
3.4- 89%	2.4- 82%		

2.0 and above is passing

LATE WORK:

- Unless prior arrangements have been made with faculty any work submitted after the posted due date and time will be docked 10% for each day that it is late.
- All assignments, regardless of timeframe, must be turned in.

Origination: 9.14.2018

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-05

Title: Exams

Policy:

Theory Exams: Individual faculty will determine method and delivery of each respective exam. Regardless of method, the following expectations will apply:

- There will be no talking during the exam
- There will be no discussion of the exam content with any other student until all students have taken the exam.
- Student handbags and backpacks must be secured outside of the exam environment prior to testing.
- For math computations a calculator will be provided to you. Personal devices of any kind will not be allowed.
- No exit/reentry will be allowed during the exam.
- Taking photos of the exam is strictly prohibited.
- Time allowed for testing is monitored through Canvas/ATI/proctor, no additional time will be allotted unless disability accommodations have been approved on an individual basis.
- Electronic monitoring i.e., webcams may be required. If required and no such device is available, student must make arrangements with assigning faculty.
- Students experiencing technical challenges must make prior arrangements with assigning faculty
- Student online tests are monitored. Students may not click outside of the exam for any reason.
- Any questions regarding errors or typos on the exam should only be discussed with the faculty member who created the exam.
- Student concerns of classmate academic dishonesty must be immediately directed to the exam proctor, nursing faculty, or nursing program director.

Skills Exams (Return Demonstrations): Students will be expected to learn and demonstrate competency of nursing skills. Exam evaluation is conducted through instructor observation of performance.

- Students must be dressed in official CCNP scrubs with necessary assessment tools. Hair should be pulled back and secured.
- Any questions during return demonstration should only be addressed with the observing faculty member.
- There will be no discussion of content with any other student until all students have completed return demonstration.
- Student handbags and backpacks must be secured outside of the lab prior to testing.
- For math computations a calculator will be provided to you. Personal devices of any kind will not be allowed.
- No exit/reentry will be allowed during return demonstration.
- No discussion of other students' performance in lab is allowed.

Exam Schedules

- All students must take examinations at the faculty-determined scheduled timeframe.
- In the rare occurrence a student cannot attend the scheduled exam, prior arrangement with assigning faculty must be made. Faculty may agree to alternate scheduling at their own discretion.

Exam Grading

- Exams are averaged first, before course work. Students must average $\geq 80\%$ (2.0) on exams and then average $\geq 80\%$ (2.0) on course work to pass and remain in the nursing program.
- The following grading scale will be used for all exam grading:

4.0- 99-100%	3.3- 88%	2.2- 81%	1.5- 75%
3.9- 97-98%	3.2- 87%	2.0- 80%	1.4- 74%
3.8- 95-96%	3.1- 86%	1.9- 79%	1.3- 73%
3.7- 93-94%	3.0- 85%	1.8- 78%	1.2- 72%
3.6- 91-92%	2.8- 84%	1.7- 77%	1.1- 71%
3.5- 90%	2.6- 83%	1.6- 76%	
3.4- 89%	2.4- 82%		

2.0 and above is passing

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-06

Title: Attendance

Policy:

- Students are expected to be on time for all course activities.
- All students are expected to attend all course activities; faculty may award/deduct points based on attendance as outlined in course syllabi.
- In the rare occurrence a student cannot attend a course activity, students must notify the instructor and request alternative arrangements be made.
 - Students must be aware that some course work cannot be made up.
 - Absences may result in a zero grade or a reduction of grade at faculty discretion.
- No visitors or children will be allowed to attend class/lab with students.

Off-Campus Clinical

**For Q6 preceptorships see preceptorship handbook*

- Per WAC 246-840-531 all students must log 500 hours of clinical practice within the two-year program.
- Punctuality is required.
- In the rare occurrence a student cannot attend their clinical rotation they must notify the facility and receive an “excused absence” from their clinical instructor.
 - Students missing clinical for any reason must make up the clinical time.
 - If the student cannot make up the time within the quarter of the absence, they will receive an incomplete and must make up the time the following quarter.
- Students who fail to receive an excused absence may be put on notice of academic risk and may be required to meet with the director of nursing to discuss program progression.

Inclement Weather

- CCNP adheres to Centralia College directives regarding closures and cancelations. <https://www.centralia.edu/pathways/closures.aspx>
- Faculty may cancel class/clinical due to weather at any time, which will be considered an automatic excused absence unless otherwise indicated by faculty. However:
 - Faculty may require students to attend online zoom or another platform.
 - Missed clinical hours must be made up.

Origination: 5.05.2022

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-07

Title: Student Expectations & Standards

Policy:

Behavior

Nothing in this section is meant to curtail legitimate, on-topic classroom discussion that is conducted in a civil manner. Academic dialogue is encouraged and is enhanced by these norms for civil behavior.

- Students are expected to conduct themselves in a respectful and nondisruptive manner.
- Some examples of disruptive behavior include, but are not limited to:
 - Monopolizing class discussion
 - Rude, disrespectful, contemptuous, or offensive language, posturing or gestures
 - Aggressive, hostile, or confronting language, posturing or gestures
 - Sleeping
 - Chattering
 - Excessive or disruptive lateness
 - Engaging in unrelated tasks
 - Interrupting
 - Disruptive movement, including entering/exiting the classroom outside of breaktime
- Faculty may remove a student and/or begin disciplinary proceedings at their discretion.
- Continuous violations will result in disciplinary action, up to and including dismissal from the program.
- A student whose behavior during clinical rotation endangers patient safety and/or welfare may be asked to leave clinical and may be subject to additional disciplinary action up to and including dismissal from the program.
- Online or in-person intimidation, threats, bullying or harassment of other students, faculty, clinical staff, or patients will result in disciplinary action which may include immediate dismissal from the program.

Preparedness

Includes but is not limited to:

- Student has completed required assignments for daily activities
- Student is ready to perform skills/patient care in a safe manner
- Student is ready to engage in active learning

Grounds for Dismissal from the Nursing Program

- A lack of preparedness which has exceeded the allowed number of offenses as laid out in course syllabi.
- Academic dishonesty which has been referred to the program director (CCNP-POL-08 Academic Dishonestly).
- Impaired function that jeopardizes patient, student, facility, or faculty safety.
- Not meeting expected pass rates as defined in CCNP-POL-05, and which also may be found in course syllabi.

Students have the right to appeal a decision of dismissal. See CCNP-POL-13 for appeals process.

Authority: *CCNP adheres to [WAC 132L-351](#), Centralia College – Student Rights and Responsibilities Code, [Section 040](#), Prohibited Student Conduct*

Origination: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-08

Title: Academic Dishonesty

Academic integrity is a professional competency, and any act of dishonesty misrepresents student efforts and abilities. Honesty is regarded as a basic ethical value and academic integrity is essential in the educational environment. In the nursing profession, it is especially important as patient-safety depends on honesty and academic integrity. As healthcare professionals, integrity is foundational to the nurse's role and responsibility. Each student is responsible for their own choices and understanding of all materials presented in the nursing program.

Policy: Any faculty referral of a student to the nursing program director for academic dishonesty will result in immediate dismissal from the nursing program and will not be eligible for readmission.

Nonexclusive Examples of Academic Dishonesty:

General

- Plagiarism, use of another individual's or your own previous work while representing it as your own contemporaneous work.
- Any unauthorized use of Artificial Intelligence (AI).
- The unauthorized use of notes, books, electronic devices, or other study aids while taking an examination or working on an assignment.
- Fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an assignment, quiz, or examination.
- Allowing another student to copy from one's own assignment, test, or examination.
- Making available copies of course materials whose circulation is prohibited (e.g., old assignments, texts, or examinations, etc.).
- Completing an assignment or taking a test or examination for another student.
- Sharing paper mill/answer bank websites or information with other students.

Exams

- All exams are monitored by faculty or a proctor, including those conducted online.

- Online exams are closely monitored. Clicking anywhere outside of the test window is prohibited. Any clicking outside of the test window may be considered academic dishonesty.
- Selling, distributing, copying, or sharing test material with any person will be considered academic dishonesty.
- The use of notes not approved by faculty before the proctor has issued the begin notice, or after the stop notice has been given, will be considered academic dishonesty.
- Talking with other students within the exam environment is prohibited and may be considered academic dishonesty.
- Any discussion of exam content with any other student before all students have taken the exam will be considered academic dishonesty.

Students have the right to appeal a decision of dismissal. See CCNP-POL-13 for appeals process.

Authority: *For additional definitions of academic dishonesty refer to [WAC 132L-351](#), Centralia College – Student Rights and Responsibilities Code, [Section 040](#), Prohibited Student Conduct*

Origination: 10.28.2022

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-09

Title: Remediation/Academic Risk

Policy:

Remediation:

- Students who score less than 80% (2.0) on any course examination will meet with the instructor to discuss a personal remediation plan, which will include but is not limited to:
 - Student responsibilities
 - Faculty assistance and monitoring
 - Consequences

Academic Risk:

- Students on a remediation plan who continue to have a cumulative exam score of less than 80% (2.0) by mid-quarter or after two exams will meet with the program director where a student academic-risk performance contract will be drawn up detailing the performance improvements required to remain/progress in the program.

Origination: 6.16.2017

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-10

Title: Retention/Progression

Policy:

- Theory course work is averaged separately from exams and exams are averaged first. Students must average $\geq 80\%$ on exams and then average $\geq 80\%$ on course work to pass and remain in the nursing program. If a student averages $\geq 80\%$ on their exams, but does not average $\geq 80\%$ on course work, they will not be allowed to continue in the program.
- All lab courses are graded as Pass/Fail (P/F) and will not contribute to overall GPA. However, all lab courses are corequisites to theory and therefore students must earn a P in lab in order to continue in the program.
- In the case that a student fails either theory or lab, they must be readmitted and repeat both the unsatisfactory course and its corequisite. See CCNP-POL-14 for readmission.
- Program progression is not based solely on external measurements or exams. External exams are utilized for purposes of benchmark data, NCLEX preparedness and predictions and for augmentation of didactic material and faculty written exams.

Authority:

WAC 246-840-505 & 537

NLN Standard 1: Culture of Excellence – Program Outcomes

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-11

Title: Ethical – Legal Responsibilities

Policy:

Students Rights/Responsibilities

Student conduct reflects on their personal and professional integrity, that of the nursing faculty, the program, and Centralia College.

- Patient information is private and must only be used for patient care and educational purposes.
- Any mention or use of confidential information in any space, including in public, with family, or on any type of social media or digital platform is a violation of the patients' rights of privacy, and may be grounds for disciplinary action.
- Patient names are never to be used on care plans or other course work, using the patients' initials only will be sufficient.
- Patient records are never to be left unsecured, copied or removed from approved areas of clinical agencies.

Faculty Rights/Responsibilities

- The nursing faculty have an obligation to students, patients, clinical affiliates, the college, and the nursing profession to maintain high professional standards and to expect the same from students.

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-12

Title: Withdrawal

Policy:

Voluntary

- The student will send written communication of intent to withdraw to the director of nursing as soon as possible.
- The student must complete the withdrawal process with Centralia College, which will/may include Enrollment Services, Financial Aid, Workforce Funding (grants).
- Exit interview may be requested before student leaves the program.

Involuntary

- A student may be dismissed from the program for reasons including but not limited to:
 - Academic failure (CCNP-POL-04)
 - Academic dishonesty (CCNP-POL-08)
 - Violations of Expectations & Standards (CCNP-POL-07)

Authority: [WAC 132L-351-040](#)

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-13

Title: Appeal/Grievance Process

Policy:

- **Step 1: Informal communication**
 - The student and the faculty/staff member will meet with each other in an attempt to resolve the concern through direct verbal communication.
 - The student may bring another person with them for support if needed.
- **Step 2: Formal written communication sent to director of nursing.**
 - If the concern is not resolved through informal communication between the student and the faculty/staff member, the student must reduce the concern to writing and submit it to the director of nursing.
 - The written document shall include a description of the situation and steps already taken to resolve the problem, relevant dates and times, examples, and copies of any and all relevant documents. This document must be signed and dated.
 - Upon receipt of the written complaint, the director will submit the document to the faculty/staff member, and will meet with the faculty/staff member. Within fifteen (15) contract days of receipt of the written complaint, the director will provide a written response to the student and a copy to the faculty member.
- **Step 3: Formal written communication to the Vice President of Instruction**
 - If the student chooses to appeal the decision, they must do so with the Vice President of Instruction (VPI) within five (5) contract days of the director's decision. The vice president will also be required to respond in writing to the student within fifteen (15) contract days. A copy will be sent to the faculty member.
- **Step 4: Formal written communication to President of Centralia College**
 - If the student would like to appeal the decision, they may address the issue with the President within five (5) contract days of the vice president's decision. The written complaint would again be submitted by the student for the President's consideration. The President will communicate his/her decision regarding the

concern to the student (with a copy to the faculty member) within fifteen (15) contract days. The President’s decision is considered to be final under this process.

Grievances regarding the nursing director shall, after completing step 1, follow step 2 processes in communication with the VPI. If the student would like to appeal the VPI decision, they must follow the processes outlined in step 4.

Documentation, information and materials collected during this process are considered confidential and may be shared only with parties directly involved in the concern or college employees or agents of the college who, as a result of their official duties, have a need to know in order to perform the functions of their assignment.

Complaints regarding illegal discrimination and sexual harassment should be directed to the Vice President of Human Resources and Equity, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, call 360-623-8943, or email hro@centralia.edu.

<p><u>Nursing Department</u> (360) 623-8922 ccnursing@centralia.edu</p>	<p><u>Instruction Office</u> (360) 623-8929 instructionoffice@centralia.edu</p>	<p><u>President’s Office</u> Executive Asst. (360) 623-8589</p>
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Origination: 5.11.2023

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-14

Title: Re-Admission

Policy:

- Any request for re-admission is dependent upon available space.
- The process for re-admission may be different for each student based on individual circumstances, such as:
 - Medical leave
 - Unsatisfactory academic achievement (CCNP-POL-04 & CCNP-POL-10)
 - Academic Dishonesty (CCNP-POL-08)
 - Violation(s) of Expectations & Standards (CCNP-POL-07)
- Students are allowed three (3) total opportunities for admission:
 1. Initial admission
 2. Readmission due to:
 - Unsatisfactory academic achievement (first failure)
 - Medical leave
 - Violation(s) of Expectations & Standards (first violation)
 3. Readmission due to:
 - Unsatisfactory academic achievement (final failure)
 - Medical leave
 - Violation(s) of Expectations & Standards (final violation)
- Students will request a meeting with the director of nursing to discuss the option of re-admission.
- In the event re-admission is possible, the director of nursing will create a re-admission plan.

Origination: 5.05.2022

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-15

Title: Use of Electronic Devices

Policy:

Personal electronic devices are permitted in the classroom with faculty permission, however, there are some instances of unacceptable usage.

Examples of unacceptable usage may include, but are not limited to:

- Cell phone rings, vibrates excessively or in any other way disrupts the class.
- Visiting inappropriate/unrelated sites or content during class time.
- Use for exams, quizzes or practice tests will be considered academic dishonesty (CCNP-POL-08).
- Unauthorized use for assignments.

Origination: 6.14.2019

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-16

Title: Social Media

Definition: websites and applications that enable users to create and share content or to participate in social networking.

Policy: During the time a student is enrolled in the program

- A student shall not “follow” or “friend” faculty, staff, patients, former patients or patient families and vice versa. Doing so may result in disciplinary action.
- Sharing any patient information, intentionally or unintentionally, is a violation of HIPAA and could be grounds for dismissal from the program.
- Online threats, bullying or harassment of other students, faculty, clinical staff, or patients are considered violations of CCNP-POL-07 and will result in disciplinary action.

Students should remember that they are a direct reflection of the Centralia College Nursing Program and the nursing profession. As such, they should be mindful to conduct themselves with respect and courtesy whether online or in person.

Origination: 6.16.2017

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-17

Title: Uniform & Dress Code

Policy: Uniform components are defined below; no substitutions will be allowed without director approval. It is encouraged that scrubs be purchased through the CC bookstore.

Uniform

- Top: Cherokee brand scrub top in navy, short sleeved, with CCNP patch applied to the left upper sleeve.
 - Top should fit loosely and allow for movement without exposing skin or undergarments.
 - Patches are iron-on; however, professional stitching will increase wearability.
- Undershirt: Solid black, white, grey, navy, long or short sleeved shirt may be worn under scrub top.
- Pant/*skirt: Black or navy scrub pant/skirt.
 - Pant/skirt should fit to allow for bending, squatting, twisting, turning, without exposing skin or undergarments
 - Skirt should hit below the knee
 - *Some clinical agencies require all personnel to wear pants for infection control purposes.
- Jacket: White, black or navy lab coat, warm-up jacket, CC nursing jacket or sweatshirt.
 - CCNP patch required on left upper sleeve.
 - Additional patches can be purchased at the CC bookstore.
- Socks: Show your flare! Support socks are highly recommended.
- Shoes: Solid, neutral color, neutral accent, closed-toe, closed-heel, non-mesh shoe of choice.
 - Shoes should be comfortable for long shifts and provide good support.
- CCNP assigned student name badge must be worn at all times.

Dress Code

- Uniform and dress code shall be adhered to during clinical, simulation and skills exams but are not required in the classroom.

- Uniforms should not be worn (or must be covered) outside of CCNP sanctioned activities. For example, having cocktails after clinical.
- All uniform components must be clean, wrinkle-free and in good repair.
- Piercing jewelry must be worn flush with the body to avoid chance of injury.
- Rings should not impede with or compromise glove integrity.
- Fingernails should be natural, short, polish-free and clean.
- Hair must be clean, combed, kept off the collar and out of the face.
- Facial hair must be kept clean and well-groomed to sufficiently achieve appropriate seal and coverage when wearing surgical mask.
- Gum-chewing is not allowed during clinical or simulation.
- Avoid perfume or use of scented lotions or hairsprays.
- Hygiene sufficient to avoid body odor.

*CCNP follows clinical partner policies and requests regarding uniforms, hair color, piercings, tattoos.

*Uniform accommodations should be requested through the nursing director.

Signature Page

Please confirm your understanding of the following policies by initialing each below.

1. _____ I understand that retention/progression through the program is dependent on earning $\geq 80\%$ (2.0) cumulative on exams first and then earning $\geq 80\%$ (2.0) on course work AND earning a pass in all lab components. **CCNP-POL-04, CCNP-POL-10**
2. _____ I understand the expectations outlined in the exam policy and the consequences of violations thereof. **CCNP-POL-05**
3. _____ I understand that attendance is a priority and absences may result in academic risk. **CCNP-POL-06**
4. _____ I understand the expectations and standards of behavior as outlined in **CCNP-POL-07** and violations could lead to academic risk and/or dismissal from the program.
5. _____ I understand Academic Dishonesty as outlined in **CCNP-POL-08** and that violations could lead to academic risk and/or dismissal from the program.
6. _____ I understand inappropriate use of patient information could lead to academic risk and/or dismissal from the program. **CCNP-POL-11, CCNP-POL-16**
7. _____ I understand that a grievance and appeal process is available to me. **CCNP-POL-13**

I have been given the opportunity to ask clarifying questions regarding these policies and I understand that I may participate in the policy making process during quarterly student/program meetings. I understand I am responsible for complying with nursing program policies as outlined in the handbook. I also understand the handbook may be updated at the discretion of program faculty and/or administration. I will receive notification of changes or additions, and I am responsible to comply with those changes/additions.

Date

Print Name

Signature

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Equity, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, call 360-623-8943, or email hro@centralia.edu.