

CONNORS STATE COLLEGE



Student Handbook

INTRODUCTION

The Student Code of Conduct and Policy Handbook are produced to provide information to students at Connors State College regarding policies and procedures relative to their enrollment and attendance of classes. This information is intended to enhance the student's experience at CSC and give assistance in matters related to a student's rights and responsibilities. An attempt is made to include major student policies and procedures; however, some sections of Board policy that are not relevant to students may have been omitted in this publication. Inadvertent omission of regulations from this publication does not waive the student's responsibility for these regulations.

These policies and procedures are also subject to change by authority of the Oklahoma A&M Board of Regents and/or other governing agencies.

Additional information and assistance may be obtained through the office of the Director of Residential Life.

**CSC TELEPHONE NUMBERS
DEPARTMENTS/OFFICES/SPECIAL PROGRAMS**

WARNER MAIN CAMPUS918-463-2931

Office	Ext.	Office	Ext.
Academic Services	6327	Fitness Center	6350
ACT Information	6298	Health Services	6239
Admissions &Records	6300	Horticulture	6230
Recruitment	6270	Housing	6245
Arena	6303	Learning Skills Center	6268
Assessment	6333	Library LLC	6210
Athletic Director	6231	Livestock Judging Team	6265
Baseball	6218	Maintenance	6232
Basketball (Men)	6231	Millers Crossing	6245
Basketball (Women)	6305	Nursing Department	6208
Bookstore	6222	Registrar	6300
Business Office	6250	Registrar (Fax)	463-6227
Cafeteria	6352	Rodeo Team	6303
Computer Center	6323	Security	2543
Enrollment Services	6328	Softball	6290
Student Services	6245	Student Activities	6351
Farm	6303	Student Support Svcs	6263
Financial Aid	6220	Upward Bound	6277
Financial Aid (Fax)		Vet.Upward Bound	6294
463-6227			

MUSKOGEE DOWNTOWN CAMPUS..... 918-687-6747

MUSKOGEE THREE RIVERS PORT CAMPUS... 918-684-5477

DIRECTOR OF MUSKOGEE CAMPUSES.....687-6747

FINANCIAL AID (FAX).....684-0454

REGISTRAR (FAX).....684-0430

CSC STUDENT POLICY HANDBOOK

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**CONNORS STATE COLLEGE
STUDENT POLICY & PROCEDURES
HANDBOOK**

ACADEMIC COUNSELING AND ADVISING POLICY

Connors State College through its counseling and advising program may, at its discretion, prescribe the program of courses and the number of credit hours of any student enrolling in the College. Such prescribed program will fit the needs and abilities of the student as demonstrated by previous academic records and evaluate examinations administered by the College.

AFFIRMATIVE ACTION

It is one part of the operation policy of Connors State College to practice nondiscrimination in employment. It is against the policy of Connors State College to discriminate against, or exclude from participation in benefits or activities either on the staff or in the student body, any person on the grounds of race, color, religion, age, sex, disability, national origin, or status as a veteran.

Any member of the student body of Connors State College who desires to review the College's Affirmative Action Policy or to file a complaint that the policy has been violated may do so in the office of the Director of Residential Life.

BLOODBORNE PATHOGENS

Bloodborne pathogens are potentially infectious body fluids, which include Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other infectious bloodborne diseases. The College has implemented a plan that will help protect anyone that might encounter one of these body fluids. Any person who should encounter any form of body fluid of a person or persons other than themselves should report this to the Campus Security or Student Health Services immediately. Care should also be taken to prevent other persons in the area from contacting the body fluid. Additional information regarding bloodborne pathogens may be obtained in the Student Health Services office on the Warner Campus.

CANCELLATION OF CLASSES

(DUE TO WEATHER OR EMERGENCIES)

There occasionally are circumstances such as extreme weather conditions or emergencies that may require the College to cancel all classes for a short period of time. During these times, this information will be shared with the local TV and radio stations for general announcement concerning the cancellation of classes at the Warner or Muskogee Campus. If this situation occurs, persons should not attempt to call the College to leave a message or confirm specific class closings.

CHILDREN ON CAMPUS

Because of reasons related to safety and potential problems in supervision, children will not be permitted on campus unless they are attended by a parent or guardian. No children are permitted in the classrooms or teaching areas.

COMMUNICABLE DISEASES POLICY

In accordance with Board rule 30:10-1-15, avoidance and control of serious communicable diseases, Connors State College will adhere to the Oklahoma Agricultural and Mechanical College policy statements and A & M's system plan for avoidance and control of serious communicable diseases on campus approved by the A & M Board of Regents of February 17, 1989.

INTRODUCTION AND GENERAL STATEMENT

- 1.1 The Board of Regents of Oklahoma Agricultural and Mechanical College and Connors State College is concerned for the health, welfare, and safety of students and employees of the college. An important element of the governing policy for the institution is the prevention and control of serious communicable diseases on campus.
- 1.2 Confidentiality for the infected individual will be maintained through the institution's policy of communicating sensitive medical information on a strict "need to know" basis only.
- 1.3 The legitimate power of society to regulate health matters for the common good may be exercised for the purpose of preventing or controlling the introduction and spread of infectious, contagious, or communicable diseases.
- 1.4 Accordingly, appropriate public health authorities frequently are empowered, and it is made their legal duty, to execute such sanitary regulations as may be considered expedient to prevent or control the outbreak or spread of hepatitis, tuberculosis, scarlet fever, diphtheria, measles, and other epidemic communicable diseases too numerous to list.
- 1.5 The governing Board of Regents for Connors State College has directed institutions under its jurisdiction to develop general statements of policy

- and procedures for use in situations where serious communicable diseases on campus present danger to the academic community.
- 1.6 It is the general policy of the Board of Regents that activities of higher education institutions under its governance should always proceed with reasoned effort and circumspect caution where health risks associated with serious communicable medical conditions are involved.
 - 1.7 It is the general policy of the Board of Regents that applicable state and federal laws pertaining to contagious or infectious diseases, all matters of public health, as well as, those governing discrimination and privacy, shall be appropriately observed and followed in the operation of all institutions under its jurisdiction. Institutional personnel are expected to properly cooperate with authorized public health officials in resolving threatening situations which may arise.
 - 1.8 It is the policy of the Board of Regents that institutional actions taken in response to serious human health problems on campus shall be balanced and evenhanded with regard to questions of ordinary institutional needs, concerns of public health, and the humane treatment of individual victims of accidents, injuries, infections, and diseases. Individual cases shall be considered on their own needs and merits. Requests for special accommodations may be considered by appropriate institutional administrators.

POLICY

- 2.01 The President has designated the administrator or medical director of the Student Health Center to serve as the College Health Information Officer. The College Health Information Officer shall act as a liaison with public health officials and College constituencies to assist in obtaining an awareness of any threatening health conditions that could adversely affect members of the College community. When adverse health conditions are detected or foreseen, the College Health Information Officer shall cause to be developed a remedial plan of action which should ameliorate probable risks without jeopardizing other values central to a free and open society and recommend the same to the President for action.
- 2.02 In instances of serious concern where no state or local health standard has been adopted; the College Health Information Officer shall consult with the President and discuss formation of a qualified committee to study the need for proposing an interim health standard for institutional use. Any recommendation for such use is submitted to the President and thereafter may be presented to the Board of Regents if supported by the President.
- 2.03 It is recognized that it is the duty of each individual associated with the College to consciously avoid exposing others to any known infectious or contagious disease. Where it becomes apparent to administrators that an easily transmitted disease or infection is in the vicinity of a

- college activity, the College Health Information Officer should be consulted for appropriate guidelines.
- 2.04 Public concern and/or safety may at times warrant the release of information pertaining to health issues or risks on campus. Such information shall be released from the College Public Information Office.
 - 2.05 Individuals directly associated with the college who contract an infectious or contagious disease should obtain a medical evaluation of their condition to assist and direct their consideration of whether continued presence on the campus is in the best interests of that individual and College community.
 - 2.06 The College shall take an active role in the organization and implementation of effective educational programs and provide resources to inform the campus community about serious and pertinent health concerns. These programs and resources should be targeted toward all students, faculty, and staff. To enhance effectiveness, educational efforts should provide current information, use reliable materials, and be easily accessible.
 - 2.07 Administrators shall be familiar with matters of sanitation and safety that are known to be relevant to their areas of responsibility; in this regard the College Health Information Officer shall act as advisor. For example, academic administrators should be aware of human health issues that may arise in laboratory settings, and food service administrators should be aware of the need for maintaining effective techniques to promote sanitary conditions for workers and consumers. Training should be arranged as appropriate.

PROCEDURES

- 3.01 The Oklahoma State Department of Health Epidemiology Bulletin or similar timely publication should be considered as a primary source of information for College use.
- 3.02 The College should also consider the guidelines proposed by the federal Centers for Disease Control and the American College Health Association in working with problem situations.
- 3.03 The College may develop and implement appropriate guidelines for dealing with specific diseases or contagious conditions which arise over time. Those guidelines shall be consistent with Board of Regents policy statement and this institutional policy and procedures statement.
- 3.04 The College may develop and implement other institutional policy and procedures statements pertaining to health and safety issues that are consistent with Board of Regents' authorized policy statements.
- 3.05 Information concerning the existence of an infectious or contagious disease in a student, faculty or staff member is highly sensitive, frequently misunderstood, and has a potential for misuse. The College will make all reasonable efforts to ensure that such specific information

is kept confidential within the institution and that information is provided only on a “need to know” basis as determined by the College Health Information Officer, Director of Residential Life, or the President. Professional standards concerning confidentiality in the delivery of medical and psychological services may also protect such information. In addition, other College personnel will be made aware of the necessity for confidentiality (and appropriate procedures will be developed where necessary).

- 3.06 The College will take appropriate administrative action to deal with any purposeful or accidental disclosure of confidential information.
- 3.07 In addition to the current medical services provided, the College will endeavor to maintain visible and easily accessible support services through which concerned persons (students and employees can receive counseling assistance in locating and using social service resources, and referrals for further assistance. These services include:
 - A. Counseling, consultation, and referral services for employees.
 - B. Student Mental Health Services – Crisis intervention, individual and group counseling for CSC students. Psychiatric evaluations and consultation may also be available.
- 3.08 The President or designate shall appoint a standing committee comprised of the College Health Information Officer and representatives from administration, faculty, staff, Office of Legal Counsel, and students to (a) monitor health and safety policies and make recommendations as warranted, (b) monitor annual educational and training efforts related to this policy statement and make recommendations as warranted, and (c) serve as consultants as needed.
- 3.09 All written documents developed under authority of this Board of Regent’s directive are available for review by students, faculty, staff and interested members of the general public at Connors State College’s Human Resources department, and in the office of Director of Residential Life.

Beginning with the Fall semester 2004, Oklahoma State Law requires that all new students, who attend Oklahoma colleges and universities for the first time, provide proof of immunization for certain diseases. If you cannot verify your Measles, Mumps, Rubella (2 doses of each) and Hepatitis B (3 doses) immunization records, you will need to be re-immunized or sign a written waiver. Medical, religious and personal exemptions are allowed by law and such requests must be made in writing using the CSC Certificate of Exemption form available in the Registrar’s office.

In addition, Oklahoma Law requires that first time enrollees, who reside in on-campus student housing, be vaccinated against meningococcal disease, UNLESS, 1) the individual signs a written waiver that he/she has reviewed the information provided by CSC regarding meningitis immunization and has

chosen not to be immunized, or, 2) in the case of a minor, the individual's parents or guardian signs such written waiver.

Failure to comply with these requirements will result in a hold being placed on future enrollment.

COMPUTER SERVICES TECHNOLOGY POLICIES AND PROCEDURES

COMPUTER USAGE

As an institution of higher learning, Connors State College encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with our College policies, this policy is intended to respect the rights and obligations of academic freedom, while protecting the rights of others. The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statement address, in general terms, the College's philosophy about computing use.

This policy is applicable to all individuals using College owned or controlled computer and computer communication facilities or equipment, whether such persons are student, staff, faculty, or authorized third-party users of College computing information resources. It is applicable to all College information resources whether individually controlled or shared, stand alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College.

This includes, but is not limited to, word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software, and electronic mail accounts, regardless of whether used for administration, research, teaching, or other purposes. In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Individual units within the College may define "conditions of use" for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines and/or restrictions. Such policies may not relax or subtract from this policy. Where such "conditions of use" exist, enforcement mechanisms defined therein shall apply. These individual units are responsible for publicizing both

the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. In such cases, the unit administrator shall provide the Executive Vice President with a copy of such supplementary policies prior to implementation thereof. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

User Responsibilities and Expectations

Access to the information resource infrastructure both within and beyond the College Campus, sharing of information, and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the IT System resources at Connors State College is a privilege granted to College students, faculty, staff, and third parties that have been granted special permission to use such facilities. Access to College information resources must take into account the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity, and the risk of damage to or loss by the College.

Anyone who accesses, uses, destroys, alters, or damages College information resources, properties or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the College, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

The College requires the members of its community act in accordance with these responsibilities, this Policy, the College's Student or Faculty Handbook, as appropriate, Connors State College Policies and Procedures, relevant laws and contractual obligations, and the highest standard of ethics. The policies as stated in this policy are intended to ensure that users of College information resources shall:

- Respect software copyrights and licenses,
- Respect the integrity of computer-based information resources,
- Refrain from seeking to gain unauthorized access,
- Respect the privacy of other computer users.

The College reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners – whether departments, units, faculty, students, or staff – may allow individuals other than College faculty, staff, and students access to information for which they are

responsible, so long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county or local law, or ordinance. However, users are personally responsible for all activities on their user ID or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.

Units and individuals may, with the permission of the appropriate College officials and in consonance with applicable College policies and guidelines, configure computing systems to provide information retrieval services to the public at large. However, in so doing, particular attention must be paid to College policies regarding authorized use (must be consistent with the mission of the College) ownership of intellectual works, responsible use of resources, use of copyrighted information and materials, use of licensed software, and individual and unit responsibilities.

Authorized User Purposes

Use of College computers must comply with Federal and State law and College policies. College computing facilities and accounts are to be used for the College-related activities for which they are assigned. When users cease to be members of the academic community (such as by graduating or ceasing employment), or when persons are assigned to a new position and/or responsibilities within the College, the access authorization of such person will be reviewed and may be altered. Users whose relationships with the College change may not use computers and computing resources, facilities, accounts, access codes, privileges, or information for which they are not authorized in their new relation to the College.

Users may use only their own computer accounts. The negligence or naiveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users are personally responsible for all use of their computer account(s).

Appropriate use of computing and networking resources includes instruction, independent study, authorized research, independent research, communications, and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Computing facilities, services, and networks may not be used in connection with compensated outside work for the benefit or organizations unrelated to the College except in connection with scholarly pursuits (such as faculty publishing activities) in accordance with the College consulting policy or the policy governing Access by External Entities to University Technology

Resources, or in a purely incidental way. State law generally prohibits the use of College computing and network facilities for personal gain or profit, and use of computing resources for unauthorized commercial purposes, unauthorized personal gain, or any illegal activities is prohibited.

Roles and Responsibilities

IT Systems is responsible for implementing and enforcing adequate computer security policies throughout the organization.

IT Systems requires all software installed on IT System-supported computers be properly licensed and authorized.

Special User Notifications

The College makes available both internal and external computing facilities consisting of hardware and software. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied, regarding the computing services offered, or their fitness for any particular purpose.

Liability for any loss or damage shall be limited to a credit for fees and charges paid to the College for use of the computing facilities, which resulted in the loss or damage.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be the recipients of materials they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

An individual using College computing resources or facilities must do so in the knowledge that he/she is using College resources in support of his/her work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The College will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

Any individual using College computing resources and facilities must realize that all networked computer systems maintain audit trails logs or file logs within the network system. Such information as the user identification, date and time of the session, the software used, the files used, the computer time, and storage used, the user account, and other run-related information is normally available for diagnostic, accounting, and load analysis purposes. Under certain circumstances, this information is reviewed by system administrators, either at the request of an academic department, or in situations where it is necessary to determine what has occurred to cause a particular system problem at a particular time. For example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.

IT System employees and system administrators do not routinely look at individual data files. However, the College reserves the right to view or scan any file or software stored on the computer or passing through the network, and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of College resources. Violations of policy that come to the attention of College officials during these and other activities will be acted upon. User data on the mainframe will be periodically copied to backup tapes. The College cannot guarantee confidentiality of stored data. Users should be aware that use of one of the data networks, such as the Internet, and electronic mail and messages, will not necessarily remain confidential from third parties outside the College in transit or on the destination computer system, as those data networks are configured to permit fairly easy access to transmissions.

Conduct Expectations and Prohibited Actions

The well being of all computer users depends on the availability and integrity of the system. Any defects discovered in the system accounting or system security is to be reported to the appropriate system administrators so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action. The integrity of most systems may be maintained by password protection of accounts. A computer user who has been authorized to use such a protected account may be subject to criminal and civil liability, as well as College discipline, if the user discloses a password or otherwise makes the account available to others without the permission of the system administrator.

Restrictions on computer security and self-replicating code are to be interpreted in a manner that protects university and individual computing environments, but does not unduly restrict or limit legitimate academic pursuits.

The following examples of acts or omissions, though not covering every situation, specify some of the responsibilities that accompany computer use at Connors State College, and outline acts or omissions that are considered unethical and unacceptable, and may result in immediate revocation of privileges to use the College's computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action:

- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization. Software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright.
- Protected software is not to be copied into, from, or by any College facility or system, except by license. The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
- Interfering with the intended use of the information resources or without authorization, destroying, altering, dismantling, disfiguring, preventing rightful access to or otherwise interfering with the integrity of computer-based information and/or information resources.
- Modifying or removing computer equipment, software, or peripherals without proper authorization is prohibited.
- Encroaching on others' use of the College's computers. This includes, but is not limited to: the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer; damaging or vandalizing College computing facilities, equipment, software, or computer files.
- Developing or using programs which harass other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users shall use great care to ensure that they do not use programs or utilities that interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users shall not use network links for any use other than permitted in network guidelines (e.g., ONENET, Internet, NSFNet, and BITNET). The use of any unauthorized or destructive program may result in legal civil action

for damages or other punitive action by any injured party, including the College, as well as criminal action.

- Using College computing resources for commercial purposes or non-College-related activities without written authorization from the College. In these cases, the College will require restitution payment of appropriate fees. This Policy applies equally to all College-owned or College-leased computers.
- Using College computing resources to generate or access obscene material as defined by Oklahoma or federal law and acceptable community standards or creating a hostile work and/or educational environment.
- Seeking to gain or gaining unauthorized access to information resources or enabling unauthorized access.
- Accessing computers, computer software, computer data or information, or networks without proper authorization, or intentionally allowing others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of Connors State College computing privileges.
- Without authorization invading the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- Using College electronic communication facilities to send fraudulent, harassing, obscene, threatening, or other unlawful messages is prohibited. Users shall respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin boards). It is the responsibility of any user of an electronic mailing list to determine the purpose of the list before sending messages to the list or receiving messages from the list. Persons subscribing to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the purpose of the list. Persons sending to a mailing list any materials that are not consistent with the purpose of the mailing list will be viewed as having sent unsolicited material to the mailing list.
- Transmitting commercial or personal advertisements, solicitations, promotions, or programs intended to harass other computer users or access private or restricted computer or network resources. Some public bulletin boards may be designated for selling items, etc., and must be used appropriately, according to the stated purpose of the lists). Vendors may send product information and technical material to specific mailing lists, with the permission of the manager of the mailing list.

- Seeking to provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users without the permission of these other users; using programs or devices to intercept or decode passwords or similar access control information.
- Attempting to circumvent mechanisms intended to protect private information from unauthorized examination by others in order to gain unauthorized access to the system or to private information; configuring or running software so as to allow unauthorized use.
- Using College computers or computing systems in any manner, which violates Federal, state, or local laws, or College policies.
- Using College computing facilities or accounts for other than the College-related activities for which they were assigned and intended.
- Using computers or the College computing resources to engage in political campaigning or commercial advertisement.

The system administrator has certain responsibilities to the College as a whole for the system(s) under his/her control, regardless of the policies of his/her department or groups, and the owner has the immediate responsibility to see that the system administrator carries these out. These responsibilities are:

- To take reasonable precautions against theft of, or damage to, the system components.
- To faithfully execute all hardware and software licensing agreements applicable to the system.
- To treat information about, and information stored by, the system's users as confidential (as conditioned in this policy) as conditioned in this policy and to take reasonable precautions to ensure the security of a system or network and the information contained therein.
- To promulgate information about specific policies and procedures that govern access to and use of the system and services provided to the users or explicitly not provided. This information should describe the data backup services, if any, offered to the users. A written document given to users or messages posted on the computer system itself shall be considered adequate notice.
- To cooperate with the system administrators of other computer systems or networks, whether within or without Connors State College, to find and correct problems caused on another system by the use of the system under his/her control.

The system administrator(s) is authorized to take all reasonable steps and actions to implement and enforce the usage and service policies of the system and to provide for security of the system. System administrators operating computers and networks may routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, network loading, etc. These units may review

this data for evidence of violation of law or policy and for other lawful purposes. System administrators may access computer user's files at any time for maintenance purposes. System administrators may access other files for the maintenance of networks and computer storage systems, such as to create backup copies of media. System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

When system response, integrity, or security is threatened, a system administrator is authorized to access all files and information necessary to find and correct the problems or otherwise resolve the situation.

If an occasion arises when a College officer or supervisor believes that access stop an individual's data is required for the conduct of College business (unrelated to the need to investigate possible wrongdoing), the individual is not available, and a system administrator is required to access the individual's account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the data from the Executive Vice President or designee of such officer.
- An appropriate form with the signature of the Executive Vice President shall be presented to the system administrator allowing the system administrator to proceed to access the data.
- The individuals whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form.
- Where necessary to ensure the integrity of an investigation into the use of College computing resources, such notice, with the approval of the Executive Vice President, may be delayed until such time as such investigation would no longer be compromised.

System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

If an occasion arises when a College officer or supervisor believes that a user is violating state or federal law, or College policy, and that access to an individual's data is required in order to conduct an internal investigation into such possibility, system administrators may monitor all the activities of and

inspect the files of such specific user(s) on their computers and networks. In such cases, and a system administrator is required to access the individual's data, steps (1) and (2) set forth above in Section 2.05(d) shall be followed and the Office of Legal Counsel for OSU/A&M Board of Regents shall be contacted and informed of the matter.

Electronic Mail

The policy statements below refer only to e-mail. It is recognized that the law governing electronic communication technologies and the material transmitted using these technologies is in an early stage of development and that the policy statements in this document will change in response to changes in law and further development of electronic communications technology.

This policy will apply to all College e-mail services. Members of the college community who are given access to CSC's e-mail system are expected to familiarize themselves with and abide by the policies in this document. Violations of this policy will result in loss of e-mail privileges at the College, disciplinary action, or legal action where applicable.

Appropriate Use

As with other College resources, e-mail is appropriately used for purposes that further the mission and goals of the College.

Individuals may not use e-mail for entrepreneurial activities except in cases of College-sanctioned activities. Specifically prohibited is the selling of access to the Internet by any member of the College community.

No one shall be added to an e-mail mailing list for other than official College business without his or her consent. Mailing lists may be used only for their intended purposes.

College computing services should not be used to solicit goods and services to or from other members of the College community. For such purposes, Usenet news groups or bulletin boards may be made available by IT Systems.

All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that it originated from another source or individual.

Issues Related to Privacy

It is the intent of the College to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that institutions or higher education place high value on open communication of

ideas, the intention of the College is to maximize freedom of communication for purposes that further the mission and goals of the College.

All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Open Records Act and, when relevant, to discovery in civil litigation. The federal Electronic Rights to Privacy Act will, in some instances, provide such privilege to electronic mail which has not been opened* and the College will observe and follow the requirements of all applicable state and federal statutes relating to privacy concerns in electronic mail.

*The term “electronic mail which has not been opened,” or “unopened e-mail” or similar references, applies only to electronic messages received by a user but which the user has not opened. Once the user opens a message it is no longer considered “unopened,” even if such message has not been moved or otherwise stored in another location.

Individual Expectations

E-mail messages shall be delivered to the intended addresses and not censored or interfered with in any way by the College.

Individually addressed e-mail communications may not be intercepted by any third party except as noted below. This does not prevent persons who have legitimately received electronic mail messages from forwarding such messages on to third parties.

Users of the College’s e-mail services are required at all times to observe all laws relating to copyright, trademark, and trade secrets protection.

Objectionable Material, Violations and Sanctions

The College cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the College community are expected to demonstrate good taste and sensitivity to others in their communications.

It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.

Users of campus communications are subject to all applicable local, state, and federal laws and regulations, and Connors State College policies and procedures.

Consequences of Misuse of Computing Privileges

Users, when requested, are expected to fully cooperate with system administrators in any investigations of system abuse. Failure to cooperate may be grounds for cancellation of access privileges or disciplinary action.

Abuse of computing privileges is subject to disciplinary action. If system administrators have strong evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they have the obligation to pursue any or all of the following steps to protect the user community:

1. Notify the user's instructor, department or division chair, or supervisor of the investigation.
2. Suspend or restrict the user's computing privileges during the investigation.
3. Inspect the user's files, diskettes, tapes, and/or other computer-accessible storage media. System administrators must be certain that the trail of evidence clearly leads to the user's computing activities or computing files before inspecting the user's files.
4. Refer the matter for possible disciplinary action to the appropriate College department.

Individuals who privileges to access College is computing resources have been suspended may request that the Executive Vice President or his/her designee, review the suspension. The Executive Vice President, or designee, may reinstate privileges, alter any restrictions that have been imposed, or refuse to interfere with the administrative action taken to that time. There is no right to a hearing or appearance regarding such issues, and the decision made by the Executive Vice President or designee is final.

No games, food, drinks, or tobacco uses of any kind are allowed in computer labs at Millers Crossing. When computer labs are not full there will be a two-hour limit on computer use. Connors State College is not responsible for data loss.

BOOKSTORE-POST OFFICE

The Connors State College Bookstore is located in the Student Union and is open from 8:00 a.m. to 4:30 p.m., Monday – Friday. Additional hours are scheduled during general enrollment of each semester. Textbooks, laboratory manuals and academic supplies are readily available, as well as, a large variety of personal items, novelties and clothing.

Post Office boxes for campus residents are located in the lobby of the Student Union and managed by bookstore personnel. Students may rent these boxes for daily mail delivery.

The Muskogee Campus Bookstore is located on the First Floor of the Downtown Campus, 201 Court Street, Muskogee, Oklahoma. Hours of operation are 8:00 a.m. – 7:00 p.m., Monday through Thursday, and 8:00 a.m. – 4:30 p.m. Friday. There are no student post office boxes available on either Muskogee Campus.

DENIAL OF ADMISSION OR READMISSION OF APPLICANTS

The Vice Presidents shall have authority to deny admission or readmission of applicants to attend the College after review and consideration of any applicant's previous action or law violation, misconduct, rule violations, or any acts interfering with the orderly conduct of the College, separately or in combination. (Standards of Student Conduct regarding policies and procedures are set forth in the Student Code of Conduct and Procedures for Discipline for Connors State College). In making determinations on the admission or readmission of applicants, the College is controlled by the rules established by the Oklahoma State Regents for Higher Education. Applicants may appeal the decisions of the Vice Presidents to the Executive Vice President.

DISABLED STUDENT SERVICES

CSC provides a range of services to allow persons with disabilities to participate in educational programs and activities. The responsibility for acquiring academic accommodation services for any student with a disability rests with the individual student. Advisers, faculty members, and administrators can help such students only if a formal request is made and only if official certification of the disability is completed. For information, contact the Vice President for Enrollment Management and Student Services.

HAZING

Connors State College prohibits hazing as set forth in Oklahoma law and Statute Title 21, Section 1190.

- A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
- B. Any hazing activity described in Subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
- C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.
- D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates Subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year of all the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
- E. Any individual convicted of violating the provision of Subsection A of this section shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
- F. For purposes of this section, **Hazing means:**
 - 1. An activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliations with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;
 - 2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in

Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

IDENTIFICATION CARDS

Students are required to be in possession of their CSC identification card at all times while on College premises or at College functions and are prohibited from loaning this I.D. card to any other person for any reason. Likewise, it is prohibited to use any other I.D. card except the one issued by the College for situations when the College I.D. card is required and must present card when requested by a College Official, Business Office, Campus Security, etc.

OFF-CAMPUS SPEAKERS

Off-campus speakers must be approved either by the Vice President for Enrollment Management and Student Services or the designated representative. Procedures for scheduling off-campus speakers are maintained in the office of the Vice President for Enrollment Management and Student Services.

Whenever it appears appropriate, such as in the case of the questionability of a speaker or forum, the Vice President for Enrollment Management and Student Services or his representative may require either or all of the following:

- A. That the meeting be chaired by a person approved by the Vice President for Enrollment Management and Student Services or representative.
- B. That no discrimination is practiced, that all activities are in accordance with the College's affirmative action plan, and that no activity is in violation of federal, state, or municipal laws or ordinances or policies of the various subdivisions of government.
- C. Overall, there must be an objective of ideas and issues so that students are exposed to many points of view.
- D. The Forum will be governed in accordance with the Oklahoma A&M Board of Regents policy Extracurricular use of College facilities, areas or media for purpose of expression.

PARKING AND TRAFFIC MANAGEMENT (All Campuses)

Philosophy

It is the desire of Connors State College that all students, faculty, and staff have accessible and adequate parking available to them during the time that they are present at any CSC facility. It is understood that the access to parking is not a guaranteed right but a privilege that requires the cooperation of all persons concerned. It is also acknowledged that parking cannot be provided in any degree without some expense being incurred. This expense must be borne by the users of the service and cannot be assumed to be provided at no cost. The cost will be determined by a fee structure that will be equal insofar as is possible to all users. Connors State College will continually strive to promote the development of safe, adequate, and accessible parking at all of its facilities and will attempt to support the improvement and maintenance of these facilities.

Description

It shall be the duty and responsibility of the Connors State College administration to develop, maintain, and facilitate a parking and traffic management system that will provide for the safe and orderly operation of parking services at all facilities owned, leased, or controlled by the College. The College administration shall develop parking procedures, rules and regulations necessary to ensure a safe and orderly operation of the parking facilities of Connors State College.

The use of a motor vehicle on College property is a privilege, not a right, and is made available only under the procedures established in the Parking Regulations of Connors State College. Copies of these regulations shall be made available for persons using CSC parking facilities. The cooperation of all persons who use the CSC parking facilities is needed to ensure adequate control and operation of these areas. These regulations shall attempt to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with the spirit as well as the letter of these regulations. All parking is available on a "first come, first served" basis. Entrance to the parking area does not ensure the availability of parking space but grants the privilege of parking in a specified area when space is available. From time to time, reserved spaces will be held for visitors attending special meetings or other circumstances.

Parking Fees

A parking fee will be assessed to all students of Connors State College in order to construct, maintain and operate surface parking at CSC facilities.

Exceptions to the parking fee requirement will be made to individual students who are willing to attest in writing to the fact that they will not, at any time, be driving any type of motor-driven vehicle to a Connors State College owned or leased facility or using in any way the parking service at the facility. This waiver of payment for parking fees will be considered and approved on a case-by-case basis and will be approved only by designated CSC administrative staff. Violators of the waiver system will be subject to penalties and/or disciplinary actions by the College.

Students and staff parking on all Connors State College facilities will be required to display a current Connors State College parking permit on their vehicle. The Business Office will issue permits during the registration period.

Rules and Regulations

The purpose of the Connors State College Parking and Traffic Management Rules and Regulations is to acquaint the CSC community with the nature of the parking system at the College and to clearly state the various parking regulations which affect the system. They are adopted to promote an orderly flow of traffic, accessibility by emergency vehicles, and the safety of persons using Institutional facilities.

The use of a motor vehicle on College property is a privilege, not a right, and is made available under the procedures established in the Parking Information and Regulations of Connors State College. Copies of these regulations shall be made available for persons using CSC parking facilities. The College Campus Security is responsible for administering and enforcing campus parking.

The College Campus Security officers attempt to assist students at all times. Although the Campus Security Officers make regular tours of all parking lots, the College can assume no responsibility for the care and protection of any vehicle and its contents at any time the vehicle is operated or parked on the campus.

The cooperation of all persons who use the CSC parking lot is needed to maintain adequate control and supervision of these areas. The regulations set forth have evolved in an effort to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with the spirit as well as the letter of these regulations. All parking is available on a "first come, first served" basis. Entrance to the parking area does not ensure the availability of parking space but grants the privilege of parking in a specified area when space is available.

Failure of the Campus Security to strictly enforce any parking and traffic regulations shall not be construed as a waiver for the future enforcement of the regulations.

Operation Definition of Terms

- A. "Students" refers to all persons enrolled in classes at CSC, whether for credit or otherwise, full or part-time.
- B. "Motor vehicles" include any motor-powered and/or passenger carrying vehicle.
- C. "Parking" refers to stopping or waiting regardless of whether or not a vehicle is attended.
- D. "Campus Security officers" are state certified, uniformed or identified peace officers whose responsibilities include: the enforcement of all applicable statutes including, but not limited to, the protection of property, the prevention of trespass, the maintenance of peace and order. Failure to comply with the directions of the Campus Security, acting in performance of their duties, will result in disciplinary action being taken by the College.
- E. "Visitors" refers to persons other than students, faculty or staff who park vehicles on campus.

General Regulations

All persons using CSC parking facilities are subject to all applicable laws dealing with traffic and parking situations. In addition, the following regulations adopted by CSC specifically apply to CSC traffic and are applicable to all members of the College community: faculty, staff, students, visitors and vendors. The individual motor vehicle operator (driver) is responsible for all parking citations written against that vehicle.

If a member of the student body is identified with a vehicle cited for reported violations that have been returned by a visitor, the College will assume that it is the student member, and not the visitor, who is operating the vehicle on campus. In such event, the student member will be held accountable for the citations.

Designated Parking

Handicapped: Parking areas are marked by signs within the various parking lots and are restricted to vehicles displaying current authorized handicapped parking permits. Temporary handicapped permits may be applied for in the office of the Director of Residential Life. These parking spaces are strictly reserved for use by disabled individuals 24 hours a day, seven days a week.

Students: Parking is available to all students in any of the parking areas within the various campus parking lots except those areas reserved for specifically designated vehicles.

Parking Regulations

- A. Drivers must park their vehicles properly within designated areas on paved or gravel surfaces taking no more than one vehicle space.
- B. Parking in an area other than that properly designated is prohibited.
- C. Parking in “No Parking” Zones, Fire Zones, or along any unauthorized privately owned area around the college or in areas not marked for their decal is prohibited.
- D. Driving into or parking a vehicle in any area of the campus, which has been closed by the use of barricades, chains or other traffic control devices, is prohibited.
- E. Parking a vehicle in such a location as to obstruct a properly parked vehicle is prohibited.
- F. Vehicles must be parked so that the right front wheel is no more than 16” from the curb. (Cross traffic)
- G. Blocking a drive, driveway, wheelchair ramp, loading dock, or dumpster is prohibited.

Traffic Regulations

- A. Pedestrians have the right-of-way at all marked crosswalks.
- B. Driving a motor vehicle on pedestrian paths, sidewalks, or any part of the campus not designated as a roadway is prohibited.
- C. A maximum speed limit of 10 mph is assigned unless otherwise designated.
- D. All accidents, involving motor vehicles, which occur on campus property, must be reported immediately to the Campus Security.
- E. All posted directional signs must be adhered to.
- F. Full stops are to be made at all stop signs. Directions from traffic control personnel and Campus Security must be adhered to.
- G. All vehicles must be operated safely – not recklessly or carelessly.

Pedestrian Responsibilities

Every pedestrian crossing a roadway at any point other than within marked crosswalk (e.g., within an unmarked crosswalk at an intersection) shall yield right-of-way to all vehicles upon the roadway. Every pedestrian will use utmost caution in crossing a roadway and shall cross only at marked crosswalks. Pedestrians crossing other than marked crosswalks should do so only after determining that there is no traffic coming from any direction and that they can cross safely.

Removal of Vehicle

The College reserves the right to remove the vehicles when illegally and/or improperly parked and assumes no responsibility for damages incurred in

moving any vehicle. Any vehicle remaining on College property for more than 48 hours that is not registered for the current semester or is disabled will be considered abandoned. Abandoned vehicles will be towed at owner's expense. Towing a vehicle immediately and without notice may occur when a vehicle is:

- A. Blocking a fire hydrant.
- B. Blocking a drive, loading area, roadway, dumpster, or other vehicle.
- C. Creating a real or potential safety hazard.
- D. Parked in violation of post signs.
- E. Parked on grass/sidewalk.

If it becomes necessary to remove illegally and/or improperly parked vehicles, they will be towed away from the campus by an independent wrecker service. The towed vehicle's owner or driver will be responsible for all towing fees. The owner of the vehicle shall be required to show proof of ownership.

Traffic Parking Citations

Traffic citations may be issued for any violation of the Oklahoma Vehicle Laws, Municipal Codes, and/or the College Parking Regulations.

Fines

A. Improper parking on campus	\$5.00
B. Exceeding the speed limit	\$10.00
C. Handicapped parking violation	\$50.00
D. Reckless driving	\$25.00
E. Failure to stop at stop sign	\$15.00
F. Failure to yield right-of-way to pedestrian	\$15.00
G. Pedestrian failure to yield right-of-way in an unmarked crosswalk to moving vehicles	\$15.00
H. Breach of waiver of payment agreement	\$50.00

Payment of Fines

Fines indicated above must be paid within ten (10) days at any CSC Business Office. Written appeals must be made through Campus Security Office within ten (10) days from the date of violation (excluding weekends and holidays.) Appeal forms may be obtained from any Campus Security office.

Failure to pay the fine may prevent a student from receiving his/her degree, transcript, grade, or permission to register.

Traffic Appeals Committee

Each CSC campus will appoint persons from that campus to a Traffic Appeals Committee (TAC) for the purpose of considering appeals by persons issued

citations by the Campus Security. The TAC will be comprised of three (3) students to be appointed by the Campus Student Association, two (2) faculty to be appointed by the Vice President for Enrollment Management and Student Services, who shall also designate one of them as Chairperson, and two (2) staff members appointed by the Vice President for Enrollment Management and Student Services. At least two alternates from each area should also be appointed to fill in for student/staff on leave. The term of appointment shall not exceed three (3) semesters. The TAC meeting will be held at least one time per month at a time and place to be determined by the Campus Security Supervisor. The Campus Security Supervisor will be an ex officio, nonvoting member of the TAC and will coordinate the meeting and act only as a resource person to the TAC. The Campus Security Supervisor should not engage in any interpretation of the incident, nor suggest what may or may not be a violation of the law.

Procedures

- A. The person appealing must file a written request with the Campus Security Office within ten (10) class days of the date of the citation.
- B. The nature or reason for the appeal must be clearly stated in writing on the Traffic Appeal Request Form (TARF) and signed by the person appealing.
- C. The TARF's will be collected by the Supervisor of Campus Security and given to the TAC chairperson at the time of the meeting.
- D. The TAC will select its own chairperson and recorder. The chairperson will conduct the meeting and disposition of the appeals will be decided on a case by case situation by majority vote. Four (4) committee members will constitute a quorum. In the event of a tie vote the person appealing prevails.
- E. The disposition of the person making the appeal will be communicated on a Traffic Appeals Disposition Form (TADF) in writing and mailed to the person making the appeal within three (3) days of the meeting of the TAC in which the appeal was considered.
- F. Individuals will have three (3) class days from the receipt of the TADF in order to appeal the decision of the TAC. This appeal will be made to the Vice President for Enrollment Management and Student Services. The decision of the Vice President for Enrollment Management and Student Services will be final in terms of the appeal process.

DRUG AND ALCOHOL PREVENTION PROGRAM FOR STUDENTS AND EMPLOYEES

Purpose

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Connors State College to comply with this statutory directive. The DFSCA requires that every two years (on even numbered years) the College conduct an internal audit of the effectiveness of their Drug-Free Schools policy.

Policy

As set forth in local, state, and federal laws, and the rules and regulations of the College, Connors State College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of College activities.

Internal Sanctions

Any student or employee of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment. Any disciplinary action shall be taken in accordance with applicable policies of the College.

External Sanctions

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000,

or both. If however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

Starting July 1, 2000, conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

State Law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstances you may be convicted of a felony

or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

There are also city of Warner laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

Health Risks

Alcohol and other drug use represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects are below.

Alcohol is a depressant drug that impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

Cocaine/Crack are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exist whether cocaine is ingested by inhalation (snorting), injection or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

Date Rape Drugs (Rohypnol, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.

Ecstasy (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eyes movement and involuntary teeth clenching.

Hallucinogens (acid, PCP, LSD, psilocybin [mushrooms]) are the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use.

Marijuana (pot, grass, hash, cannabis sativa, etc.) impairs memory, attention, coordination, and learning. Long-term effects of smoking marijuana include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

Narcotics (heroin, opium, morphine, codeine, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to

develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

Nicotine (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive and, according to the Surgeon General, the major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

Sedative-hypnotics (depressants, Quaaludes, Valium, Xanax, etc.) depress central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol or 3.2 beer is especially dangerous.

Steroids (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.

Stimulants (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants and diet aids) are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

Reference: National Institute on Drug Abuse, National Institutes of Health
www.nida.nih.gov

Connors State College provides educational information regarding alcohol and drugs and the risk associated in the Health Services Office. Educational/Awareness programs are sponsored by the student activities.

Connors State College recognizes its responsibility as an educational institution to promote a healthy and productive learning environment.

To that end, and based on the policies established by the Oklahoma A & M Board of Regents and state and federal laws, the College has established a program to aid in the prevention of drug and alcohol abuse by its students and employees.

A. Activities Prohibited by Connors State College

Connors State College prohibits the unlawful manufacture, distribution, possession or use of illegal drugs and alcohol in the workplace, on College property, or as a part of College sponsored activities.

B. Health Risks

Serious health risks associated with the use of drugs or the abuse of alcohol include, but are not limited to: addiction to or dependency upon the substance, memory loss, liver failure, kidney failure, cancer of the kidney or liver, personal injuries while under the influence, infectious diseases, including AIDS (if needles or other delivery devices are shared), a lowered immune system, heart damage, loss of ability to concentrate or reason, personality changes, insanity, hallucinations, delusions, depression, inability to sleep or to remain awake, loss of judgment, and death. The use of drugs or alcohol before or during pregnancy can lead to birth defects or death to the children involved.

C. Available Counseling, Prevention, and Educational Programs

The following counseling, prevention, and educational programs are available to employees and students.

Any employee or student may obtain educational literature with respect to alcohol and drug abuse from the Student Health Services Office or Campus Security.

Any employee or student wishing assistance on a voluntary basis is encouraged to contact Student Health Services for a confidential meeting. Any assistance provided is confidential and includes referral to outside professional services.

An employee or student may also be referred for assistance by his or her supervisor, instructor, counselor, or campus nurse. Anyone referred for assistance must make an appointment with Student Health Services. Failure to make an appointment upon referral may result in disciplinary action in accordance with College policies.

Local Drug/Alcohol Treatment Resources

Green Country Behavioral Health Services
619 N. Main
Muskogee, OK 74401
918-682-8407

McCoy's Counseling
4009 Eufaula Ave
Muskogee, OK 74401
918-682-2841

Oaks Behavioral Health Center
119 E. McKinley
Muskogee, OK 74401
918-689-3265

Monarch Inc.
2310 W. Broadway 74401
Muskogee, OK
918-682-7210

D. Legal Sanctions

Federal and state laws impose severe penalties on those who illegally possess, use, or distribute drugs or alcohol. The potential sanctions may depend on the quantity of the drug involved and whether the charge is made under state or federal law. Potential sanctions include, but are not limited to: fines, incarceration, and/or community service requirements.

Convictions become a part of an individual's criminal record and may preclude certain career opportunities.

In addition to the criminal penalties, a person may become liable for personal injuries or property damage which occurs because he/she illegally sells or, in some circumstances, furnishes illegal drugs or alcohol to another person. This liability may include injuries or death of the person to whom the illegal drugs or alcohol were furnished, and may include liability to third persons who are injured or suffer property damage by the actions of a person who was illegally furnished drugs or alcohol.

E. Enforcement

The College will impose disciplinary sanctions on students and employees, who unlawfully manufacture, distribute, possess or use

illegal drugs or alcohol in the workplace, on College property, or as a part of a College sponsored event. Violations of these standards of conduct can result in referral for criminal prosecution, satisfactory completion of an appropriate drug or alcohol rehabilitation program, and disciplinary action up to and including termination from employment and suspension or expulsion from the College.

Employees, including student employees, are required to notify their supervisor of a criminal conviction of a drug-related offense which occurred in the workplace no later than five (5) calendar days following the conviction. Information related to the Drug and Alcohol Prevention program will be available for review in supervisory offices, Student Health Services, and Campus Security offices.

SAFETY AND SECURITY

The safety and security of students, faculty and staff is a College priority. CSC's Campus Security works with other departments within the College to assist the more than 2500 students attending CSC's three locations. This large campus community shares the same concerns, problems, and opportunities for crime as local communities. To deter crime, students and staff must be aware of persons to contact in an emergency, campus support services, and crime prevention methods. The following sections outline safety and support services available at CSC.

Campus Security

CSC's Campus Security officers are vested with full Cleet Certification. Officers are trained at the Council of Law Enforcement, Education, and Training and have additional training in first aid, and legal procedures. CSC's Campus Security has an excellent relationship with city, state, and federal law enforcement agencies in its jurisdiction.

Campus Security officers are responsible for crime reports, emergencies, traffic accidents, and enforcement of laws regulating under-age drinking, the use of controlled substances, weapons, and other incidents which require police assistance. Security officers have a responsibility to remove alcohol from campus at any time and report it to the proper authority.

In the event a crime is reported on campus, the Campus Security responds immediately. All reported crimes are investigated. Follow-up investigations are conducted and enforcement agencies are involved as necessary. Offenders are dealt with swiftly and firmly through the county court system, the City of Warner and CSC when appropriate.

Any student or staff member who sees or experiences a crime or other emergency in the CSC community should report immediately to the Campus

Security. Phone numbers are displayed on the campuses. The Director of Residential Life can also assist with contacting campus security. Victim support services are available through a referral process, and Campus Security works with the local police to ensure timely notice is provided to students regarding crimes reported to either police or campus security authorities and considered to represent a threat to others. The “alert” will aid in prevention of crime.

Crime Statistics for the CSC Community

When compared to colleges, universities, and local communities of similar size, CSC’s crime statistics are very low. Listed below is a three-year comparison of actual reported crime statistics by location on campus or on public property (streets, sidewalks, or parking lots adjacent to “campus”). Please note that the city police department is presently unable to synopsise crime statistics that occur on public property in the near vicinity of campus. Instead, city police provide statistics generated from a much larger geographical area that includes a campus. This city police department will provide more realistic statistics in the future as technology improves. The following statistics reflect:

- CSC:** Crimes that were reported to the Connors State College Campus Security and which occurred on property owned and controlled by the College within the same reasonable contiguous area.
- PD:** Crimes that were reported to the city police departments having jurisdiction on all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are adjacent to and accessible from the campus.
- CSA:** Crimes that were reported to other campus security authorities and which occurred on property owned and controlled by the College. Campus security authorities are defined as the Director of Residential Life.

PLEASE NOTE: Crime reported to campus security authorities are not always reported to, or verified as having occurred, by Campus Security or city police. The numbers contained in this category also may duplicate crimes concurrently reported to the Campus Security or city police. City police statistics are provided by the cities of Muskogee and Warner, which have jurisdiction around many of our campuses, and are not independently verified by the College.

WC-Warner Campus MD-Muskogee Downtown Campus MPC-Muskogee Port Campus	Year 06/07			Year 07/08			Year 08/09		
	W	MD	MP	W	MD	MP	W	MD	MP
	C	C	C	C	C	C	C	C	C
Offense									
Murder	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses ¹	0	0	0	0	0	0	1	0	0
Nonforcible Sex Offenses ²	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	8	0	0	4	0	0	16	0	0
Larceny	0	0	0	0	0	0	0	0	0
Hate	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	6	0	0	1	0	0
Liquor Law Violations (Referred to Vice-President)	23	0	0	28	0	0	17	0	0
Drug Law Arrests	0	0	0	2	0	0	3	0	0
Drug Law Violations (Referred to Vice-President)	5	0	0	1	0	0	3	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations (Referred to Vice President)	1	0	0	0	0	0	0	0	0

¹The FBI defines “forcible sex offense” as rape and attempt, forcible fondling, forcible sodomy, and sexual assault with an object.

²The FBI defines “nonforcible sex offenses” as incest and statutory rape.

WC indicates Warner Campus

MDC indicates Muskogee Downtown Campus

MPC indicates Muskogee Port Campus

Information concerning registered sex offenders may be obtained through the Warner Police Department at 918/463-2692 or via the internet at www.doc.state.ok.us/docs/offender_info.htm.

Student/Staff Responsibility in Personal and Campus Safety

While numerous efforts are made by the Campus Security to advise and assist students and staff of personal and campus safety measures, safety is ultimately each person’s responsibility.

The following simple and common sense precautions should be followed:

- Lock your vehicle and take the keys with you.
- Walk to your vehicle with a classmate or friend or ask a Campus Security officer to escort you to your vehicle.
- Lock valuables in the trunk or glove box of your vehicle.

- Report suspicious-looking individuals or unusual incidents immediately to the Campus Security by dialing:
 Warner Campus extension 6284
 Muskogee Downtown Campus (918) 687-6747
 Muskogee Port Campus (918) 684-5477
 The cooperation and involvement of everyone in the CSC community enhances each person's safety and security.
- This procedure is provided in compliance with the Higher Education Amendments of 1998 and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092), and final regulations of November 1999.

STUDENT GOVERNMENT

The Connors State College Student Government Association is the governing board for student activities and organizations on campus. The members consist of a President, Vice President, Secretary, Treasurer and a Parliamentarian. It also includes the sophomore and freshman class officers and a representative from each of the active campus clubs.

The CSGA's primary responsibilities are to coordinate student activities and organizations, to serve as an advisory group to the Administration, and to recommend members for college committees. Senate meetings comply with HB 1416 Public Meeting Law. A copy of the CSGA's Constitution and By-Laws can be obtained at the Student Activities Office.

Student Clubs and Organizations

Connors State College offers a variety of clubs and organizations to help enrich the student's educational experience. The Clubs are honorary, departmental or special interest in nature. A complete listing of all chartered clubs and organizations can be found in the current College catalog. A copy of the Student Organization Handbook can be obtained at the Student Activities Office.

All Clubs and Organizations Must:

- A. Adhere to the policies of the College and be approved by its students and administration.
- B. Be initiated by a student or a faculty-student group.
- C. Be composed only of students, faculty or staff of Connors State College.
- D. Be non-discriminating in membership. No secret fraternities, sororities or organizations will be permitted:nor will any organization restrict membership on any basis other than that of scholarship, achievement or service.
- E. Arrange for all money to be deposited in an account at the Business Office or Development Foundation with a minimum of two (2)

- signatures (one of which must be an advisor) being necessary before any funds can be withdrawn from the account.
- F. Notify the advisor and the Coordinator of Student Life as far in advance as possible (and have their approval) for all meetings, functions, parties, etc. An activity request form must be turned into the Student Activities Office prior to the event.
 - G. Have at least one advisor present at all functions and meetings.
 - H. Send a representative to each weekly CSGA meeting.
 - I. Get approval from the Vice President for Enrollment Management and Student Services and the CSGA for any outside speaker or off campus activity and make arrangements as far in advance as possible.
 - J. Any event using campus facilities should be placed on the Master Activities Calendar in the office of the Director of Residential Life.
 - K. Each club or organization shall file with the Coordinator of Student Life by September 15 and February 15 each academic year the following:
 - 1. Officers of the organization.
 - 2. Faculty advisor.
 - 3. Time and place of regular meeting.
 - 4. Complete list of membership.
 - 5. Constitution and bylaws

Changes during the school term in officers, faculty advisor or membership will be reported promptly. A student will not be considered a member of any organization unless his or her name is listed with the Director of Residential Life office.

Beginning a New Organization

- A. At least one student should attempt to get the name, address, zip code and phone number of the interested students. He/she should also talk to them about convenient meeting times, days, etc.
- B. The organization shall make an attempt to locate at least one faculty advisor. The Director of Residential Life office will help in this task if difficulties are encountered.
- C. He/she should then present this list of interested students, along with a statement of purpose of the organization and its membership requirement, to the Director of Residential Life office. This document is then presented to the CSGA for its initial approval.
- D. The office of Student Activities will help the organization find a meeting place and put the meeting on the Activities Calendar.
- E. Upon initial approval of the CSGA, the new organization will have 90 days in which to draw up a formal constitution and by-laws and present it to the CSGA for final approval. The constitution should contain the following:

1. Official Name
2. Purpose
3. At least one regular meeting per month listed
4. Officers and duties of each officer
5. Election procedures
6. Requirement for membership
7. Procedure for amending constitution

Meeting Times

To aid each club and organization in planning their events, a master calendar is maintained in the Student Activities office located in the Millers Crossing Clubhouse. All events must be placed on the calendar including meetings and social events and all events on campus.

Financing Clubs and Organization

- A. Each club and organization is responsible for raising its own funds.
- B. They should not seek to raise funds by soliciting, advertising, or by the door to door sale of items.
- C. They should not attempt to sell items that put them in direct competition with the College Bookstore or Food Service.
- D. All fund raising activities must have prior approval from the Director of Residential Life. Some activities might be bake sales, car washes, talent shows, dances, contests, etc. All baked food goods should be prepackaged

LOST AND FOUND

The Director of Residential Life office maintains a lost and found department. Any article found should be turned in and any inquiry should be made at this office.

STUDENT SHORT TERM LOAN FUND

Connors State College has been entrusted with a sum of money in honor of Mr. William Culwell, longtime instructor at Connors: Mr. Jacob Johnson, Past President of Connors and Dr. Frank Taylor, a loyal supporter of Connors.

These funds are used to make short-term loans to students who have a sudden emergency and are temporarily without funds. Application can be made in the business office. These loans must be repaid before additional funds can be requested.

SEXUAL MISCONDUCT

SEXUAL HARASSMENT

General - Connors State College explicitly condemns sexual harassment of students, staff and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to College disciplinary sanctions, as well as, civil and criminal penalties.

Sexual harassment is prohibited in the workplace and in the recruitment, appointment and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. The College reserves the authority to independently deal with sexual harassment issues upon the becoming aware of their existence, regardless of whether informal or form complaints have been lodged by persons complaining of such issues.

Definition - Unwelcome sexual advanced, requests for sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- A. Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of instruction, employment, status or participation on any course, program or other College activity.
- B. Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decision affecting an individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for working or learning.

Examples of Conduct

Verbal:

- A. Unwelcome sexual flirtation, advances or proposition for sexual activity.
- B. Continued or repeated verbal abuse of a sexual nature.
- C. Use of sexually offensive or degrading language used to describe a person or remarks of a sexual nature to describe a person's body or clothing.
- D. Stating, indicating or implying that benefits will be gained or lost based on response to sexual advances.

Non-Verbal:

- A. Displaying sexually demeaning or offensive objects and pictures.
- B. Staring at someone, blocking another's path or otherwise restricting his or her movements, invading a person's personal body space.
- C. Bringing physical items to work that express sexually offensive comments regarding men or women.
- D. Making sexual gestures with hands or body movements.
- E. Letters, gifts or materials of a sexual nature.

Physical:

- A. Offensive physical contact.
- B. Sexual assault, coerced sexual intercourse or other sexual contact.

Retaliation/Complaints:

It is a violation of College policy for any employee to initiate any personal action outside the judicial system or established college disciplinary system in retaliation or reprisal against a faculty member, staff employee or student for reporting sexual misconduct or for anyone to make an accusation of sexual harassment without good cause or reasonable basis. Such types of conduct may result in disciplinary action.

Complaint Resolution Procedures:

Emphasis is placed on resolving complaints informally in a non-adversarial process in which the involved parties reach mutually satisfactory understanding and agreement.

Advisement – An individual may bring the matter to the appropriate supervisor whose role will be to discuss with the complainant his or her options for further action. If the person does not wish to talk to his or her supervisor, he or she may seek assistance from the Affirmative Action officer. If an extraordinary conflict of interest prevents the usual review procedures, the complainant may request assistance directly from the Office of the President. Every attempt will be made to protect the privacy of the parties involved.

Mediation – The complainant may ask for a mediated resolution between him or herself and the accused. The goal of mediation is to provide a forum where the complainant and accused can come to a mutually agree-upon resolution. Mediation will occur only if both parties are willing to participate in the process. The appropriate Vice President will serve as the mediator.

Formal Review – Either the complainant or the accused may ask that the matter be handled formally rather than informally. All formal grievances must be filed in writing within 180 days of occurrence. The appropriate procedures are as follows:

- A. Students – Formal complaints against other students are addressed in the Student Handbook under Student Disciplinary Regulations. If one or more allegations are proven to have merit, disciplinary actions may include, but are not limited to: warning, reprimand, probation, suspension or expulsion from college.
- B. Employees – Employees or students can make complaints against college employees by filing it with the Affirmative Action Officer. The procedure is as follows:
 - 1. A formal complaint shall consist of a signed statement detailing the sequence and nature of events.
 - 2. Review of complaint by Affirmative Action Officer.
 - 3. Notification to the accused who will then be afforded opportunity to respond.
 - 4. Affirmative Action Committee will be provided with a written response statement from the complainant. Interviews will be conducted, if necessary, with all that have knowledge of the matter. These proceedings will be kept confidential.*
 - 5. Request additional information as needed.

Formal Hearing Action - *The Affirmative Action Committee determines if the allegation is with or without merit. If merit cannot be established, the Affirmative Action Officer shall dismiss the complaint and shall inform the complainant. The complainant can appeal the decision by addressing one of the other Vice Presidents in writing as to the basis of the disagreement.

If the Affirmative Action Committee concludes that there is reasonable merit to the alleged violation the Affirmative Action Officer shall prepare a written report to the College President. Within 45 days of receipt of the report, the president will make a determination and take appropriate action. Employees can appeal to Connor's President.

Consensual Relation Between Faculty and Students:

It is the view of the College that it is unwise and inappropriate for faculty or staff who have romantic relations with students to teach such students in their classes, supervise them in work or recommend them for scholarships, awards or employment. Romantic relationships that might be appropriate in other contexts may, at College, create the appearance of an abuse of power or of undue advantage. Prudence and the best interests of the students dictate that in such circumstances or romantic involvement, students should be advised to obtain other instructional or supervisory arrangements.

Moreover, even when both parties have consented at the outset of a romantic involvement, such consent does not preclude subsequent charge of sexual harassment against the employee.

PRIVACY – In all allegation of harassment, all involved parties will be provided privacy. All documents will be marked “confidential” and will be retained in sealed envelopes bearing “confidential” labels.

SMOKING/NO SMOKING AND OTHER TOBACCO USE POLICY

Scientific studies have shown that public health is endangered by both direct and indirect tobacco smoke. Therefore, in an effort to ensure a more healthful, safe and clean environment for its students, employees, and patrons, the College will implement the following policy:

Connors State College prohibits smoking or the use of other tobacco products within all College-owned or leased buildings including all indoor areas such as classrooms, laboratories, offices, work areas, vestibules, hallways, enclosed walkways, restrooms, elevators, McClarren Hall, Millers Crossing, and stairwells. This policy includes College-owned vehicles.

An area (s), outside buildings and away from entrance doors, will be designated by the College Administration on each campus or facility whereby persons desiring to smoke may do so. Enforcement of this policy shall follow regular College policies and procedures.

SPEECH AND ADVOCACY

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner as to ensure orderly conduct, non-interference with College functions or activities, and identification of sponsoring groups or individuals.

Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone in any way responsible for action leading to disruptive activity may be in violation of College regulations and/or state law. The following conditions shall formally be sufficient to classify behavior as disruptive:

- A. Blocking or in any other way interfering with access to any facility of the College;
- B. Any type of physical or violent behavior that would interfere with College functions and activities, such as causing others to demonstrate violent behavior or violence through intimidation or threat or persuasion accompanied by physical force or acts.

- C. These activities will be governed in accordance with the relevant policies of the Board of Regents for Oklahoma Agricultural and Mechanical Colleges, the governing board of Connors State College. This policy addresses extracurricular use of College facilities, areas or media for purpose of expression.

STUDENT CODE OF CONDUCT AND PROCEDURE FOR DISCIPLINE

The mission of Connors State College is to provide an opportunity for education to all its students. In order to achieve this mission, it is important to define a standard or a code of conduct for behavior which will enable students to work together and with the faculty, staff and administration in a positive manner. The following regulations have been established by the College staff and approved by the Board of Regents for Oklahoma Agricultural and Mechanical Colleges, the governing board of Connors State College and will apply to on College property, any College sponsored or sanctioned activities, and any off campus behavior which reflects on the mission of the college.

Enrollment at Connors State College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The discipline of students at Connors State College is, in all but the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and to help them ultimately to discipline themselves.

Connors State College is an institution of higher learning. The rules and regulations are designed to ensure optimal conditions for learning for all students. The standard or code of conduct for students is seen as a foundation of behavior rather than arbitrary limits on behavior.

Examples of Conduct

The following list sets forth actions which are unacceptable in a college community and for which students are subject to disciplinary action. The list is not all inclusive but contains examples of prohibited behavior.

The following information outlines actions that are prohibited:

A. Alcohol

1. Possession or consumption of alcohol on Connors State College campus regardless of age.
2. Possession of alcohol by persons under the age of 21 or persons under the age of 21 being in the company of persons who are consuming alcohol.
3. Possession of alcohol in public areas. *Public areas include, but are not limited to: suite common areas, apartment common areas, lounges, corridors, stairwells, courtyards.
4. Manufacturing of any alcoholic beverage.
5. Inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption. Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and/or loss of control of bodily functions.
6. Violating any other policy while under the influence of alcohol.
7. Storage of alcohol in any amount, or use of alcohol containers for decoration.

B. Controlled Substances

1. Possession, use, manufacture, sale, distribution, or consumption of illegal and/or dangerous drugs, including paraphernalia containing controlled substances or residue of controlled substances.
2. Violation of any other policy while under the influence of a controlled substance.
3. The inability to exercise care for one's own safety or the safety of others due in whole or in part to being under the influence of a controlled substance.

**Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and/or loss of control of bodily functions.*

C. Smoking

1. Smoking in the residential facilities or within twenty (20) feet of an entrance, exit operable window. * This restriction includes smoking on balconies, entrance steps, entrance landings, decks, porches, interior stairwells, fire escapes and entrance access ramps, unless the area is specifically designated as a smoking area.

D. Threat to Health and Safety

1. Participation in activities or disturbances that threaten the health and safety of you or others is prohibited.

E. Vandalism/Damage

1. Vandalizing or damaging college facilities. *Examples include misuse of individual or common area furnishings, dumping of excessive personal trash in common areas/bathroom receptacles, removal of signs, banners and excessive mess.

F. Fire Safety

1. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
2. Misusing or tampering with fire safety equipment. *Examples include removal of doors, door closures, exit signs, smoke detectors or fire extinguishers.
3. Exceeding designated fire code capacity of a residential room.
4. Use of fireworks.

G. Flammables/Appliances

1. Possession of explosives or flammable substances *Examples include firecrackers, flammable liquids such as lamp oil, gasoline, lighter fluid, or other chemicals that are toxic or explosive in nature.
2. Possession and/or use of candles in the residential facilities.
3. Use of any object creating an open flame in the residential facilities, including the balconies and entryways to the buildings. *Examples include candles, incense, matches, lighters, and flame starters.
4. Use of unapproved appliances. *Any appliance, other than, personal iron, a small microwave and/or mini refrigerator, which has an open coil or creates heat or flame, is not permitted.

5. Use of barbecue grills within the residential facilities unless prior written approval is obtained by the Director of Residential Life.
6. Use of multiple-outlet “octopus” plugs in the residential facilities unless it has a self-contained circuit breaker.
7. Use of extension cords that are not U.L. approved.

H. Guests

1. Failure to take immediate and appropriate action to prevent or to stop a violation by a guest.
2. Persons who have been evicted from the residences for any reason returning as guests following eviction.
3. The presence of a guest after visitation hours in the residential facility.
4. All children must be under a parent’s supervision at all times within Family Residential Facilities.

**Guests involved in a violation are required to leave the building if requested to do so by the residential staff member attending to the situation.*

I. Sexual offenses

1. Of any nature, including, but not limited to, sexual harassment, sexual assault, and rape

J. Verbal

1. Abuse, threats, intimidation, harassment and/or coercion

K. Physical

1. Abuse, assault, threats, intimidation, harassment and/or coercion

L. Stalking

1. Willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.

M. Disorderly and or lewd conduct including hazing and pranks.

1. Disorderly Conduct - behavior that disrupts or interferes with the orderly functions of the college.
2. Lewd/Obscene Conduct - lewd or indecent behavior. *Examples include (but are not limited to) voyeurism, public urination/defecation, public exposure of private body parts, etc.

N. Behavior

1. And/or conduct that obstructs, disrupts, and/or verbally and/or physically harasses College staff members
 - a) Obstructive/disruptive behavior
*May include failure to comply with directives of a staff member.
 - b) Passive or covert behavior
*May also be regarded as quite disruptive. Examples of passive, yet disruptive behavior are those students whose poor personal hygiene so seriously offends the sensibilities of roommates/classmates and instructors that the classroom becomes an academic/residential environment that is no longer tenable.
 - c) Verbal harassment of staff
*May include verbal statements that intimidate, harass or coerce a staff member or interfere with the performance of his/her work, or threaten bodily harm. Harassment may occur through a telephone, written materials, electronic communication devices, or visible objects.
 - d) Physical harassment of staff
* May include physical interference with a staff member's ability to participate fully in the college community or perform his/her college job functions. This includes physical assault and intended or completed actions resulting in physical or emotional harm.

O. Forgery

1. Or unauthorized use of College documents or records, financial aid documents, computers, electronic mail, telephones, identification, or property or the use of College equipment to perpetrate a violation of the Code of Conduct or to violate local, state, or federal law.

P. Dishonesty

1. Or knowingly furnishing false information or identification to a College staff member.
*Examples include furnishing false information for the purpose of gaining unauthorized access into a residential facility, dining facility or sponsored event, or to gain use of restricted equipment or to mislead college officials.

Q. Throwing, dropping, or projecting

1. Objects or substances off of, out of or into residential facilities
* Examples include keys, food, garbage, and water balloons.

R. Noise

1. Unreasonable noise in and around residential facilities that disrupts or potentially disrupts residents or neighboring community members. *During Quiet Hours, unreasonable noise is noise that can be heard outside of a room/common area, or noise that could travel into another room/common area, interferes with, or has the potential for interfering with, the ability of others to sleep or study or noise that can be heard 3 feet outside of the room. Quiet hours are from 11:30pm-7:00am.
2. Use of amplified sound, subwoofers or musical instruments that violate Quiet Hours is prohibited.
3. Noise from a vehicle that disrupts residents or neighboring community members is prohibited.

S. Possession of weapons, firearms, or dangerous instruments

1. With or without a permit, across the college campus community.
**This includes use or possession of items including but not limited to: pistols, rifles, shotguns, crossbows, BB guns, air soft guns, paintball guns, pellet guns, tasers, knives with a blade over 2.5 inches in length, swords, nun chucks, bows, spears and axes/ hatchets. Similar items used for decorative purposes or rendered inoperable are included in this restriction.*

T. Theft or unauthorized use of personal or College property

1. Equipment or resources within the campus community.

U. Possession of a Pet on campus

1. Other than a service animal, pets are not allowed on campus. Fines as well as other disciplinary sanctions will result in a violation of a pet on campus. The fine for being in the possession of a pet on campus is \$250.00 a day and the pet is to be removed immediately. *Please contact the Vice President for Enrollment Management and Student Services for Requesting an Exception to the Residential Pet Policy for a Service Animal if you need a service animal as an accommodation for disability.

V. Posting or solicitation

1. Examples of improper posting or solicitation include posting without approval, posting in undesignated areas, unapproved commercial or non-commercial solicitation, including door-to-door solicitation.

W. Operation of any business

1. In or around the residences. Examples include door-to-door solicitation, mail order businesses, and any services commercial in nature or provided for a profit.

X. Failure to comply with sanctions

1. Failure to comply with terms of sanctions imposed as a result of conduct action is a separate violation of policy.

Y. Discipline System

1. Failure to obey the summons of a College official.
2. Falsification, distortion, or misrepresentation of information to a College official.
3. Disruption or interference with the orderly conduct of a disciplinary hearing.
4. Institution of discipline hearing knowingly without cause.
5. Attempting to discourage an individual's proper participation in, or use of, the discipline system.

Z. Trespass

1. Entering any private room or normally locked building or common area without following security procedures or obtaining appropriate permission. *This includes, but is not limited to: entering a roommate's bedroom without resident's permission. This policy does not apply to hall staff in performance of official duties.
2. Entering the college campus, residential facilities, parking lots, sporting fields, gymnasium etc...after being banned from the specific area.

AA. Hall Sports

1. *Examples include use of skateboards, scooters, bicycles or roller blades within the residential facilities or throwing and kicking objects, such as balls or Frisbees, indoors.

BB. Excessive Lockouts.

1. In the event that you are locked out of your room/building/suite. you will be let in by an on-duty staff member. Each student is given 1 courtesy lockout per semester. Additional lockouts are considered excessive and will be a violation of policy. You will be charged \$5.00 each time after 1 lockout.

CC. Gambling

1. For money or other things of value on campus or at College sponsored activities except as permitted by law.

DD. Unapproved Furnishings/Other Items

1. Residents are not allowed to bring in extra furniture without obtaining prior approval from Housing officials.
2. Residents are not allowed to have satellite TV installed.
3. Residents are not allowed waterbeds or water filled furniture within the residential facilities.

EE. Possession, duplication, or misuse of any type of keys without College authorization

1. For example, loaning your keys to any other person at any time or having keys made for any persons not living in your dorm room is prohibited.

FF. Tampering with elevators

1. Examples include removing button plates, pulling doors open and shut, tampering with wiring or lighting, jumping up and down in the elevator, and pushing the alarm bell unnecessarily.

GG. Entering or accessing restricted areas

1. Examples include unauthorized opening of emergency exit doors, fire escape doors, attic/roof access doors, and/or unauthorized presence on rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, or areas marked or known to be restricted access in any residential facility or construction area.

HH. Windows

1. Using windows for entrance or exit during non-emergency situations is not allowed.
2. Tampering with or removing windows, window screens, window stops, and security screens are a violation.

II. Vehicles

1. Operation of or parking of mini-bikes, mopeds, other motorized vehicles in or around residential facilities
2. Vehicles may be towed within 24 hours of a written warning for the following offensives
 - a) Vehicles with an expired plates or inspection sticker
 - b) Vehicles inoperable (must be able to drive to be operable).
 - c) Vehicles abandoned or not being driven (i.e. Using our property as a storage facility).
 - d) Vehicles on jacks or blocks (unless posing a public safety hazard in which cases, such vehicles may be removed immediately without notice).

3. You may not store commercial vehicles, boats, campers, trailers, or large recreational vehicles on the property, even temporarily, without prior written permission.

JJ. Halogen lamps

1. The use of halogen lamps is prohibited in any of the residential facilities

KK. Appropriate Dress

1. Proper attire is required while in public areas.

LL. Unauthorized Guests

1. Residents will not allow unauthorized guests onto the Connors State College campus, housing facilities, and athletic facilities.

MM. Removal of equipment

1. Including, but not limited to, dishes, cups, flatware, and trays from the cafeteria.
2. Vacuums, brooms, trash cans etc. from residential areas.
3. Any equipment owned by the college used for personal use.
4. Any equipment owned by the college without prior approval from the Director of Residential Life.

NN. Network Use/Computers - personal and school

1. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or places an excessive load on a computer system or network. This includes programs known as computer viruses, Trojan horses, and worms.
2. Using the campus network to gain unauthorized access to any computer systems or accounts
3. Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
4. Failure to take standard precautions for securing your computer

5. Obtaining a password for a computer account without the consent of the account owner.
6. Attempting to circumvent data protection schemes or uncover security loopholes.
7. Violating terms of copyright laws. *Illegal reproduction of any material including, but not limited to, music files, software, and video protected by U.S. copyright law
8. Deliberately wasting computer resources. *This includes sending or forwarding chain letters or unsolicited mail (“spam”).
9. Masking the identity of an account or machine.
10. Posting on electronic bulletin boards materials that violate existing laws or College policy.
11. Attempting to monitor or tamper
12. With another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner.
13. Consuming excess network bandwidth
14. “Excess” is use of more than 5GB of bandwidth per week.

OO. Any act which allegedly violates federal, and/or state law, local ordinances or College policies and has an impact on campus safety and/or student success.

Authority for Student Discipline

The administrative responsibility for the creation, review, revision, and publication of the appropriate standard or code of conduct at Connors State College is vested in the Vice President for Enrollment Management and Student Services. The Vice President for Enrollment Management and Student Services is responsible for the implementation of established policy guidelines.

Levels of Authority for Disciplinary Action:

- A. **Faculty Level** – Certain forms of authority for disciplinary actions are traditionally delegated to faculty, and Connors State College adopts this policy. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes and in the cases of academic dishonesty: (1) require the student to redo an assignment or test, or require the student to complete a substitute assignment or test; (2) record a “zero” for the assignment or test in question; (3) recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class; and (4) record a grade of “F” for the student at the end of the semester. Appeals from disciplinary actions by the faculty may be made pursuant to the Student Complaints Procedure (Academic) set forth hereinafter and

are not included within the Procedure for Handling Student Discipline Cases. Additionally, faculty may file a complaint and request that disciplinary action be taken against a student at the administrative level.

- B. **Administrative Level** – The Vice President for Enrollment Management and Student Services or his/her designee (VPEMSS/designee) has primary jurisdiction over all discipline cases originating outside instructional activities and the Vice President of Academics has primary jurisdiction over all discipline cases originating within instructional activities on a particular campus. Notwithstanding any other provision to the contrary, the VPEMSS/designee may impose an interim suspension after the filing of a complaint but prior to completion of the disciplinary procedure. Interim suspension may be imposed to of the College community or preservation of College property; or to ensure the student’s own physical or emotional safety and well-being; or, if the student poses a definite threat of disruption or of interference with the operations of the College. In the event this action is taken, the VPEMSS/designee shall notify the student and the appropriate College administrator(s) of the action taken. Thereafter, the disciplinary procedures shall proceed as provided below.

Charges and Hearings

Disciplinary action may originate with the VPEMSS/designee or in other units of the College, which may initially deal with the alleged misconduct.

A faculty member or College official may report any student violation which is not resolvable through an informal process and believes disciplinary action may be warranted. Any such referral to the Vice President for Enrollment Management and Student Services shall be in writing and shall be signed by the College official making the referral. Any referral should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.

The VPEMSS/designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the student(s) and the College official who referred the matter. After the initial investigation, the VPEMSS/designee may issue one or more of the following:

- A. Take no action.
- B. Take administrative action to counsel, advice, or admonish the student.
- C. Forward the grievance to an appropriate administrator/committee.
- D. Take disciplinary action against the offending student ranging from warning to suspension or expulsion, The range includes:

- 1) Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
- 2) Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
- 3) Loss of Privileges: Denial of specified privileges for a designated period of time.
- 4) Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- 5) Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments.
- 6) Student Housing Suspension: Separation of the student from Student Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- 7) Student Housing Expulsion: Permanent separation of the student from Student Housing.
- 8) College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified such as a psychological examination by an approved professional.
- 9) Withdrawal: Withdrawal is administrative removal of a student from a class or from the College and may be imposed in instances of unmet financial obligation; for reasons of health; pending the outcome of a competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.
- 10) Expulsion: Permanent severance from Connors State.

Interim Suspension

In certain circumstances, the President, or VPEMSS/designee may impose a College or student housing suspension prior to the hearing before the Student Appeals Committee.

Interim suspension may be imposed:

- A. To ensure the safety and well being of members of the College community or preservation of College property;
 - B. To ensure the student's own physical or emotional safety and well being;
- or

- C. If the student poses a threat of disruption or interference with the normal operations of the College.

During the interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the President or VPEMSS/designee may determine to be appropriate.

ARTICLE VIII: STUDENT APPEALS COMMITTEE

Any student adversely affected by the decision of the VPEMSS/designee, or other College official, may file (with the Vice President for Enrollment Management and Student Services Office) a written request for a hearing before the Student Appeals Committee within two (2) working days from the date disciplinary action was initiated by the College official. The request must specify the following: 1) Name, current address and telephone number; 2) Description, date(s) and place(s) of alleged act (s); (3) Date and by whom discipline was levied; (4) The disciplinary penalty assigned; (5) Circumstances which s/he feels merit review; (6) Signature and date.

Upon receipt of the request for an appeal hearing, the VPEMSS/designee will schedule a hearing. The committee chair will notify the student, requesting the appeal, of the date and time of the scheduled hearing. At the same time, the student will be informed as to the procedure used at the hearing.

Hearing Procedure

A time shall be set for a hearing, not less than two (2) nor more than ten (10) calendar days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the VPEMSS/designee.

- A. A quorum of the committee shall be present during the course of the hearing; the Chair of the committee will be responsible for the written summary of the hearing.
- B. The student accused of misconduct and requesting the hearing is expected to attend the hearing. Failure to attend, in the discretion of the Committee on Student Conduct, may result in consideration of the matter with the available information and a determination of misconduct penalties, if any.
- C. The chair will open the meeting by introducing the committee members and asking each party if there is an objection to a member. The objection, if any, shall provide a factual basis for the request that a member should

not serve. The chair will decide whether to remove the member based on the objection. In such case, a replacement will be chosen by the chair if a quorum is not otherwise present to hear the case.

- D. The chair will then advise the student of the Committee's procedures and his/her right to make a statement, call and question witnesses, and have, an advisor of his/her own choosing present. Only the student may speak and ask questions on his/her own behalf.
- E. The Committee on Student Conduct may seek the advice of the college attorney at any time.
- F. The Committee may in its sole discretion temporarily stay the hearing at any time to summon crucial witnesses, if necessary to effectuate justice.
- G. The chair shall review, in the presence of the student and the VPEMSS/designee, the allegations against the student for the matter under review.
- H. The chair shall then call upon the VPEMSS/designee for a formal statement and questioning by members of the Committee and the student. The VPEMSS/designee may elect to forward a prepared statement if unable to attend appeal hearing.
- I. The chair shall then call upon the student for a formal statement and questioning by committee members and the VPEMSS/designee.
- J. The chair shall then proceed to ask the VPEMSS/designee if he/she cares to introduce witnesses, in which event the student and the VPEMSS/designee, as well as members of the committee, shall have the right to question them.
Upon the conclusion of questioning, each witness shall leave the meeting room. In like manner, the chair shall ask the student if he/she cares to introduce witnesses; and, if so, like procedure shall be followed. Normally, witnesses shall only be present in the hearing during their testimony.
- K. After hearing all witnesses, the chair shall ask for a concluding statement first from the student and then from the VPEMSS/designee, if they desire to make one. No further questions should be asked during the closing statements.
- L. Previous discipline records of the student may not be used in any hearing unless a determination of guilt has been made. If the Committee finds a student guilty, the previous disciplinary record, if any, may then be introduced to be considered in assessing penalties.
- M. Legal rules of evidence do not apply to hearings before the Committee. The standard of review is by a *preponderance* or greater weight of the credible evidence.
- N. Following the concluding statements, if offered, the chair shall request that everyone other than him/herself and the committee leave the room. The chair shall preside over deliberations and may vote in case of a tie.
- O. The Committee shall deliberate and voice opinions. A majority vote will control. In the event a majority decision cannot be reached regarding

- innocence or guilt, the case may be dismissed or the VPEMSS/designee may request that a second Committee be formed to rehear the case.
- P. Upon the determination of whether a violation has occurred, the Committee shall either dismiss the disciplinary matter or deliberate the misconduct penalties, whichever is appropriate. If misconduct penalties are to be decided, the Committee shall consider any penalties recommended by the VPEMSS/designee and may affirm, modify, or reject such penalties.
 - Q. When the committee's deliberations are concluded, the student shall be notified in writing within two working days by the chair of the Committee's decision.
 - R. The student's written request for review, the written statement of the Vice President of Student Service's position, the committee's decision, and the written summary of the hearing, shall, upon completion of the hearing, be made a part of the student's confidential file in the Director of Residential Life Office.

Article IX: Appeal of Student Conduct Committee

In unusual circumstances the student or VPEMSS/designee may request in writing the President or designee to re-examine the case. Such request must specify the unusual circumstances alleged by the student.

If the President or designee determines that there are unusual circumstances that merit the re-examination of the case, the President or designee may do so. Thereafter, the President or designee will inform the parties concerned, including the student of his/her decision. In the event the President or designee determines that there are not unusual circumstances that merit re-examination of the case, he/she shall so notify the student and other parties concerned. The decision of the President or designee will be rendered within thirty (30) days of the receipt of the complaint and shall conclude the procedure of a conduct appeal.

STUDENT'S BILL OF RIGHTS AND RESPONSIBILITIES

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic liberty. The freedom to learn depends upon the appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise their liberty with

responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Connors State College has a duty to develop policies and procedures which provide and safeguard this liberty. The purpose of this statement is to enumerate the essential provisions for student freedom to learn and the responsibilities which go with their liberties as established by the Board of Regents of Connors State College.

Freedom of Access to Higher Education

Connors State College in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Students Right to Know Act of 1990 does not discriminate on the basis of race, color, national origin, sex, age, religion, physical limitation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Thus, within the limits of its facilities, the College is open to all students who are qualified according to its admission standards.

In The Classroom

- A. Free discussion, grade, etc. The professor, in the classroom and in conferences, should encourage free discussion, inquiry, and expression. Student grades will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic situations.
- B. Protection of freedom of expression. Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
- C. Improper academic evaluation. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled, however, they shall have protection through proper channels as established by the administration against improper academic evaluations.
- D. Protection against improper disclosure. Information about student views, beliefs, and political association which professors acquire in the course of their work will be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided at the discretion of the professor after inquiring as to the nature of the requesting agency or individual and the intended use of the information.
- E. Protection from improper evaluation by instructors who are not able to speak the English Language. Students shall have protection through an appeal to the Committee on Student Grades, from improper evaluation by a Non-English speaking faculty member. At the same time, they are

responsible for maintaining standards of academic performance established for each course in which they are enrolled.

- F. **Grievance Procedure.** Students who feel they have a complaint alleging discrimination in race, color national origin, sex, age, religion, physical limitation or status as a veteran must file a written complaint with the appropriate Vice President.
- G. Connors State College recognizes that class content is the intellectual property of individual faculty members. As a result, students have an obligation to obtain faculty permission to record particular classes. The granting of such requests will not be automatic and is within the discretion of each faculty member. Permission is not required when an accommodation notification from the Director of Residential Life has been received by the faculty member, which identifies a student that requires the use of a recording device.

STUDENT COMPLAINTS – PROCEDURE FOR FILING

Any student at Connors State College or member of the College community who wishes to file a complaint against the College or a member of the staff may do so according to a prescribed procedure. At any point in this procedure, the student may request a conference with a counselor (this may result in an informal conference with the student, instructor, and counselor). Generally complaints fall within one of two basic categories: (1) Academic. (2) Other complaints.

Academic

- A. **Grade Related** – It should be noted by the student that grades are the prerogative of the instructor, and that appeals or questions concerning assigned grades should be directed to the instructor who assigned the grade. A complaint concerning an appeal to an assigned grade may be initiated by a student only on the contention that the final course grade is clearly erroneous or was assigned in an arbitrary or capricious manner. The procedure must be initiated by the end of the second week of the semester immediately following the semester in which the grade was assigned.

Steps for Appeal:

1. **Student meets with instructor:** The student requests a meeting with the instructor to discuss the grade in question. The problem may be resolved at this meeting.
2. **Student meets with Division Chair:** If the question concerning the grade has not been resolved, a conference may be requested with the Division Chair. The Division Chair should attempt to involve the instructor in the conference(s) with the student at some point in this

process to try to resolve the issue. The decision of the Division Chair may conclude the procedure of a grade-related appeal.

3. Concerns of a student not resolved by meeting with the instructor and/or Division Chair will be considered by the Executive Vice President upon a student's filing of a written complaint to that office. The decision of the Executive Vice President will be rendered within thirty (30) days of the receipt of the complaint and shall conclude the procedure of a grade-related appeal.

B. Non-Grade Related or Grade Related with Additional Factors – Students of CSC wishing to file a complaint under this section may do so within the defined procedure:

1. Student meets with instructor: (Depending on the nature of the complaint, it may be the desire of the student to begin this procedure with Step b.) If a student wishes to discuss a concern related to a class in which he/she is enrolled, a meeting with the instructor of that class should be arranged.
2. Student meets with the Division Chair if the concern is not resolved, the Division Chair may refer the student to the Executive Vice President for further consideration.
3. Executive Vice President: Concerns of a student not resolved by meeting with the instructor and/or Division Chair will be considered by the Vice President of Academics upon a student's filing a written complaint to that office. Action will be taken by the Executive Vice President on the written complaint within thirty (30) days from the receipt of the same. If the Executive Vice President determines that there are reasonable grounds for further investigation of the complaint, he/she may order a hearing before a committee concerning the complaint and give the student or others an opportunity to be heard. The Committee will be an ad hoc committee consisting of five members. The composition of the Committee will be as follows: one (1) faculty representative chosen by the faculty, one (1) student representative chosen by the students, and three (3) members appointed by the Executive Vice President. The Executive Vice President will make every effort to include committee members that will best represent the issue and parties concerned. A committee chairman will be appointed by the Executive Vice President. The Committee will function in a manner consistent with College procedures.

The Committee will, within ten (10) days, perform their duties and make a recommendation to the Executive Vice President as to the disposition of the complaint. The Executive Vice President will sustain, reject, or modify the Committee's recommendation. If the recommendation of the Committee is rejected or modified by the Executive Vice President, the basis for the rejection or modification will be stated in writing. The decision of the

Executive Vice President will be final as far as Institutional appeal is concerned.

Other Complaints

Filing Complaints: Any regularly enrolled student of Connors State College, or any member of the community at large, may file a complaint that a violation of College policy has been committed. Such a complaint may be registered verbally or in writing to the Campus Security, or Director of Residential Life, or Vice President for Enrollment Management and Student Services, or Executive Vice President. Ultimately, a complaint must be reduced to writing and signed by the complaining party. If the complaint involves allegations of discrimination under federal laws such as Section 504, Sexual Harassment, Title VI or Title IX, the complaint shall be filed with the Director of Residential Life. All formal complaints will be investigated within thirty (30) days by the administrative officer having jurisdiction.

STUDENT DRESS - APPEARANCE

Neatness and appropriate dress are important at all times to ensure proper interaction with other students, faculty, and staff of the College. It is assumed that students who attend Connors State College will exercise discretion in regard to their personal appearance and hygiene. For the safety and for the protection of the health and hygiene of all students and faculty members, students shall not be shirtless or barefoot while on any campus of the College.

Extreme modes of dress that cause undue attention, interfere with the educational process, or demonstrate such poor taste that the mode of dress would bring reproach upon the Institution are discouraged.

STUDENT INSURANCE

The administration is given approval to offer medical insurance coverage to students from several different companies. Participation in the program is NOT mandatory and it is offered as a service only to those who desire to purchase such insurance. For further information contact the office of student services.

STUDENT MESSAGES

Emergency Calls

Emergency messages for students will be referred to the Campus Security Office. Campus Security personnel will evaluate the nature of the call and respond accordingly.

Non-Emergency Calls

Personal messages of a non-emergency nature will not be referred to students. Calls relating to student academic and/or other information of a non-emergency nature should be referred to the Office of Admissions and Records.

STUDENT RECORDS: ACCESS AND PRIVACY

The following information concerning student records maintained by Connors State College is provided in compliance with the Family Educational Rights and Privacy Act of 1984 (FERPA), as amended in 1995.

The act provides that all records maintained on a student be made available for inspection by that student. The student must not only have access to the full records, but must also be given an opportunity to challenge any portion of the record.

The act further provides that certain portions of the record are deemed directory information. Directory information may be released to the public without authorization of the student. However, students may require that directory information be withheld from the public by making written request in the Registrar's Office. The request must be made prior to the end of the fourth (4th) week of each semester of attendance and applies only to that semester. Directory information as defined by CSC includes name, major field of study, participation in officially recognized activities and sports, dates of attendance and degrees and awards received.

Students registering in irregular terms (1-week, 2-week, 4-week, 8-week, etc.) must make withholding statements in person in the Registrar's Office at the time of fee payment.

Portions of the student record not included in directory information may not be released to the public unless the student provides written authorization or such release falls within a recognized exception in the FERPA.

Additional information about access to student records is available from the Dean of Enrollment or the Registrar's Office.

Information related to disclosure of student health records may be obtained through the Connors State College Student Health Services.

GRADUATION/COMPLETION RATES

Graduation/completion rates are available in any Registrar's Office. This information is available to be in compliance with the Student Right-To-Know and Campus Security Act of 1990.

HOLDS

The College may place a hold on the release of a copy of a student's records for failure to comply with a requirement or meet an obligation of the offices of Registrar, Bursar, Financial Aid, Learning Resource Center, Student Activities, or other College offices. A hold placed on a student for a disciplinary action or for violations of the student code can only be released by the Vice President for Enrollment Management Student Services. Without the release of the "hold", a student may be prohibited from re-enrollment at the College. Although a hold may be placed on a student's record, the student may have access and review them. It is the responsibility of the student to contact the office which placed the hold on his/her records to determine if the hold can be released and the process by which that is accomplished.

The activities and services described in this handbook are offered as a service to CSC students, faculty and staff and are subject to change or cancellation. The current edition of the Student Handbook will be accessible on the Connors State College website. Changes in policy or procedure will be immediately updated on the online version of the Student Handbook, thus the online version will be viewed as the Colleges guide.