

# Connors State College



## Student Handbook

### Introduction

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 any college sponsored or sanctioned activities on college property, and any off-campus behavior which adversely affects the Connors State College community or the pursuit of its objectives.

The purpose of the Student Code of Conduct and Resource Guide is to educate students about their civic and social responsibilities as member of the college community. The primary focus of the disciplinary process is on educational and corrective outcomes; however sanctions such as suspension or expulsion from the college may be necessary to uphold community standards and to protect the campus community. This information is intended to enhance the student's experience and give assistance in matters related to a student's rights and responsibilities. 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.

The most current version of the Code of Conduct is available electronically at [www.connorsstate.edu/studentcode](http://www.connorsstate.edu/studentcode). For questions regarding the Code of Conduct, please contact the Dean of Students or the Office of the Vice-President for Academic Affairs or his/her designee.

## CSC TELEPHONE NUMBERS

Warner Main Campus 1-918-463-2931  
Muskogee Three Rivers Port Campus 1-918-684-5477

<b>Office</b>	<b>Ext.</b>
Academic Services	6241
ACT Information	6241
Admissions & Records	6241
Arena	6303
Athletic Director	6231
Baseball	6218
Basketball (men)	6231
Basketball (women)	6305
Bookstore	6222
Bursar	6200
Business Office	6250
Cafeteria	6352
Campus Life	6351
Enrollment Services	6233
Farm	6303
Financial Aid	6220
Fitness Center	6261
Horticulture	6265
Housing	6245
Learning Skills Center	6268
Library LLC	6210
Livestock Judging Team	6335
Maintenance	6240
Millers Crossing	6245
Nursing Department	5436
Recruitment	6271
Registrar	6241
Rodeo Team	6303
Security (all campuses)	6375
Softball	6291
Student Activities	6246
Student Support Services	6398
Veteran Services	5443

## TABLE OF CONTENTS

	<b>Page</b>
Connors State College Telephone Numbers.....	2
Table of Contents.....	3
Student’s Bill of Rights and Responsibilities.....	4
Student Code of Conduct.....	6
Health.....	23
Academic Integrity Policy.....	26
Residential Requirements.....	29
Housing Regulations.....	29
Parking and Traffic Management.....	36
Safety and Security.....	44
Missing Student Policy.....	45
Resource Guide.....	47
Student Government.....	50
Appendix I: Drug and Alcohol Prevention Program.....	52
Appendix II: Millers Crossing Pool Rules.....	58
Appendix III: Disciplinary Sanctions.....	59
Appendix IV: Other Fines.....	60
Appendix V: Sexual Assault Awareness.....	61
Appendix VI: Drones.....	62

## **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 for the Oklahoma Agricultural and Mechanical Colleges.

### **Freedom of Access to Higher Education**

Connors State College, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, 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. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, crime statistics for both the Warner and Muskogee campuses may be reviewed at <http://connorsstate.edu/asr>. This publication was printed and issued by Connors State College as authorized by the Director of College and Community Relations. The information given herein is for educational purposes only. Reference to commercial products or trade names is made with the understanding that no discrimination or endorsement is intended by Connors State College.

### **Speech and Advocacy**

1. 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.
2. 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.

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.

## **Academic**

### **In the Classroom**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 Vice-President for Academic Affairs or his/her designee.
7. Recording Devices: 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 Dean of Students has been received by the faculty member, which identifies a student that requires the use of a recording device.

## **STUDENT CODE OF CONDUCT**

### **Purpose**

The Student Code of Conduct outlines College policies and procedures that all students are expected to adhere to during their time at Connors State College. The primary focus of the conduct process is on educational and corrective outcomes; however, sanctions such as suspension or expulsion from the College may be necessary to uphold community standards and to protect the campus community. For questions regarding the Student Code of Conduct, contact the Dean of Students, Student Union Building, Room 141 (918-463-6351) or the Office of the Senior Vice- President for Academic and Student Affairs, Gatlin Hall (918-463-6308).

### **Authority**

Under authority granted by Article 6, Sections 31 and 31a of the Constitution of the State of Oklahoma and Title 70, Oklahoma Statutes, Sections 3412 (1), (15), Connors State College is granted full authority to adopt policies and procedures governing the conduct of its students. Attendance at Connors State College is optional, voluntary, and a privilege. When students enroll at Connors State College, they voluntarily accept obligations of performance and behavior consistent with Connors State College's lawful mission, processes and functions. In general, these obligations are considered much higher than the obligations imposed by civil and criminal law for all citizens.

Students are expected to comply with all College policies and contracts. Failure to do so may result in students being required to participate in the conduct action process. Conduct action may also be taken for any violation of local ordinances, state or federal law, on or off campus which adversely affects the College community or the pursuit of the College's lawful educational mission, process or function. The College will take necessary and appropriate action to protect the safety and well-being of the campus community. In addition, if a student has been found to have broken state or federal law, the College reserves the right to notify the appropriate authority.

Students will have due process and ability to appeal as prescribed in this document and other relevant College policies, rules or regulations. Students may be subject to civil and criminal penalties in addition to campus sanctions. Campus resolution may proceed before, during or after civil or criminal actions are concluded and is not subject to challenge based on the action or inaction of civil authorities.

### **Interpretation**

Any question of interpretation regarding the Student Code of Conduct will be determined at the sole discretion of the Vice-President for Academic Affairs or his/her designee or her/his designee.

### **Definitions**

**Advisor:** A person who has agreed to assist a complainant or respondent during the College conduct process. The advisor may be a person of the student's choosing, including a Connors State College faculty or staff member, a Connors State College student, a parent, a friend, or an attorney.

**College premises:** Any buildings or grounds owned, leased, operated, controlled or supervised by the College. Students should be advised that this includes properties that are not a part of the main College campus.

**College-sponsored activity:** Any activity on College premises or at an off-campus location that is directly initiated or supervised by the College or a College recognized group or organization. This includes study abroad programs, and sporting events.

**Complainant:** An individual who files a disciplinary complaint; the College may also serve as a complainant.

**Day:** College working day, not including Saturday, Sunday, or College holidays. Time deadlines may be extended during breaks and College holidays.

**Honesty Statement:** The College expects that all information presented will be truthful and accurate. If false information is willfully provided, a student will be in violation of the Student Code of Conduct and may be held accountable through the student conduct process.

**Incapacitation:** Temporarily incapable of appraising or controlling his/her conduct due to the influence of drugs or alcohol, unconsciousness, being asleep or for any other reason that makes the individual physically unable to communicate willingness to act.

**Institution:** Connors State College.

**Parental Notification:** FERPA permits educational institutions to notify parents of students under the age of 21 when a student has been found responsible for an alcohol or drug related violation. Students are generally notified when parents or guardians will be contacted and are given the opportunity to contact the parents first.

**Respondent:** Any student that is alleged to have violated the Student Code of Conduct.

**Sanction:** A disciplinary correction or penalization which is imposed on students who are found responsible for violating the Student Code of Conduct. Sanctions are designed to include educational measures that hold students accountable for their behavior, providing the opportunity for behavior change in an individual/s. Sanctions can range from a verbal warning to suspension or expulsion.

**Student:** Any person who has been admitted and/or enrolled for the current term or a future term at Connors State College, including correspondence study, online courses, study abroad and auditing courses. Students are subject to conduct action for misconduct that occurs during any period of enrollment. Students who leave the College before a conduct complaint is resolved may be prohibited from future enrollment until the matter is resolved.

**The Family Educational Rights and Privacy Act (FERPA):** A federal law originally passed in 1974 that defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records.

**Title IX:** A clause in the 1972 Federal Education Act that states that no one shall be denied the benefits of any educational program or activity because of sex. Title IX is not just about sports. It also prohibits sexual harassment, gender-based discrimination, and sexual violence.

### **Applicability of the Code of Conduct**

As previously stated, the Connors State College Student Code of Conduct applies to conduct which occurs on College premises, at Connors State College-sponsored events both on and off campus, and to off-campus conduct that adversely affects the Connors State College community or the pursuit of its objectives.

Each student is responsible for all of his/her actions from the time of application for admission through the actual awarding of the degree. Inappropriate conduct that occurs before classes begin or after classes end, as well as during the academic year and periods between terms of actual enrollment (even if the conduct is not discovered until after a degree is awarded) is covered by the Student Code of Conduct. The Student Code of Conduct will apply even if the student withdraws from the College while a conduct matter is pending.

The College will take necessary and appropriate action to protect the safety and well-being of the campus community. Off-campus behavior that allegedly violates ordinances, local, state or federal law adversely affects the College community and the pursuit of the College's lawful educational mission, and will be subject to College conduct action. The Dean of Students will decide whether off-campus inappropriate conduct is subject to College conduct action. Examples of off-campus behavior that may be subject to College conduct action include, but are not limited to: selling or otherwise providing alcohol to underage students, selling or distributing illicit drugs, sexual harassment, sexual violence, actions that result in the serious injury or death of another person(s), alcohol or drug offenses, or any alleged violation that jeopardizes an individual's or community's educational opportunities.

### **Good Samaritan**

The College may offer amnesty for minor conduct violations to (1) a student who may have committed a minor violation at the time of a more serious incident or (2) a student who offers help to those who need medical assistance. If amnesty is offered, educational options may be explored, but no conduct actions or record will result.

## **Prohibited Conduct**

The following list describes actions that detract from the effectiveness of a College community and for which students may be subject to corrective action. All violations below may be addressed by the College when the behavior potentially jeopardizes the individual's or community's safety or educational opportunities. Prohibited conduct includes, but is not limited to:

### **Integrity**

1. **Academic Misconduct:** Cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior.
2. **Attempts and Complicity:** Attempting to or encouraging others to commit acts prohibited by this code. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy.
3. **False Reporting:** Knowingly making a false report of a bomb, fire or other emergency.

4. **False Representation(s):** Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to, or continuation at, Connors State College.
5. **Forgery or Unauthorized Use:** Forging or using without authorization College documents or records, financial aid documents, computers, electronic mail, telephones, identification or College property.
6. **Theft:** Engaging in theft, attempted theft or unauthorized possession of property belonging to the College or other individuals or recognized groups on College property or facilities on or near campus.

## Community

7. **Animals:** Failing to properly leash and control and properly dispose of their organic waste.
8. **Classroom Disruption:** Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.
9. **Disorderly Conduct:** Behaving in a disorderly, lewd, indecent manner or breaching the peace on College property or at College-sponsored activities. Examples include any nonconsensual photography, video or audio recording of another person on College premises when such recording causes or is likely to cause injury or distress. This conduct is a violation off-campus if it interferes with an individual's educational opportunities.
10. **Disruption or Obstruction:** Disrupting or obstructing normal College or College-sponsored or -hosted activities, including, but not limited to: studying, teaching, research, College administration or fire, police or emergency services on College premises or at College sponsored activities off campus.
11. **Fire Safety:** Engaging in misuse or unauthorized use of firefighting, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.
12. **Housing & Residential Life Policies:** Failing to comply with on-campus residence hall policies as more fully outlined in this Student Handbook on pages 29 to 35.
13. **Hoverboards and Rechargeable Scooters:** Hoverboards or similar electronic self-balancing skateboards or scooters are defined as a type of portable, rechargeable battery-powered scooter. They typically consist of, but are not limited to, two wheels arranged side-by-side with two small platforms between the wheels, on which the rider stands, and the device is controlled by the rider's feet. The use, charging, and/or storage of a hoverboard is prohibited in any of our on campus Residence Halls, breezeways, covered walkways, and sidewalks. Devices identified in the residence halls will be removed and the user/owner will be referred to student conduct for a violation of university policy.
14. **Information Technology Policy:** Failing to comply with the College Information Technology policy which is available at <http://connorsstate.edu/ppf/ITS%20Handbook.pdf>.
15. **Parties and Gatherings:** Participating in parties or gatherings that disturb the peace of campus residences or off-campus neighborhoods.
16. **Property Damage:** Defacing, damaging or destroying property belonging to the College or other individuals or recognized groups on College property or facilities on or near campus.
17. **Unauthorized Entry:** Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room, area or College approved housing. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.
18. **Use of Tobacco:** Using tobacco in any form or using electronic cigarettes (vaping) on campus.

19. **Weapons:** Possessing, using, or storing firearms, explosives (including firecrackers), weapons or dangerous chemicals on College property or in the course of any College activity, except as specifically authorized under applicable state law. This includes, but is not limited to BB guns, paintball guns, knives, swords, handguns, shotguns and rifles.

### **Social Justice**

20. **Harassment:** Threats, and Bullying: Engaging in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive.
21. **Discrimination:** Discriminating on the basis of sex, race, color, age, status as a veteran, sexual orientation, gender identity, national origin, religion or qualified individual with a disability.
22. **Interfering with the Conduct Process:** Interfering with conduct procedures or outcomes, including but not limited to: falsification, distortion or misrepresentation of information before a Conduct Officer or Hearing Panel; knowingly initiating a complaint without good cause; harassment or intimidation of any member of a Hearing Panel, witness(es), or College personnel before, during or after a proceeding; and failure to comply with the sanction(s) imposed by either a Conduct Officer or Hearing Panel.
23. **Retaliation:** Retaliating against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process. For more information, see Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.11 Non-Retaliation.

### **Respect**

24. **Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on consideration of the following factors: length of relationship, type of relationship, and frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.
25. **Domestic Violence:** Domestic violence is a crime of violence committed by a:
- a. current or former spouse or intimate partner of the victim;
  - b. person with whom the victim shares a child in common;
  - c. person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - d. person similarly situated to a spouse of the victim.
- Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threat of actions that influence another person.
26. **Hazing:** Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress, that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. State law classifies hazing as a crime, Title 21 Oklahoma Statutes Section 1190.

27. **Physical Violence:** Engaging in physical violence of any nature against any person, on or off campus. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; physically abusing, restraining or transporting someone against his/her will; or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.

28. **Sexual Harassment:** Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:

- a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,
- b. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
- c. Such conduct is sufficiently severe, pervasive, or persistent and both subjectively and objectively offensive that has the effect of creating an intimidating, hostile or offensive environment which negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

29. **Sexual Misconduct:** Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including but not limited to the following examples of prohibited conduct:

- a. **Unwelcome sexual touching:** Touching an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.
- b. **Exposure:** Engaging in indecent exposure, voyeurism or non-consensual sharing of sexually explicit images.
- c. **Non-consensual sexual assault:** Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part.
- d. **Forced sexual assault:** Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part that is committed either by force, threat, intimidation or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to ingestion of drugs or alcohol, age or mental disability) of which the respondent was aware or should have been aware.

**Effective consent** is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability or incapacitation due to ingestion of drugs or alcohol.

30. **Stalking:** Willfully, maliciously, and repeatedly following or harassing a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel frightened, intimidated, threatened, harassed or molested. Engaging in a course of conduct composed of a series of two or more separate acts over a period of time demonstrating a continuity of purpose or unwelcomed contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person on your behalf.

## Responsibility

31. **Alcohol:** Consuming, possessing, distributing, selling or serving alcoholic beverages on College premises (including residence halls) or at College-sponsored activities regardless of age, except as expressly permitted by College policy. The following are also violations on or off campus:
- Public intoxication
  - Driving under the influence of alcohol
  - Actual physical control of a vehicle while under the influence of alcohol
  - Providing alcohol to individuals under 21 years of age
  - Social Host: Providing a location for any individual under 21 years of age to possess or consume alcohol
  - Transporting an open container of alcohol
  - Driving while impaired
  - Incapacitation due to alcohol
  - Possession or use of a fake ID
  - Being underage in possession of alcohol.
- Lawful and responsible alcohol consumption is permitted only in designated areas of the CSC campus, properties and facilities as authorized by the Board of Regents.
32. **Drugs:** Acting or intending to act to illegally use, possess, sell, distribute, cultivate or manufacture any state or federally controlled drug, substance or paraphernalia. Inhaling or ingesting any substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state is also prohibited.
33. **Failure to Comply:** Failing to comply with the lawful directions of any College employee acting within the scope of their official duties or failing to identify oneself to such a person when requested to do so.
34. **Gambling:** Illegal gambling for money or other things of value on campus or at College-sponsored activities.

## Student Conduct Process

The responsibility for the campus student conduct system is delegated from the Board of Regents for Connors State College to the Vice-President for Academic Affairs or his/her designee through the President. The Vice-President for Academic Affairs or his/her designee further delegates authority for student conduct to the Dean of Students, and/or designated conduct officers. A conduct officer is a College employee who is an officially designated administrator or staff member. The goal is to resolve cases by the lowest appropriate authority for maximum educational benefit.

## Student Conduct Procedures

The following information is provided to inform students of the procedures in place at CSC for resolving alleged violations of College regulations. The procedures are designed to allow for fact-finding and decision-making in the context of the CSC educational community. The objective is to provide procedures that balance the rights of the individual with the legitimate interests of the College and community.

## 1. Complaints

- a. Any member of the College community (faculty, staff or student) or any person who is unaffiliated with the College who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a violation of the Student Code of Conduct has occurred. The College may itself initiate a complaint.
- b. Such complaint should be filed with the Dean of Students as soon as possible but within 180 calendar days (not College business days) of the alleged violation. A late complaint may be accepted with the approval of the Vice-President for Academic Affairs or his/her designee, the Dean of Students or their designee.
- c. The complaint must be submitted in writing and signed by the complainant(s), or submitted via approved online form and electronically signed by appropriate technical method, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.
- d. Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College conduct proceedings may proceed before, during or after court proceedings.

## 2. Interim Suspension

In cases where student health or safety is reasonably believed to be significantly jeopardized, the Vice-President for Academic Affairs or his/her designee, in consultation with the President of the College, or designee, may suspend a student for the period of time required to allow a thorough investigation and opportunity for hearing. Students who are so suspended are not permitted on campus or in College buildings, facilities or activities at any time for any reason during the period of the interim suspension, unless otherwise permitted in writing by the Dean of Students.

If the conduct or behavior of a student residing in a Connors State College residence hall is determined by the Vice-President for Academic Affairs or his/her designee or the Dean of Students to be a threat to self or others, the ability to live in the residence hall may be immediately suspended for a brief period of time pending the outcome of a hearing. During an interim housing suspension, the student is immediately removed from the residence hall and is not to re-enter any campus residence hall until a hearing is held and a decision regarding the pending complaint has been made.

## 3. Evidentiary Standard

In order for a student to be found responsible, the information must support a determination that it is more likely than not that a violation of the Student Code of Conduct occurred. Hearsay evidence may be considered but will be weighed accordingly.

## 4. Disposition of Allegations

The College conduct process is administered through the Office of the Dean of Students. Alleged violations of College regulations where neither suspension nor expulsion are a possibility are normally resolved through a **Student Conduct Meeting**.

Allegations which could result in suspension or expulsion, or that are complex, sensitive, or require a number of witnesses or that involve an alleged victim are often referred to a **Hearing Panel**. At the conclusion of a Student Conduct Meeting, the conduct officer may refer the case for a Hearing Panel if further development of the facts is warranted and would be aided by a more formal hearing; the conduct officer will not make any findings.

In instances where a student has been convicted of a felony through the criminal process or the College believes they have enough information that would make it more likely than not a violation of the Student Code of Conduct has occurred the College may file a complaint against the alleged student without the cooperation from the victim.

### **Student Rights in Conduct Process**

The College views the conduct process as an educational experience that can promote growth in personal understanding of one's role as a member of an educational community and one's rights, responsibilities and privileges therein.

During the conduct process, both the respondent and the complainant have the rights to:

1. A written notice of the alleged violation(s);
2. An explanation of the student conduct process upon request;
3. Have no violation assumed;
4. A timely hearing;
5. Be accompanied by an advisor during the conduct process. In matters not involving possible suspension or expulsion, the advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings;
6. Have access to the information and documents to be presented at the hearing in advance;
7. Be present during the entire proceeding, except during deliberation;
8. Present material witness(es) with firsthand knowledge of the incident;
  - a. The respondent and complainant are responsible for contacting and arranging for the attendance of their own witnesses in all cases.
  - b. The respondent and complainant may question any party or witness present, either directly or indirectly, at the discretion of Hearing Panel Chair.
9. An avenue for appeal from a hearing.

The respondent will receive a written notification of the outcome of the hearing; the complainant may receive written notification of the outcome of the hearing when permitted by federal law.

## **Student Conduct Meeting**

Upon determining that sufficient evidence exists to believe that a violation of the Student Code of Conduct may have occurred, the Dean of Students or other conduct officer with jurisdiction will notify the student in writing of the alleged violations against him/her. The written notice will be hand delivered directly to the student, sent electronically to the student's institutional email address, or mailed to the student's last known address as filed in the Registrar's Office.

Students are responsible for providing and maintaining a current local address and email address with the Registrar's Office.

At the meeting, the student will be provided with the following:

1. An explanation of the alleged violation(s) of College policy;
2. A summary of the facts and information that substantiate the allegations;
3. The opportunity to reflect upon and give his/her account of the incident or circumstances pertaining to the allegation(s);
4. An explanation of the decision of the conduct officer that may result in the following:
  - a. The allegation(s) may be dismissed as unfounded.
  - b. The student may admit responsibility for the violation(s) and have sanction(s) imposed.
  - c. The student may be found responsible for violating the Student Code of Conduct and have sanction(s) imposed.
  - d. Any sanction, except suspension, deferred suspension and expulsion may be imposed.
  - e. Decisions reached at the meeting will be final with no option to appeal or other proceedings.
  - f. Failure to respond to a written allegation(s) or failure to complete the assigned sanction(s) will result in either a hold being placed on the student's enrollment privileges or graduation, additional alleged violations or a decision being made based on the information available at the time.

## **Hearing Panel Hearing**

Hearing procedures are provided for allegations against a student where suspension or expulsion from the College is possible, if the student is found responsible, and for student discrimination grievances.

The Hearing Panel option may not be available during final examinations, breaks or other periods. If feasible for the Hearing Panel, a hearing will proceed during these times. Additionally, a Hearing Panel may not be available when the Dean of Students or Vice-President for Academic Affairs or his/her designee determine that appearing before the panel poses a threat to the physical welfare of panel members or witness(es).

The Hearing Panel shall be selected from the Student Conduct Committee which is comprised of a minimum of 5 faculty nominated by the Vice-President for Academic Affairs or his/her designee and appointed by the President; 5 staff nominated by the Vice-President of Financial Affairs and appointed by the President; and 5 students, appointed by the Advisor of the Student Government Association.

A Hearing Panel shall consist of three disinterested members — one faculty member, one student and one staff member — selected from the Student Conduct Committee by the Dean of Students. The faculty member will be the chairperson. A list of panel members will be available three days in advance of the hearing. Prior to the hearing, alternate Hearing Panel members may be seated to be available in case of conflicts.

A professional staff member from the Office of Academic Affairs and/or a member of Legal Counsel will be present as a non-voting participant. His/her role will be to facilitate dialogue between the Hearing Panel and the student(s) involved, direct the attention of the panel and the parties to relevant points, act as an advisor to the Hearing Panel and answer procedural questions as needed.

If an attorney accompanies the respondent or the complainant at the hearing, the College will have an attorney present. The College's attorney will serve as a non-voting advisor to the Hearing Panel. The advisor may participate directly to the same extent as the student could. Such direct participation is a privilege which, if abused, may be withdrawn by the Chair of the Hearing Panel. If the privilege is withdrawn, the advisor may continue to advise the student. However, if the advisor fails to act in accordance with hearing procedure, the Chair of the Hearing Panel may bar the advisor from the hearing. The student must notify the Dean of Students two College working days in advance of the hearing if accompanied by an attorney. In such cases, the College may have an attorney in attendance.

In cases of sexual harassment, sexual misconduct, discrimination, and/or when the College conducts an investigation, the College investigator will present an investigation report as part of the hearing proceedings. The investigator will present the report and answer questions. The role of the investigator is to serve as an unbiased party conducting a thorough investigation of all allegations of sexual harassment or sexual misconduct. The investigation report is a compilation of facts, not a verbatim report, and is not appealable or rebuttable.

## **1. Pre-Hearing Procedures**

Hearing panel members will be selected by the Dean of Students based on their availability.

The Dean of Students will prepare and send a written notice to the respondent and the complainant at least five days before the hearing. The notice will be delivered in person, sent electronically to the institutional email address, or sent via certified mail to the student's last known address of record as filed with the Registrar's Office and will include:

- a. The date, time, place and nature of the hearing;
- b. Reference to the section(s) of the Student Code of Conduct involved;
- c. A brief explanation of the alleged violation(s) including the approximate date, time and place where the alleged violation(s) occurred;
- d. Name(s) of witness(es), if known;
- e. The right to be accompanied by an advisor and the advisor's role in the hearing.

The Dean of Students or designee will be available to meet with the complainant and the respondent, separately, to discuss and explain the hearing procedure and answer questions.

## **2. Three Days in Advance of the Hearing**

- a. The respondent and the complainant will provide to the Office of the Dean of Students copies of documents to be presented at the hearing and the name(s) of witness(es) who will be called.
- b. It is the responsibility of each student to notify their witness(es) of the date, time and location of the hearing.
- c. The respondent and the complainant have the right to have access to documents to be presented at the hearing, by prior appointment.

### 3. Hearing Procedures

The hearing provides a forum where all the information and documents can be presented, where questions can be asked of all parties, and where the Hearing Panel can deliberate and decide to the standard of "more likely than not" that a violation of the Student Code of Conduct did or did not occur. Formal rules of process, procedure and technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the College may result.

If the Hearing Panel concludes that a violation did occur, the Hearing Panel decides what conduct action is appropriate.

To protect the privacy of all parties and in accordance with FERPA (Family Educational Rights and Privacy Act), hearings will be closed.

The respondent and complainant can present witnesses, who may be questioned by the Hearing Panel. Questioning by the complainant or the respondent is permitted so long as it is not threatening or harassing.

In the case of sexual harassment and sexual misconduct, the Hearing Panel may, in its discretion, exclude evidence of the complainant's sexual history with respondent from discussion during the hearing. The past sexual history of the complainant with persons other than the respondent is irrelevant.

The hearing (excluding the deliberations) will be audio recorded. The recordings are the property of the College. Others will not be allowed to make a recording of any type. The College is not responsible for equipment malfunctions. Requests to review audio recordings may be made to the Dean of Students.

If the respondent or complainant elects not to appear for the hearing, the hearing will be held in his/her absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the hearing.

Material witnesses will be present during the introductory comments of the hearing, including the honesty statement, at which point they will be excused until time to give their testimony. Witnesses will be excused upon completion of testimony and questioning, but they may be asked to remain available for recall. The complainant and respondent remain throughout the hearing.

At the conclusion of the hearing, all parties will be dismissed except for the Hearing Panel so they may deliberate and reach a decision.

Conduct history is not relevant in determining responsibility but can be used as information in determining an appropriate sanction. A student's conduct history will be available to the Hearing Panel if the respondent is found responsible.

The order of presentation at the hearing will be as follows:

- a. Opening statement provided by the Hearing Panel Chair.
- b. The complainant may present an opening statement.
- c. The respondent may present an opening statement.
- d. If relevant, the College investigator will present the investigation report and answer related questions in cases of sexual harassment, sexual misconduct, discrimination, or when the College has conducted an investigation.
- e. The complainant will present information and call witnesses.

- f. The respondent will present information and call witnesses.
- g. At the conclusion of each witness statement, the witness may be questioned by the Hearing Panel, the respondent and the complainant either directly or indirectly.
- h. The complainant may make a closing statement.
- i. The respondent may make a closing statement.
- j. All parties are dismissed for Hearing Panel deliberation.

The Hearing Panel may accommodate concerns for the personal safety, well-being or fears of confronting the complainant, respondent, or other witnesses. Procedures or the hearing environment may be modified as determined by the Dean of Students.

**4. Hearing Panel Deliberations and Decision**

The Hearing Panel will deliberate and, by majority vote determine whether it is more likely than not that a violation(s) of the Student Code of Conduct did or did not occur as alleged.

- a. The panel may find that the information presented was not sufficient to establish a finding of responsibility for violation(s) of the Student Code of Conduct and dismiss the case.
- b. The panel may find that the information presented was sufficient to affirm the allegations and impose a sanction appropriate with the violation(s).

The Hearing Panel decision will be communicated in writing to the Dean of Students, which will notify the respondent, and if appropriate, the complainant in writing within two days.

The notification letter will include findings of fact, sanction(s) imposed (if any) and the rationale for the decision. The notification letter will be delivered in person, sent electronically to the institutional email address or sent by certified mail to the student's last known address of record as filed with the Registrar's Office. The notification letter may also be picked up in the Office of the Dean of Students, Room 141, Student Union Building, within two days of the hearing.

In compliance with Department of Education requirements in cases of sexual violence, sexual harassment or physical violence, the complainant will be notified of the outcome at the same time as the respondent. In other violations, the complainant will not be notified of the outcome.

**5. Complainant Notification**

Complainants are entitled to know about the results of proceedings involving alleged crimes of violence or non-forcible sex offenses, as defined by FERPA. Both the respondent and complainant will be notified in writing of the results of any hearing involving alleged crimes of violence or non-forcible sex offenses.

Complainants who have alleged a sexual assault, dating violence, domestic violence or stalking will be provided with notification in writing of the final outcome of the conduct hearing against the alleged perpetrator, as required by the Campus Security Act.

## Sanctions

Although not intended to be inclusive, the following are possible sanctions that may be imposed, either singularly or in combination for a student if a violation of the Student Code of Conduct is found. During a Student Conduct Meeting the student and the conduct officer will work together to develop an Action Plan to aid the student in their ethical, personal and intellectual development.

1. **Written warning** is an official written notice that the student has violated College policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.
2. **Restriction** is a limitation on a student's privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent the College, or denial of participation in extracurricular activities not directly associated with academics (e.g., intramural sports, attending athletic events, student organizations/clubs/associations, leadership positions within housing or other organizations). Students must apply to reinstate the privilege by submitting documentation of their significant proactive efforts to become good citizens of the community and engage in responsible, productive behavior.
3. **Educational and Behavioral Change Requirements** are assigned as an opportunity for personal development and can include, but is not limited to, attending alcohol education, a reflection essay, community service, seeking academic counseling, decision making class, and other relevant educational opportunities.
4. **Class Removal** occurs when a student is dropped from a class or moved to another section of a class. Faculty members, in consultation with the Dean of Students, reserve the right to interim suspend a student from class pending a hearing for alleged violation(s) of the Student Code of Conduct occurring in the classroom that substantially interfere with teaching or other students' ability to learn.
5. **No Contact Order** is an absolute prohibition from contact with specified person or persons in any form whatsoever, including but not limited to contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.
6. **Restitution** is compensation for the damage caused to the College or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed, or stolen.
7. **Residence Hall Status Change:** The following sanctions may include:
  - a. **Restrictions** on visitation to specified buildings or all College housing;
  - b. **Reassignment** to another College housing facility as determined by Residential Life staff;
  - c. **Suspension** from a College housing facility for a specified period of time, after which the student is eligible to return (conditions for returning may be specified);
  - d. **Removal** from living in or visiting any College housing facility.
8. **Conduct Probation** is a specified period of time during which the student is placed on formal notice that he/she is not in good standing with the College and that further violations of College regulations will subject him/her to suspension or expulsion from the College.

9. **Conduct Suspension** is the exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed three years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from Connors State College are not permitted on campus or in College buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise permitted by the Dean of Students. Notation on the transcript is not made; however, a record of the action is maintained in the student's record in the Registrar's Office. If a transcript is requested during the period of suspension, a letter will be sent with the transcript to the requesting party/ institution stating the student is under suspension for conduct reasons. Only unofficial transcripts will be released to the student directly. Any refund of tuition or fees will be subject to the College's normal withdrawal policy.
10. **Conduct Expulsion** is termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the hearing outcome letter. Students who are expelled from Connors State College are not permitted on campus or in College buildings, facilities or activities at any time for any reason, unless otherwise permitted by the Dean of Students. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record in the Registrar's Office. If a transcript is requested during the period of expulsion, a letter will be sent with the transcript to the requesting party/ institution stating the student has been expelled for conduct reasons. Only unofficial transcripts will be released to the student directly. Expulsion becomes a permanent part of a student's conduct record. Any refund of tuition or fees will be subject to the College's normal withdrawal policy.

### **Parental Notification**

Connors State College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

### **Failure to Complete Conduct Sanctions or Comply with Conduct Office Requests**

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Dean of Students. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and an enrollment hold, which is a "hold" on enrollment privileges. This hold can prevent the adding or dropping of classes or enrollment for subsequent terms. Cancellation of enrollment occurs when a previous enrollment hold has been cleared with the condition that the enrollment will be cancelled for failure to meet the conditions of the clearance. If cancelled, the refund of tuition or fees will be subject to the College's normal withdrawal policy. A graduation hold is a hold on a student's participation in graduation exercises and diploma for failure to respond to a request to meet with the Dean of Students or other conduct officer, or for noncompliance with conduct sanctions. The Vice-President for Academic Affairs or his/her designee may recommend a graduation hold.

### **Implementation of Sanctions**

Conduct actions or grievance decisions shall not be implemented until the time for appeal has expired, until the entire appeal process is completed, or if the individual voluntarily waives the right to appeal in writing. The exceptions to delaying sanctions until the process is complete include: 1) when interim suspension has been invoked by the Vice-President for Academic Affairs or his/her designee or his/her designee; 2) to protect the health or safety of students on the campus.

## **Appeal Procedure**

An appeal is a review of the record of the original hearing, not a new hearing. It is the responsibility of the person who initiated the appeal to show that one or more of the listed grounds for appeal has merit. A student will not appear before the College Conduct Appeal Panel (Appeal Panel) unless specifically requested to do so by the Appeal Panel.

Any outcome decided in a hearing may be appealed to the Appeal Panel by the respondent or the complainant.

The Appeal Panel has three members appointed by the Vice-President for Academic Affairs or his/her designee: any student representative of the Student Conduct Committee; one staff representative of the Student Conduct Committee; and one faculty representative of the Student Conduct Committee. The faculty representative serves as the Chair. The Appeal Panel will have one advisor, either a representative from the Dean of Students or from Legal Counsel.

Appeals must be submitted in writing to the Dean of Students by 5 p.m. within seven days of the original hearing. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

The appeal must cite at least one of the following appeals criteria as the reason for appeal and provide supporting argument(s) as to why an appeal should be granted on these grounds. Appeals criteria include the following:

1. The hearing was not conducted in conformity with prescribed procedures, and substantial prejudice to the complainant or the respondent resulted.
2. The information presented at the hearing does not support the finding. An appeal is not a reevaluation of the credibility of the information but is a determination as to whether the information presented, if believed, is sufficient to support the findings.
3. New information that could substantially affect the outcome of the previous lower hearing has been discovered since that hearing. The information must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal under this provision.
4. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with College procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

The Appeal Panel will review the record of the original hearing, including documents, and issue a finding as to the merits of the criteria cited as the reason for appeal.

1. If the Appeal Panel finds there is no merit to any of the grounds cited in the appeal, it will issue a finding as such.
2. If the Appeal Panel finds the previous hearing was not conducted as prescribed and had substantial prejudice, the matter may be remanded to a new hearing.
3. If the Appeal Panel is presented with new information that could not have been presented at the original hearing, the matter may be resubmitted to the original Hearing Panel.
4. If the sanction is determined to be inappropriate for the violation, the Appeal Panel may recommend the sanction be modified by the Vice-President for Academic Affairs or his/her designee and state the reasons for that recommendation.
5. If the Appeal Panel finds there is no merit to any of the submitted grounds for appeal, that decision will be final.

The Appeal Panel's final decision will be communicated in writing by the Dean of Students to the complainant and the respondent. The decision will normally be communicated within two days of receiving the written recommendation.

If the Appeal Panel recommends modifying the outcome or the sanction, the Vice-President for Academic Affairs or his/her designee will review the Appeal Panel's recommendation and may consult with Appeal Panel members in reaching a final decision. The final decision will be communicated in writing by the Vice-President for Academic Affairs or his/her designee to the complainant and the respondent. The decision will normally be communicated within 10 days of receiving the written recommendation. The decision of the Vice-President for Academic Affairs or his/her designee will be final.

### **Reviewing Authority**

Reviewing authority is retained by the Vice-President for Academic Affairs or his/her designee, at his/her discretion, to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to a Hearing Panel for review or reconsideration.

### **Conduct Files and Records**

Case referrals will result in the development of a conduct file in the name of the respondent. If the student is found not responsible for the allegations, the file will be marked no action, no record and will not constitute a conduct record. Student Conduct records with sanctions less than suspension or expulsion, will be maintained in the Office of the Dean of Students for seven years following the calendar year of record, and then destroyed. Records of cases in which suspension from the College occurred are kept for at least 10 years.

All conduct records are private and may not be disclosed in whole or in part except as provided by law, by the written authorization of the student, under legal compulsion or where the safety of other persons may be involved. Conduct records are maintained separate from the student's academic record but are part of the student's educational record.

## HEALTH

### **Blood Borne Pathogens**

Blood borne pathogens are potentially infectious body fluids, which include hepatitis B virus (HBV), human immunodeficiency virus (HIV), and other infectious blood borne 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 blood borne pathogens may be obtained in the student health services office on the Warner campus.

### **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 on February 17, 1989.

### **Introduction and General Statement**

- i. The Board of Regents of Oklahoma Agricultural and Mechanical Colleges and Connors State College are 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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**

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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**

- i. The Oklahoma State Department of Health epidemiology bulletin or similar timely publication should be considered as a primary source of information for college use.
- ii. 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.
- iii. 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.
- iv. 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.

- v. 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, Dean of Students, 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).
- vi. The college will take appropriate administrative action to deal with any purposeful or accidental disclosure of confidential information.
- vii. 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:
  - 1. Counseling, consultation, and referral services for employees.
  - 2. Student Mental Health Services – crisis intervention, individual and group counseling for CSC students. Psychiatric evaluations and consultation may also be available.
- viii. 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.
- ix. All written documents developed under authority of this Board of Regents’ 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 Dean of Students.

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.

## ACADEMIC INTEGRITY POLICY

Connors State College values integrity and expects students to meet the highest ethical standards in their academic pursuits. Connors State College Faculty and staff share this responsibility. We work to ensure an honest academic environment and to provide a process for fair resolutions of alleged violations of academic integrity. Violations of academic integrity are viewed very seriously. Any form of academic dishonesty is subject to disciplinary action by the college.

1. The absence of academic integrity is described as cheating, often defined as “the deceptions of others about one’s own work.” Such acts may include but are not limited to the following list compiled by the Oklahoma State Regents for Higher Education Advisory Council:
  - a. Submitting another’s work as one’s own or allowing another to submit one’s work as though it were his or hers;
  - b. Several people completing an assignment and turning in multiple copies all represented either implicitly or explicitly as individual work;
  - c. Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
  - d. Using a textbook, notes, or technology tools during an examination without permission of the instructor;
  - e. Receiving or giving unauthorized help on assignment or examinations;
  - f. Stealing a problem solution or assessment answers from a instructor, a student or other sources;
  - g. Tampering with experimental data to obtain “desired” results, or creating results for experiments not done;
  - h. Creating results for observations or interviews that were not done;
  - i. Obtaining an unfair advantage by gaining or providing access to examination materials
  - j. Tampering with or destroying the work of others;
  - k. Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present professor;
  - l. Lying about these or other academic matters;
  - m. Accessing computer systems or files without authorization;
  - n. Plagiarizing (Plagiarism is generally defined as the use in one’s writing of specific words, phrases, and/or ideas of another without giving proper credit);
  - o. Falsifying college records, forms or other documents;
2. Any violation of academic integrity by a student that is detected by a college staff member shall be reported by the staff member to the appropriate instructor or college administrator.
3. Should an instructor determine that a student violation of academic integrity has occurred, the following actions shall be taken:
  - a. The instructor may record a zero for the exam, quiz or assignment in question, require the student to redo the assignment, assign a failing grade in the class, or recommend other appropriate action.
  - b. The instructor shall present a description of the specific occurrence and action taken to the appropriate Division Chair. The Chair shall review the action taken and as warranted forward any documentation to the Vice-President for Academic Affairs or his/her designee.
  - c. If the student denies the allegation, he or she may file an appeal with the Senior Vice- President for Academic and Student Affairs. Any further action(s) taken will follow the guidelines set in the Academic Grade Appeal process outlined in the Student Handbook.
  - d. Student Conduct Code Violation if (a) the incident is an extreme violation, or (b) there are repeated instances of violations on file.

## **Grade Appeals**

A student may appeal a grade given by an instructor in cases in which he or she believes the final grade awarded is clearly erroneous, assigned in an arbitrary manner, or inconsistent with the announced grading policy.

The student grade appeal process must be initiated within six months from the time the student receives his/her contested grade. The procedure to follow is:

1. Instructor: Student meets with instructor. If consensus is not reached, the appeal moves to Division Chair level.
2. Division Chair: Student prepares a written appeal and presents it to the appropriate Division Chair. If the Division Chair is the student's instructor, the appeal is presented to the Vice-President for Academic Affairs or his/her designee. If consensus is not reached, the appeal moves to the Grade Appeals Committee.
  - a. Grade Appeals Committee: The Grade Appeal Committee is appointed by the Vice-President for Academic Affairs or his/her designee. Committee members selected will not be from the academic division involved. At a Grade Appeals Committee meeting the following events will occur:
    - i. The student states in writing (and in person if the student requests) the reason for the appeal.
    - ii. The instructor provides evidence indicating how the grade was assigned.
    - iii. The committee evaluates the evidence, provides reasons for their decision, and prepares a report. Written notice of the decision is sent within ten (10) working days to the student, the instructor, the instructor's department head, and the Senior Vice-President for Academic and Student Affairs.
    - iv. The student has five (5) working days to file a written appeal of the committee's findings to the Vice-President for Academic Affairs or his/her designee.
  - b. Vice-President for Academic Affairs or his/her designee: The Vice-President for Academic Affairs or his/her designee will consider appeals in the event new evidence surfaces or other unusual circumstances. The decision of the Vice-President for Academic Affairs or his/her designee will be rendered within thirty (30) days of receipt of the complaint and shall conclude the procedure of a grade appeal.

## **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 evaluation examinations administered by the college.

## **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 campuses. If this situation occurs, persons should not attempt to call the college to leave a message or confirm specific class closings.

## **Denial of Admission or Readmission of Applicants**

The Vice-President for Academic Affairs or his/her designee 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 Senior Vice-President for Academic and Student Affairs to the President.

### **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 Senior Vice-President for Academic and Student Affairs. 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.

### **Late Enrollment**

Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of the term will be charged a late enrollment fee. A student is permitted to add classes after the initial enrollment without a late fee during the first two weeks of a 16-week semester or through the fifth day of an eight-week summer session or during proportionate periods for block and short courses. See the "Tuition, Fees and Cost Estimates section of the Catalog for the current late enrollment fee amount.

## RESIDENTIAL REQUIREMENTS

Single students, less than 21 years of age, with a permanent address more than 50 miles from the Connors State College campus are required to live on campus in a resident hall. Exceptions to this policy include students over 21, married students, students with children, veterans, and international students. The reason for this requirement is that living on campus provides opportunities for the many experiences which complement an academic career. In the resident and dining hall students meet new friends and enjoy a wide variety of social, recreational and cultural activities. Residential and dining services strive to provide students with opportunities and programs to assist with their adjustment to the academic demands of college life.

All students in residential housing are responsible for making satisfactory payment arrangements in order to reside in housing at Connors State College. Nine weeks into the semester all housing students that have not made satisfactory payment arrangements will be contacted by the bursar's office and be given an eviction notice unless approved arrangements can be made.

All students who live in the quads in Millers Crossing or in McClarren Hall must have a Resident's Hall meal plan in addition to their room rental in order to live in residential housing.

### **HOUSING REGULATIONS**

As a student, you are responsible for being fully aware of and complying with Connors State College policies. Connors State College reserves the right to change these policies or any portion thereof at any time without prior notice.

1. **Alcohol:** Connors State College is a dry campus. Students are expected to comply with state and local laws regarding the use of alcohol. Possession or consumption of alcoholic beverages in any residence hall or on college grounds is prohibited. In accordance with federal law, if a student is under 21 and documented for a state law or CSC policy alcohol violation, their parents may be notified.
2. **Attendance**
  - a. Failure to attend class on a regular basis may result in expulsion from college housing.
  - b. Class attendance will be checked at mid-term.
  - c. All residents in family or student housing must attend the monthly housing meetings unless excused by a resident coordinator. Failure to do so will result in a \$100 fine or 10 hours of community service.
3. **Borrowing Furniture**
  - a. For inventory and maintenance reasons, all furniture in rooms/suites and common areas should remain where it was originally located including closet doors. This includes adding and removing fixtures.
  - b. Fluorescent light bulbs are not to be replaced with black light bulbs.
  - c. Violators will be charged per item. Residents who damage/vandalize housing facilities should expect disciplinary action. If the members of the community and residential life staff are unable to determine the individual(s) responsible for damages, all residents in that area will be billed for common area damages as soon as it is found or upon checkout from the halls. For this reason, we encourage you to report vandalism.
  - d. Furniture cannot be moved from the dorm in which it is located.
4. **Children**
  - a. Babysitting is not allowed in college housing.
5. **Cleanliness**
  - a. Keep your room reasonably neat and clean.
  - b. You are also expected to help keep all common areas (living area, hallway, vanity, showers, and commodes) and your room neat.
  - c. Room checks will be conducted at random as designated by your resident manager.

- d. The following guidelines will help you pass inspection: dust, clean counter tops and sink, showers, commodes, take trash to dumpster, hang up clothes, clean, and vacuum.
- e. Millers Crossing have dormitory suites where two or four residents share showers and bathrooms. Residents are responsible for cleaning their rooms and all common areas.
- f. If your room is not clean, a \$20 fine will be added to your account in the business office. If you are fined 3 times, further disciplinary action will be taken.
- g. If you stain your carpet clean it immediately. Do not hang articles of clothing, towels, mops, brooms etc. From balcony areas or breezeways.

## **6. Clothing**

Students must wear appropriate clothing to the classroom buildings, library, cafeteria and student union. No curlers or bare feet are permitted in these buildings. Shoes and shirt are required in the cafeteria.

## **7. Conduct**

You are expected to conduct yourself in a courteous manner while inside college housing. Any action creating undue conflicts with other residents or college personnel (including, but not limited to failure to observe quiet hours, physical intimidation, improper language, or failure to respect the rights of others) will be noted and fines may be imposed. Severe or repetitive actions may result in probation or expulsion from college housing. (See also: Student Code of Conduct: Disorderly Conduct)

## **8. Cooking**

Single student housing is not designed for full-meal cooking. Kitchen facilities are not provided. Small microwave ovens may be used for warming food. Residents should use disposable dishes. Under no circumstances should residents wash dishes or throw food in any sink or toilet. Students will be charged for the cost of cleanup and repairs if damage results. Fines will increase with multiple offenses. Food items should be kept in closed containers. Cleaning of game or fish is prohibited.

## **9. CSC Campus Cameras**

CSC has video surveillance in effect. Any tampering with these devices could result in a \$200 fine, replacement cost of the device/camera, possible further disciplinary action, and/or criminal charges.

## **10. Decorations**

Candles, alcoholic beverage/illegal drug containers, street signs, parachutes, barricades, cones etc., may not be used for decoration. Wall decorations may be attached using sticky tack. Violators will be charged \$10 per item. No articles may be tacked or fastened in any way to the doors, furniture, ceiling fans or electric light fixtures. Christmas decorations: only artificial, flame-retardant Christmas trees are permitted. Electric Christmas lights must be UL-approved and must not be placed near combustible materials.

## **11. Drugs**

Students are expected to comply with all local, state, and federal laws regarding the use and possession of drugs. The use or possession of all types of narcotics, barbiturates, amphetamines, and other depressants, stimulants, or hallucinogenic drugs, other than what is prescribed by a doctor, is prohibited on college property, including campus housing. Violations will be considered serious and may lead to equally serious consequences up to and including suspension or expulsion from housing or the college. **(See also: Appendix I: Drug and Alcohol Prevention Program)**

## **12. Emergency Procedure in College Housing:**

- a. Tornado: in the event of severe weather, Millers Crossing residents may seek shelter in Millers Crossing clubhouse safe-rooms/bathrooms. Remember to dress appropriately. McClarren Hall residents can seek shelter in the basement of McClarren Hall or Russell Hall.
- b. Fire: for your protection and safety, announced and unannounced fire drills will be held two times per academic year. In order for you to become familiar with evacuation routes your cooperation is expected. Anytime the alarm sounds you must leave the building. Types of alarms are a continuous bell or pulsating horn which indicates possible fire. Failure to respect the fire alarm or adhere to the directions of college officials will result in disciplinary action/expulsion from college housing.

- c. Fire alarm instructions are as follows:
  - i. Wear a coat and shoes and carry a towel.
  - ii. Close windows and leave lights on in room. Take room key.
  - iii. Leave door closed and walk - do not run - to exit.

### **13. Equipment**

No weights or sports equipment are allowed in college housing.

### **14. Excessive Lockouts**

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 2 courtesy lockouts per semester. Additional lockouts are considered excessive and will be a violation of policy. You will be charged \$10 each time after 2 lockouts. You will be given a receipt that you must sign stating you received the service for which you are being charged. The fine will be charged to your student account and you can pay the fine at the cashier window in Gatlin Hall.

### **15. Fines**

All fines must be paid at the business office by end of semester in order to enroll in the following semester.

### **16. Fire Alarms and Equipment**

- a. Millers Crossing has fire alarms located in each room. If abused or removed, this equipment will not be available in the event of a fire, thereby endangering many lives. If anyone is found tampering with or improperly using alarms, extinguishers, hoses, smoke detector, sprinkler or fire equipment of any form, disciplinary action and/or legal action will be taken.
  - i. Pulling a false fire alarm or tampering with fire or alarm equipment will automatically result in a minimum \$150 fine plus damages and other appropriate disciplinary action.

### **17. Fire Code**

Prohibits storage or use of barbeque grills in or on any building, walkway, stairway, balcony or parking lots. In addition, the burning of candles, incense, oil and the use of halogen lamps are prohibited. No grilling allowed, unless sponsored as a CSC function and CSC faculty or staff are represented. Candles may not be used for decoration. Violators will be subject to a \$50 fine.

#### Flammables/Appliances

- a. Possession of explosives or flammable substances is prohibited. Examples include firecrackers, flammable liquids such as lamp oil, gasoline, lighter fluid, or other chemicals that are toxic or explosive in nature.
- b. Possession and/or use of candles in the residential facilities is prohibited.
- c. Use of any object creating an open flame in the residential facilities, including the balconies and entryways to the buildings is prohibited. Examples include candles, incense, matches, lighters, and flame starters.
- d. Use of unapproved appliances:  
Any appliance other than personal iron, a small microwave and mini refrigerator is prohibited and may be confiscated. This includes but is not limited to:
  - i. Deep freezers
  - ii. Appliances with open heating coils
  - iii. Hot plates
  - iv. Electrical skillet or pans
  - v. Toasters
  - vi. Ovens
  - vii. Sandwich makers
- e. Use of barbecue grills is prohibited.
- f. Use of multiple-outlet "octopus" plugs in the residential facilities unless it has a self-contained circuit breaker. Use of extension cords that are not U. L. approved.

## Fire Safety

- a. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
- b. Misusing or tampering with fire safety equipment (\*examples include removal of doors, door closures, exit signs, smoke detectors or fire extinguishers).
- c. Exceeding designated fire code capacity of a residential room.
- d. Use of fireworks.

## 18. Front Doors

If a front door in a quad in Millers Crossing is left open, the door lock will be reprogrammed and everyone in that dorm room will be given one warning. If it happens again there will be a \$50 fine. If the perpetrator is discovered the charges will be removed from the other roommates and disciplinary action will be taken against the closures.

## 19. Guests

Residents are welcome to have overnight guests of the same gender with the written approval of all other quad residents. Guests are limited to three night visits in a semester. Visits of greater than three nights even with breaks in between or in other resident's rooms is prohibited. Overnight guests of the opposite sex are never allowed and the resident will be fined \$100 and could face suspension from student housing. Any unreported same-sex visitor in college housing after 12:00 a.m. weekdays or 1:00 a.m. on weekends will be considered a guest and will pay \$25 or leave immediately.

## 20. Hall Sports

Hall sports are not allowed. 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.

## 21. Identification Card

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 students must present card when requested by a college official, business office, campus security, or resident manager, etc.

## 22. Lost and Found

The security office, located in Holloway Hall, maintains a depository for articles found on campus. Articles found on campus should be brought to the office and inquiries about lost articles should be made there.

## 23. Operation of Business

No business shall be operated 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.

## 24. Parking

Millers Crossing parking is available for Taylor Hall, Randolph Hall and Armstrong Hall. Students are not to park in the tow away, no parking, visitors parking or reserved parking areas. The tow away areas are located east of Randolph Hall parking and north of Taylor Hall parking (this property does not belong to CSC). Russell Hall parking lot is east of the Fine Arts building. McClarren Hall parking lot is north and east of McClarren Hall. Gatlin Hall parking is north of Gatlin Hall. Any vehicle parked illegally may be towed at the owner's expense.

## 25. Pets

- a. Residents are not allowed to have unapproved pets in any Housing & Residential Life facility.
- b. Unapproved pets must be removed immediately and may be removed by College staff or other officials. College staff is not responsible for what happens to any pet when it is removed or while it is on college property. Violations will be subject to an initial fine of \$500 after which violators will be subject to a \$250 fine/day.
- c. Unapproved pets are not allowed in any housing and residential life facility due to concern for health,

safety, sanitation, noise and humane treatment.

- d. Residents found with an unapproved pet will face an immediate minimum fine of \$500, with additional billing as needed to restore the unit to its original state (determined by CSC) which may include (but is not limited to) carpet and/or furniture replacement, and repainting. Additional disciplinary sanctions may be applied. Second time violators of the pet policy will be evicted from on-campus housing.

## **26. Property Abandonment**

Items left in the apartment by a vacating resident will be removed at the resident's expense. The vacating resident will be sent written notice to the listed forwarding address and given 30 days thereafter to claim the items. If no response is received within the 30 day deadline, CSC will dispose of these items. Removal and storage fees may be charged to the resident's bursar account.

## **27. Quiet Hours**

Quiet hours are from 12:00 a.m. until 7:00 a.m. and apply to all residence halls, public areas and rooms. Quiet hours in family housing are from 9:00 p.m. until 7:00 a.m. Quiet hours are extended to 24 hours a day during finals week. All radios, television, stereo equipment or any other appliances that generate noise or sound, shall be turned down to a level that does not annoy or interfere with the quiet enjoyment of other residents. Percussive or electronically amplified acoustic instruments may be played at a level that does not annoy or interfere with the quiet enjoyment of other residents. If you are creating excessive noise during these hours, you may be fined \$20. Repeated offenses will result in higher fines, confiscation of your stereo, television, etc. or expulsion from college housing. Please behave in a courteous manner by not slamming doors, yelling for someone's attention, or playing your stereo or television too loudly during quiet hours.

## **28. Repairs**

If you have a maintenance problem, contact the resident manager or housing office and complete a maintenance request form as soon as possible.

## **29. Room Changes**

If you need to change rooms contact the housing office. Room changes will not be acted upon until space is available. Requests for room changes will be accepted within 7 days after you move into the apartment. The college reserves the right to make room assignments, transfers, re-assignments as needed at the college's discretion.

## **30. Room Key**

- a. You are responsible for keeping your room key with you. If you misplace or lose your key/card key, please report it immediately to the resident manager. You may obtain a replacement key for \$25.
- b. You will get two complimentary lock outs and it will be \$10 for each lockout thereafter.
- c. The fee for changing the lock on your door is \$200.
- d. Please keep your room locked at all times. If your door is found opened your door will be orange keyed and you will have to visit the resident manager or security office to open it.
- e. You will receive one (1) warning about your door being opened and after that you will be fined \$50 per offense.

## **31. Possession, Duplication, or Misuse of Any Type of Keys Without College Authorization**

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.

## **32. Room Responsibility**

You are responsible for any damage to your living quarters and public areas. Full replacement value is charged for damaged property. Deliberate destruction of property may lead to disciplinary action that may result in expulsion from college housing. Random room checks will occur and fines will be charged accordingly.

### **33. Room Trash**

Room trash should be disposed of in a timely fashion. Room trash must be deposited in trash dumpsters provided for the residence halls, not in the breezeways, courtyard or trash cans. Trash found in areas will result in a \$100 fine for all parties on that floor or breezeway.

### **34. Safety**

- a. No firearms, explosives, long-bladed knives, or dangerous chemicals may be kept in college housing.
- b. No firecrackers or water fights are permitted inside college housing or in the area of college housing.
- c. The use of athletic equipment, i.e. baseball, basketball, football and horseplay is not permitted in the courtyard.
- d. No biohazard products (i.e. syringes) may be kept in housing except those that are prescribed by a doctor.
- e. Connors State College reserves the right to inspect for cleanliness, orderliness, and also for administrative purposes by proper college authorities and by any other authorities they may request.

### **35. Service Animals and Emotional Support Animals**

- a. Service animals are welcome on college grounds. All necessary paperwork, evaluation and authorization from the College's ADA Coordinator should be completed prior to the animal's arrival in the residence halls.
- b. Cleanliness with service animals is mandatory in a community living situation such as the Connors State College residence facilities. Daily grooming, in combination with occasional baths should keep odor to a minimum. The use of bathroom facilities is to be done in a considerate manner of the other residents who use the bathroom.
- c. All shots must be kept current and any dog must wear its current rabies vaccination tag at all times. Current and up-to-date medical care for the animal should be provided as requested.
- d. Flea/tick control is essential and adequate preventative measures need to be taken. If a flea/tick problem develops, notify staff immediately and take immediate and appropriate steps to deal with the problem.
- e. The animal must be housebroken prior to entering Residential Life property.
- f. When dogs are walked, waste must be immediately picked up and disposed of in an exterior trash can or dumpster.
- g. Disturbing or disruptive noise by the service animal will be kept to an absolute minimum.
- h. *Emotional Support Animals*: To qualify, a person must meet the federal definition of disability and must have a note from a physician or other medical professional stating that a person has a disability and that the reasonable accommodation (here, the emotional support animal) provides benefit for the individual with the disability. The emotional support animal alleviates or mitigates some of the symptoms of the disability. No specific training of the animal is required. All paperwork must be completed and approved before the animal is allowed on campus.
  - i. Unlike a service animal, an emotional support animal is not granted access to places of public accommodation. Under the federal Fair Housing Act (FHA), an emotional support animal is viewed as a "reasonable accommodation" in a housing unit that has a "no pets" rule for its residents.

### **36. Smoke Detectors and Sprinkler System**

Any person using any item to cover the smoke detectors or hang items on the sprinklers will be charged a \$50 fine each time it is found. If it becomes habitual, further disciplinary action will be taken. If the blinking lights are a problem you may put a small piece of tape over the lights.

### **37. Smoking**

In compliance with the executive order 2012-01, signed by Governor Mary Fallin, Connors State College and all properties owned, or contracted by the State of Oklahoma are tobacco free. Failure to comply with this order could result in disciplinary action.

### **38. Sunbathing and Swimming**

Sunbathing is allowed at Millers Crossing swimming pool. A beach robe or appropriate cover-up must be worn while going to and from sunbathing or swimming. Go directly to and from these activities. Swimming suits are required. Cutoffs and thong bathing suits are prohibited. For a detailed list of rules see attached "Appendix III- Millers Crossing Pool Rules, p.58".

### **39. Telephone Service/Cable T.V. Service**

The college housing office phone is for campus business only and not for personal incoming or outgoing calls. You may obtain a phone in your room by contacting Cross Communication, which also provides cable television and internet service. Contact Cross Communications for cable TV issues. Obtaining cable services illegally is a violation of CSC Policy and may result in a fine.

### **40. Unapproved Furnishings/Other Items**

- a. Residents are not allowed to bring in extra furniture without obtaining prior approval from residential coordinators.
- b. Residents are not allowed to have satellite TV installed.
- c. Residents are not allowed waterbeds or water filled furniture within the residential facilities.
- d. Halogen lamps are prohibited in any of the residential facilities

### **41. Visitation**

Residents may entertain members of the opposite sex according to the following schedule: no guest of the opposite sex will be allowed in the rooms outside the below hours. Should this be violated, discipline action will be taken.

Sunday – Thursday 8:00 a.m. – 12:00 a.m.

Friday – Saturday 8:00 a.m. – 1:00 a.m.

During visitation hours in McClarren Hall and Millers Crossing, you are expected to register all guests of the opposite sex at the resident manager office located in the McClarren front lobby or Millers Crossing clubhouse respectively. Both parties are required to provide an I.D. card upon arrival and will sign the guest registry. The guest's name, host's room number, time of arrival and time of departure will be requested. No guests or visitors shall be authorized in Millers Crossing clubhouse multi-purpose room except when accompanied by the resident host. No visitors or guests will be permitted in the pool area. No room may be used for visitation unless roommates agree. You are responsible for the conduct of your guests. Visitors under the age of 18 will not be allowed in college housing unless accompanied by a parent or guardian or unless written permission is on file with the resident manager. Failure to escort your guest at all times will be considered a visitation violation. Improper or late checkout will be considered a visitation violation. If you or your guest violates visitation, the minimum fine for each is \$100 and two week loss of visitation. If your guest in a non-resident, he/she will be banned from CSC housing for the duration of the semester. Anytime a student is found letting a member of the opposite sex into an inappropriate area, both will be subject to disciplinary action, fine and/or expulsion. If you leave any doors propped open (which could allow unauthorized persons to enter your room) you are subject to disciplinary action, fine and/or expulsion.

### **42. Windows**

Window screens must be kept in place at all times. If your screen is damaged and/or removed, you will be charged \$50. Keep your window closed and locked to insure proper functioning of heating and air conditioning unit. Please do not write on windows or hang obscene signs in them. Failure to keep your windows closed will result in you being charged \$50.

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.

## **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. Parking regulations will be reasonable and persons are expected to inform themselves of these rules and to comply with them. Appropriate signs will be placed to aid persons in conforming to the regulations.

### **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 functions 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 any 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.

## **Enforcement**

Failure of parking services or college police and security to enforce any parking regulations shall not be construed as a waiver for the future enforcement of the regulation. Traffic laws are enforced on campus by the CSC police. Adjudication of traffic tickets and arrests are processed by the Warner town court or Muskogee County District Attorney with judicial review by a district judge of Muskogee County. Parking rules and regulations are enforced on campus by CSC police officers and CSC parking enforcement officers. CSC parking violations for students, faculty, and staff may be appealed at the police and security office.

## **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.

### **1. Driver Responsibility**

#### **a. Finding Authorized Space**

The responsibility of finding an authorized space rests with the driver. Lack of space, mechanical problems, inclement weather, or other disabilities are not considered valid excuses for failure to comply with the traffic and parking regulations.

#### **b. Space Availability**

A parking permit does not guarantee the holder a parking space, but only the opportunity to park within a specified area or areas. Drivers should be aware that spaces in prime locations tend to fill first. Late arrivals may find the perimeter lots to be the best choice for parking.

### **2. Registration of Vehicles by Purchase of Permit**

#### **a. Commuter Students**

Commuter students who wish to park a vehicle on campus must purchase a permit. Commuter students do not qualify for a residence hall permit.

#### **b. Residence Hall Students**

Students living in the residence halls may only have one car on campus at any given time and must purchase a permit. Cling permits can be transferred between that specific student vehicles, but not drivers. They are only for the parking lots assigned to their halls and the perimeter lots required to accommodate the overflow. Students are allowed only one permit and do not qualify for a commuter permit.

- c. Residence Hall Visitors  
Residence hall students are required to inform their visitors where the visitors parking is and that visitors permits are available at the CSC police office and the bursar office.
- d. Employees
  - i. The term “employee” used herein shall mean all employees of the college including faculty, staff, administrative personnel, and all other persons similarly associated with the college.
  - ii. All employees are required to have a parking permit if they wish to park on campus.

**3. Displaying a Permit**

- a. All students, faculty, or staff members who park an automobile or motorcycle on campus must display a valid current year permit. All permits expire at the end of each academic year with the exception of faculty and staff.
- b. All transferable cling parking permits shall be displayed in the lower left portion of the driver side inside of the front windshield.
- c. College vehicle permits will be displayed in the lower left portion of the inside of the windshield (driver’s side) for as long as the vehicle is owned by the college. Permanently affixed parking permits are not transferable to another person or vehicle.
- d. Transferable parking permits are transferable only between vehicles and not individuals.

**4. Wrongful Use of Permit**

- a. Any person who gives, sells, or otherwise transfers ownership or parking privileges of a parking permit, or transfers a permanently affixed permit from one vehicle to another shall be guilty of wrongful use of a permit and shall be fined \$50 plus forfeiture of their parking privileges and a \$50 boot release fee.
- b. Any person who reports a permit lost, stolen, or destroyed, but later finds that permit, must return it to the CSC parking office. Should the owner accidentally or intentionally use the permit to park on campus, he/she shall be guilty of wrongful use of a permit and shall be fined \$50 and a \$50 boot release fee.
- c. Any person who buys or in any manner accepts ownership of, or use of, a parking permit issued to another person shall be guilty of wrongful use of a permit and shall be fined \$50, plus forfeiture of their parking privileges and a \$50 boot release fee.

**5. Possession of Lost, Stolen, or Destroyed Permit**

- a. Any person who finds a lost, stolen, or destroyed permit, or in any manner gains possession of said permit and uses that permit for parking on campus, is guilty of possession of lost, stolen, or destroyed permit and shall be fined \$50. Since the lost, stolen, or destroyed permit is invalid, the person is also guilty of failing to display a valid permit and shall be fined \$10. In addition to the above fines, the person’s vehicle will be impounded at the driver’s/owner’s expense and the permit will be recovered.

**6. Forged or Altered Parking Permit**

- a. Any permit that has been changed in any manner, either by changing the color of the permit, by changing the designation or numbers, or by drawing, copying or otherwise imitating an official CSC parking permit shall be deemed to be a forged or altered permit.
- b. Any person who has in his/her possession any official CSC parking permit that has been changed in any manner stated above shall be deemed to be in possession of a forged or altered permit and shall be fined \$50. In addition to the above fine, the person’s vehicle will be impounded at the driver’s/owner’s expense and the permit will be recovered plus forfeiture of his/her parking privileges.

**7. Failure to Display Valid Permit**

- a. When a person who has purchased a parking permit receives a parking ticket for failure to purchase a valid permit, the person should take the ticket in person to the CSC parking services office. If the person has a valid permit for the lot where the citation was written, that citation can be reduced to

\$10 for failure to display. If the person has a valid permit, but it is not for the lot where the citation was written, that citation can be reduced to \$20 wrong zone parking. Any reduction of a citation is purely to make a more customer- friendly environment, and is provided as a courtesy to our customer. It is not a mandatory reduction. If a supervisor/designee deems a customer as not eligible for this reduction, then the customer will be referred to appeals. This decision could be because of excessive citations, or abusive attitude towards staff.

## **8. General Rules**

- a. Any person who parks a vehicle on campus must display a valid CSC paid parking permit.
- b. A student/employee shall park only in the lot designated by the permit. Inability to locate a vacant space in an assigned parking lot(s) or area is not justification for illegal parking.
- c. Inability to locate a vacant space in an assigned parking lot or area is not justification for out-zone-parking.
- d. Vehicle alarms are often installed on cars and trucks as anti-theft devices. Such devices are effective, but are frequently a nuisance in academic and residential surroundings when such devices, through their audible alarms, disturb others. Therefore, the CSC police are authorized to disconnect or silence, in any reasonable manner, such alarms when attempts to locate the owner/operator of alarmed vehicles are unsuccessful. Additionally, the owners of vehicle which are prone to false alarms may be required to deactivate their alarm systems or remove their vehicle from campus.
- e. All permit holders are responsible for all charges made against their permit number, regardless of the identity of the driver. Parking regulations to any family member that has reason to drive a vehicle on campus.
- f. Should a vehicle bearing a “paid parking” permit be sold, traded, and/or wrecked, and is no longer under the permit holder’s control, the current permit must be removed. If the vehicle was stolen or wrecked (totaled), the permit holder may provide a copy of the police or wrecker report and there will not be a replacement charge. It is imperative that a change in vehicle ownership be placed on record with the CSC parking office, giving the date of sale and the name of the purchaser. Parking permits are for the sole use of the applicant.
- g. If a permit is lost, stolen, or destroyed, the permit holder will be required to purchase a replacement permit at the current permit price. If the permit was reported lost or stolen and later recovered, the permit owner will be reimbursed for the replacement cost. Loss or destruction of a parking permit should be reported to the CSC parking office immediately. If this is not reported, the vehicle will be subject to a “no permit” citation.
- h. Vehicle bearing dealer’s tags may not be registered or have a “paid parking” permit; state laws pertaining to the use of dealers’ tags prohibits personal use.
- i. Since parking permits are issued for areas related to a residence hall student’s residence, a change in location may cause the parking permit to become invalid, subjecting the vehicle to a “wrong zone” citation. It is the responsibility of all residence hall students to exchange the invalid parking permit, by presenting the permit to the CSC parking office.
- j. All students and employees who endeavor to escape their responsibilities for violations by falsely representing themselves as “visitors” will be subject to appropriate disciplinary action by the college.
- k. All students and employees who decline to display identification upon lawful demand of a campus police officer or security officer shall be subject to disciplinary action or removal from premises.
- l. Washing of vehicles on campus is prohibited except for car wash activities approved by the Office of Campus Life.
- m. Repair work on vehicles parked on campus involving removal of major parts is prohibited.
- n. Disabled vehicles must be reported immediately to the CSC parking or CSC police. Temporary parking arrangements, not to exceed 24 hours, may be approved for such vehicles not creating hazards to traffic or pedestrian flow.

- o. In the event of a discrepancy between these regulations and the official sign designation on campus streets or parking lots, the latter is declared in effect. Remember, if the sign does not say you can, then you cannot.
- p. Modification or altering of parking layout/design, striping, and signage is prohibited without proper approval from CSC parking and police department.

## **9. Parking Regulations**

- a. Vehicles must be parked in designated spaces only. In paved lots, vehicles must be parked in the spaces between two lines. In the gravel lots, vehicles must be parked at a valid spot. Parking in spaces or areas not designated as parking spaces by stripes or parking signs is prohibited.
- b. Correct parking is enforced at all hours. It shall be a violation to:
  - i. Park outside marked spaces
  - ii. Park in any area not designated for parking
  - iii. Parallel park more than 12 inches from a curb
  - iv. Parallel park against traffic flow
  - v. Double park with or without a passenger
  - vi. Park in any dangerous or careless manner so as to endanger life, limb, or property
  - vii. Park motorcycles, mopeds, motor bikes, and bicycles in other than designated spaces
  - viii. Park at an improper angle
- c. Parking vehicles that extend further than the designated space is prohibited. Parking of any type trailer (i.e. utility, travel or stock) is prohibited unless approved by parking services.
- d. Restricted parking is enforced at all hours, unless otherwise posted. It shall be a violation to:
  - i. Park within 20 feet of a fire hydrant or in a fire lane
  - ii. Park in specially posted areas designated as “fire station,” “disabled person,” or “reserved” spaces
  - iii. Park on any portion of traffic lane or roadway between the curb lines, unless specifically designated as a parking area
  - iv. Park on grass, landscaped area, or undeveloped areas
  - v. Within any portion of an intersection

## **10. Traffic Regulations**

- a. All drivers on the campus streets shall obey the posted traffic signs, control signs, and directions by police and security officers.
- b. Vehicle accidents occurring on college property must be reported immediately to the CSC police.
- c. Drivers on campus should avoid reckless driving and driving at an unsafe speed.
- d. Driving the wrong way down a one-way street and improperly backing down a one-way street is prohibited.
- e. Driving ATVs or unlicensed vehicles are prohibited on campus.
- f. Persistent and flagrant violators are subject to other appropriate disciplinary and legal action, including towing of vehicle from college property.

## **11. Citation and Tow Procedures**

- a. The first five citations issued in an academic school year will be issued at face value; citations six (6) through ten (10) will increase one and one-half times the face value. A person issued eleven (11) or more citations will be charged at the face value plus \$50.
- b. If the vehicle/driver has four or more previous citations from the current school year (fall and spring semester), a citation will be issued and the vehicle booted (stationary impound). Summer will stand alone.
- c. If the vehicle/driver has been booted previously for violating rules and regulations, a citation will be issued and the vehicle will either be booted or towed. Rules, regulations and permit fees are subject to change and will take precedence over the printed material.

## **12. 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.

## **13. Handicapped Parking**

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 at the CSC police department office. These parking spaces are strictly reserved for use by disabled individuals 24 hours a day, seven days a week.

## **14. 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 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.

## **15. Impoundment of Vehicles**

The college reserves the right to remove or stationary impound vehicles when illegally and/or improperly parked, and assumes no responsibility for damages incurred in moving any vehicle. The owner of the vehicle shall be required to show proof of ownership and pay all penalties and storage charges for the vehicle before it is released.

- a. All vehicles parked in the following locations are subject to tow and impoundment: in drives, at ramps, curbs, and loading zones, in front of dumpsters and other vehicles, in "no parking areas" and "fire lanes," reserved spaces for which the vehicle does not display the proper permit in assigned college apartments, in landscaped areas where traffic would be obstructed, in physically disabled person's spaces without the proper permits, and any other area not designated as a parking space.
- b. The CSC parking and CSC police department are authorized to tow away abandoned vehicles, disabled vehicles, and vehicles failing to display current year license plates.
- c. Student vehicles are also subject to tow-in and impoundment when parked in faculty and staff zones.
- d. The first five citations issued in an academic school year will be issued at face value; citations six (6) through ten (10) will increase one and one-half times the face value. A person issued eleven (11) or more citations will be charged at the face value plus \$50.
- e. If the vehicle/driver has four or more previous citations from the current school year (fall and spring semester), a citation will be issued and the vehicle booted (stationary impound). Summer will stand alone.
- f. If the vehicle/driver has been booted previously for violating rules and regulations, a citation will be issued and the vehicle will either be booted or towed.
- g. The impound may be by use of an immobilization device placed on the vehicle or by towing by an authorized wrecker service when immobilization is not feasible. The driver of the vehicle shall be responsible for the cost of the impound, in addition to disposition of all parking fines incurred.
- h. A release form obtained from the CSC police office is necessary to claim an impounded vehicle from the wrecker service.

- i. A local bonded wrecker service shall be used, and this tow-in action may be taken in addition to the fine for such violations listed under “violations, fines and penalties.”
- j. Any attempt to remove/tamper with boot/plate or to move the vehicle when immobilized (booted) will result in a \$200 fine and criminal charges may be filed against the offender.
- k. Any damages/defacement of the boot and/or plate will result in the replacement of the boot and/or plate, by the offender, at its current market value.
- l. 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.

**Violations, Fines, and Penalties**

Citation violations may be given every four hours and are subject to stationary impound.

1. Fines

a. Parking in a physically disabled person’s space (plus cost of tow)	\$80
b. Possession of lost, stolen, or destroyed permit	\$50
c. Wrongful use of permit	\$50
d. Forging or altering decal or permit (plus appropriate disciplinary action)	\$50
e. Parking in a fire zone or at a fire hydrant	\$50
f. Failure to stop at stop sign	\$30
g. Failure to yield right-of-way to a pedestrian in a crosswalk	\$30
h. Failure to purchase a valid parking permit	\$35
i. Parking in a restricted area	\$30
j. Parking in a tow-away zone (plus cost of tow)	\$30
k. Altering or damaging campus traffic signs (plus market value of sign)	\$30
l. Parking in a traffic lane	\$30
m. Parking in a loading zone	\$30
n. Wrong zone parking	\$20
o. Removal or disregard of barricades	\$20
p. Vehicle boot release (non-appealable)	\$50
q. Incorrect or double parking	\$15
r. Wrongful use of temporary/visitor permit	\$15
s. Parking on grass or undeveloped area	\$30
t. Major repair or unauthorized washing of vehicle	\$10
u. Failure to display a valid permit	\$10
v. Removal fee to cover damaged boot (plus replacement boot cost)	\$200
w. Improperly affixed permit	\$10

2. Payment of Fines

Fines indicated above must be paid within ten (10) business days at any CSC bursar office. Written appeals must be made through the campus security office within five (5) 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. Failure to pay fines may result in vehicle being put in stationary impound. If a vehicle is under stationary impound, the stationary impound will not be removed until all fines are paid.

3. Traffic Appeal Procedures

- a. The person appealing must file a written TAF with the campus security office within (5) 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 form and signed by the person appealing.
- c. The TAF will be given to the security officer who will then send it to the Dean of Students.
- d. The Dean of Students will review the TAF and render a decision and give that decision to the person making the appeal within (5) working days.
- e. Individuals will have three (3) class days from the receipt of the TAF decision in order to appeal the decision of the TAF. This appeal will be made to the Vice-President for Academic Affairs or his/her designee. The decision of the Vice-President for Academic Affairs or his/her designee will be final in terms of the appeal process.

## **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 2,300 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 Dean of Students 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.

Connors State College's Annual Security Report can be found online at <http://connorsstate.edu/security/>

## MISSING STUDENT POLICY

The purpose of this policy is to establish procedures for the Connors State College (CSC) resident campus community regarding reporting, investigation, and required emergency notification when a student living in CSC student housing ("resident student") is deemed to be missing.

### 1. Notification of Policy

Information about Connors State College missing on-campus resident student policy will be posted on the CSC website. Furthermore, students will be informed of the policy in the student handbook, during student housing mandatory meetings, and in an insert to be placed in the student housing contract.

### 2. Procedures for designation of emergency contact information

#### a. Students age 18 and above and emancipated minors

- i. Resident students will be given the opportunity during move-ins to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

#### b. Students under the age of 18

- i. In the event a resident student who is under 18 or not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### 3. Procedures for reporting and investigating suspected missing resident students

a. Any college employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the Connors State College Dean of Students. Upon receiving the initial report, the staff from campus life will determine whether the student is a resident student. If not a resident student, the appropriate law enforcement agency will be notified.

b. The report of a missing resident student is initiated when the campus life staff are notified of, or become aware of, a missing resident student. Upon notification, the campus life staff will complete the missing resident student form. The following procedures will be used by the campus life staff to conduct a preliminary investigation regarding any report of a missing residential student.

c. A campus life staff member will attempt to contact the subject resident student via his/her telephone, email, or social networking site.

d. If the subject resident student cannot be reached, two staff members will visit the residence of resident student in question to verify his/her whereabouts and/or wellness. If the student is located, the campus life staff may deliver a message to the student requesting that he/she contact a parent, family member, or friend who is searching for him/her.

e. If the missing resident student is not at the residence, but it is occupied, the campus life staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants of the residence, other members of the housing community, or other friends. The campus life staff will also attempt to acquire additional contact information and use it to initiate contact.

f. If there is no response when the campus life staff members knock on the door of the residence or there are occupants who do not know the missing resident student's whereabouts, the campus life staff will enter the residence and individual room assigned to the reported missing resident student, by key if necessary, to perform a health and safety inspection.

g. At any step in the process, the Dean of Students/designee will immediately report any suspicious findings to CSC Police Department and the Vice-President for Academic Affairs or his/her designee.

h. If all of these steps do not provide campus life staff with an opportunity to speak with the missing on-

campus student or to learn his/her whereabouts, the CSC Police Department will be contacted to investigate further.

- i. If the missing resident student is determined to be under the age of eighteen, contact will be made with the student's parents within 24 hours. If the missing resident student is determined to be over the age of eighteen, contact will be made with the student's designated emergency contact within 24 hours.
- j. If these steps provide the campus life staff with an opportunity to speak with the missing resident student, verification of the student's state of health and intention of returning to campus is made. The Office of Campus Life shall contact CSC Police Department and the Vice-President for Academic Affairs or his/her designee to document that a missing student investigation was begun and apprise them of the student's state of health and well-being.

### **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.

1. The following simple and common sense precautions should be followed:
  - a. Lock your vehicle and take the keys with you.
  - b. Walk to your vehicle with a classmate or friend or ask a campus security officer to escort you to your vehicle.
  - c. Lock valuables in the trunk or glove box of your vehicle.
  - d. Report suspicious-looking individuals or unusual incidents immediately to campus security by dialing: (918) 463-6375. This number will work for all three CSC campuses. You will have options to choose which campus when the phone is answered.
  - e. The cooperation and involvement of everyone in the CSC community enhances each person's safety and security.
  - f. 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.

## **RESOURCE GUIDE**

### **Bookstore-Post Office**

The Connors Sate College bookstore is located in Holloway Hall and is open from 8:00 a.m. to 4:30 p.m., Monday through 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 Millers Crossing Clubhouse and managed by campus personnel. Students may rent these boxes for daily mail delivery. See post office for cost.

The Muskogee campus bookstore is located at the Port Campus in Muskogee, Oklahoma. Hours of operation are 8:00 a.m. to 4:30p.m., Monday, Wednesday and Friday, and 8:00 a.m. to 6:00 p.m. Tuesday. There are no student post office boxes available on either Muskogee campus.

### **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.

### **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, consult the ADA student handbook or contact the ADA Coordinator at 918-463-6365.

### **Fitness Center**

Open to all students, faculty, and staff, the Fitness Center provides cardio machines, nautilus and free weights. Located on the south side of the Melvin Self Field House. Hours 6:30 a.m. to 8:30 p.m. Monday through Thursday, 6:30 a.m. to 4:30 p.m. on Friday.

### **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. Students must present card when requested by a college official, business office, campus security, etc.

### **Lost and Found**

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

## **Off-Campus Speakers**

Off-campus speakers must be approved either by the Vice-President for Academic Affairs or his/her designee or the designated representative. Procedures for scheduling off-campus speakers are maintained in the Office of the Vice-President for Academic Affairs or his/her designee. Whenever it appears appropriate, such as in the case of the questionability of a speaker or forum, the VPASA or his representative may require either or all of the following:

- That the meeting be chaired by a person approved by the VPASA or representative.
- 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.
- Overall, there must be an objective of ideas and issues so that students are exposed to many points of view.
- The forum will be governed in accordance with the Oklahoma A&M Board of Regents policy concerning extracurricular use of college facilities, areas, or media for purpose of expression.

## **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 Academic Affairs.

## **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 Dean of Students, or Vice-President for Academic Affairs or his/her designee. 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 Dean of Students. All formal complaints will be investigated within thirty (30) days by the administrative officer having jurisdiction.

## **Retaliation**

Connors State College takes complaints seriously and works to resolve issues in a satisfactory manner. Any person who, in good faith, brings forth a complaint, regardless of the nature of the complaint, shall be free from retaliation or reprisal, threats of retaliation, discharge, or other illegal discrimination. In addition, individuals will not be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of applicable local, state, Federal or other laws or regulations. See Board of Regents Policy 3.11 for more information.

## **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 registrar's office.

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

### **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. Applications can be made in the business office. These loans must be repaid before additional funds can be requested.

### **Success Center/Tutoring**

Free tutoring is available for all students in our Connors Success Centers located on our three campuses. Students can utilize appointment tutoring or drop-in tutoring for all subjects – English, math, computers, etc. The Success Centers are located in Holloway Hall in Warner and in Room 12 in the Garner Science Building on the Three Rivers Port Campus in Muskogee.

## 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, Senior Vice- President for Academic and Student Affairs, secretary, and treasurer. It also includes twelve 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 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 Office of Campus Life.

### 1. 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.

### 2. 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 Activities as far in advance as possible (and have their approval) for all meetings, functions, parties, etc. An activity request form must be turned in to 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 CSGA meeting.
- i. Get approval from the VPASA/designee 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 student activities office. The club will also need to complete a facilities request at the Student Activities Office.

Each club or organization shall file the following with the Coordinator of Student Activities by September 15 and February 15 each academic year: Officers of the organization.

- i. Faculty advisor.
- ii. Time and place of regular meeting.
- iii. Complete list of membership.
- iv. Constitution and bylaws

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

3. 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 Dean of Students 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 Dean of Students office.
  - d. This document is then presented to the CSGA for its initial approval.
  - e. The Office of Student Activities will help the organization find a meeting place and put the meeting on the activities calendar.
  - f. 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:
    - i. Official name
    - ii. Purpose
    - iii. At least one regular meeting per month listed
    - iv. Officers and duties of each officer
    - v. Election procedures
    - vi. Requirement for membership
    - vii. Procedure for amending constitution
    - viii. 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.

## **APPENDIX I: 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, referral for prosecution, and/or completion, at the individual's expense, of an appropriate rehabilitation program. 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.

A new state law, prevention of youth access to alcohol, became effective July 1, 2006. For minor’s consuming/in possession of alcohol or 3.2 beer, the following penalties apply:

1. 1st violation: fines up to \$300 and/or community service not to exceed 30 hours, and mandatory revocation of driver’s license for 6 months;
2. 2nd violation: fines up to \$600 and/or community service not to exceed 60 hours, and mandatory revocation of driver’s license for 1 year;
3. 3rd violation: fines up to \$900 and/or community service not to exceed 90 hours, and mandatory revocation of driver’s license for 2 years;
4. All minors who violate this law are subject to drug and alcohol assessment;
5. Minors who have not yet received a driver’s license will not be allowed to obtain a license for the same amount of time as the license would have been revoked.

There are also Warner and Muskogee 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 the way of the legislative process.

### Health Risks

Alcohol and other drug used represent serious threats to health and quality of life. Alcohol and other drug use increases 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 listed 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 exists 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, 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 methamphetamines, 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](http://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 Office.

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.

#### 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.

#### 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.

#### 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 to receive 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

MCCOYS Counseling  
4009 Eufaula Ave  
Muskogee, OK 74401  
918-682-2841

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

#### 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.

#### Enforcement

The college will impose disciplinary sanctions on students, visitors, 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, suspension, removal from housing, 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.

## **APENDIX II: MILLERS CROSSING CLUBHOUSE POOL RULES**

1. Pool Information
  - a. The pool is to be used only between the hours of 9:00 AM to 10:00 PM
  - b. The pool is exclusively reserved for CSC resident students, employees and Camp Attendees under supervision. Visitors are not allowed. Children of residents or employees must be accompanied by their parent(s) at all times.
  - c. NO food or drinks allowed in the pool area.
  - d. Persons with open wounds, bandages, or any symptom of communicable disease shall be prevented from entering the pool.
  - e. THERE WILL BE NO LIFEGAURD OR ATTENDANT ON DUTY. Swim at your own risk.
  - f. Running, rough play, and diving is not allowed.
  - g. Appropriate swimwear must be worn in or around the pool. Infants and toddlers must wear diapers designed for swimming.
  - h. Remove excess body lotions before entering the pool.
  - i. Do not play with safety equipment placed in or around the pool.
  - j. WE RESERVE THE RIGHT TO ASK ANYONE TO LEAVE THE POOL AREA IF THEY ARE CAUSING A DISTURBANCE, NOT ADHERING TO THE RULES AND REGULATIONS, OR IF THEY ARE NOT APPROVED TO USE THE POOL.

## APPENDIX III: DISCIPLINARY SANCTIONS

### Least Restrictive Sanctions for Alcohol and Drug Violations

LEVEL	DESCRIPTION	LEAST RESTRICTIVE SANCTIONS
<b>Level 1</b>	1st Minor Alcohol Violation w/ No Associated Charges	<ol style="list-style-type: none"> <li>1. Community Service (10 hours)</li> <li>2. Censure</li> <li>3. Educational Fund Payment (\$50 - \$25 payment, \$25 may be waived upon successful completion of the above listed sanctions)</li> </ol>
<b>Level 2a</b>	2nd Minor Alcohol Violation w/ No Associated Charges  1st Minor Alcohol Violation w/ Associated Charges	<ol style="list-style-type: none"> <li>1. Parental Notification (under 21)</li> <li>2. Community Service (20 hours)</li> <li>3. One Year Probation</li> <li>4. Educational Fund Payment (\$100)</li> <li>5. Restitution (if applicable)</li> <li>6. Referral to Health Services</li> <li>7. AEDU Sanctions</li> </ol>
<b>Level 2b</b>	1st Major Alcohol Violation w/ No Associated Charges  1st Minor Drug Violation	<ol style="list-style-type: none"> <li>1. Mandatory meeting with Student Health Services</li> <li>2. Must comply with the prescribed course of action or submit rationale to the contrary for review.</li> <li>3. Parental Notification (under 21)</li> <li>4. Community Service (30 hours)</li> <li>5. One Year Probation</li> <li>6. Educational Fund Payment (\$150)</li> <li>7. Restitution (if applicable)</li> <li>8. Referral to Health Services</li> <li>9. AEDU Sanctions</li> </ol>
<b>Level 3</b>	3rd Minor Alcohol Violation w/ No Associated Charges  2nd Minor Alcohol Violation w/ Associated Charges  2nd Major Alcohol Violation w/ No Associated Charges  1st Major Alcohol Violation with Associated Charges  2nd Minor or 1st Major Drug Violation	<ol style="list-style-type: none"> <li>1. One Year Immediate Suspension</li> <li>2. Mandatory meeting with Student Health Services</li> <li>3. Must comply with the prescribed course of action or submit rationale to the contrary for review.</li> <li>4. Parental Notification (under 21)</li> <li>5. Community Service (50 hours)</li> <li>6. Probation until graduation upon return</li> <li>7. Educational Fund Payment (\$200)</li> <li>8. Restitution (if applicable)</li> <li>9. Referral to Health Services</li> <li>10. AEDU Sanctions</li> </ol>
<b>Level 4</b>	4th Minor Alcohol Violation w/ No Associated Charges  3rd Minor Alcohol Violation w/ Associated Charges  3rd Major Alcohol Violation w/ No Associated Charges  2nd Major Alcohol Violation w/ Associated Charges  3rd Minor or 2nd Major Drug Violation	<ol style="list-style-type: none"> <li>1. Indefinite Suspension w/ Conditional Re-Admit</li> </ol>

## APPENDIX IV: FINES

Cameras	\$200	tampering
Cleaning Fee	\$250	per room
Inappropriate decorations	\$ 10	per item
Failure to attend mandatory meeting	\$100	per offense
Fire Alarm	\$100	improper use
Fire Code	\$ 50	
Improper Move Out	\$100	
Lock Outs	\$ 10	two complimentary
Unauthorized Pets	\$500	\$250 per day
Quiet Hours	\$ 30	
Repairing Holes in Walls or Ceilings	\$100	
Replace Bathroom Door	Cost of door plus labor	
Replace Bedroom Door	Cost of door plus labor	
Replace Closet Door	Cost of door plus labor	
Replace Carpet	Cost of carpet plus labor	
Replace Ceiling Fans	Cost of fan plus labor	
Replace Facing on Doors	Cost of facing plus labor	
Replace Front Door	Cost of door plus labor	
Replace Light Fixture	Cost of fixture plus labor	
Replace Mattress	Cost of mattress plus labor	
Replace Sink	Cost of sink plus labor	
Replace Toilet	Cost of toilet plus labor	
Replace Vanity	Cost of vanity plus labor	
Replace Window	Cost of window plus labor	
Replacement Keys	\$ 25	
Smoke Detectors	\$ 50	
Smoking on Campus	\$100	
Trash Disposal	\$100	
Unauthorized Guest	\$100	per night & two weeks of no visitation
Unlocked/Open Doors	\$ 50	one warning

For any other broken or missing item not listed the fine will be the cost of item plus labor for replacing it or the cost of labor for repair.

## **APPENDIX V: SEXUAL ASSAULT AWARENESS**

Connors State College takes acts of sexual violence and sexual harassment seriously. In an effort to comply with the Violence Against Women Act and the Office for Civil Rights federal guidelines, **all students are required to complete online training on sexual violence prevention.** A hold will be placed on the student's account, which will affect enrollment for the subsequent semester and the ability to graduate, until the training has been completed. The educational program, called *Haven*, is produced and distributed by EverFi. Please contact the Dean of Students for additional information.

## **APPENDIX VI: DRONES POLICY**

Drones are permitted to be flown on the Connors State College Warner campus in the large grassy common area between the baseball and softball fields. No other areas are designated for flying drones or other remote controlled devices on CSC campuses. CSC is not responsible for any accidents or damages caused by the personal use of a drone.

Due to FAA regulations, no area is identified on the campus in Muskogee.