



2022-2023

Student Handbook

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ADMINISTRATIVE OFFICERS OF THE COLLEGE

President	Dr. Jay Falkner
Vice President of Academic Affairs	Dr. Marc Willis
Vice President for Student Affairs/Enrollment Management	William (Bill) Nowlin
Athletic Director	Jake Lords
Chief Information Officer	Jerry Ellis
Chief Financial Officer	Brian Roberts
Executive Director of CASC Development Foundation	Mandy Roberts
Director of Marketing & Community Relations	Holly Bormann
Director of Sallisaw Campus	Jamie Henson

Academic Divisions

Business and Technology	Bill Gann Business Center
Communications & Fine Arts	Crystal Robertson Ollie Center/Hamilton Complex
Health Sciences	Bill Carroll Johnson Hall
Mathematics & Science	Brook Wiersig Reed Center
Social & Behavioral Sciences	Kristi McConnell Ollie Center

Accreditation Statement:

Carl Albert State College is accredited by the Higher Learning Commission, the Accreditation Commission for Education in Nursing, and the American Physical Therapy Association. The college is also accredited or recognized by the following higher education agencies or bodies: Oklahoma State Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency, Oklahoma Association of Community Colleges, American Association of Community Colleges, Higher Education Alumni Council of Oklahoma, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees.

Additionally, CASC has entered into partnerships with several entities including Northeastern State University, Tahlequah, Oklahoma; Southeastern Oklahoma State University, Durant, Oklahoma; University of Arkansas at Fort Smith, Fort Smith, Arkansas; Oklahoma State University, Stillwater, Oklahoma; Oklahoma State University Institute of Technology, Okmulgee, Oklahoma; and Columbia Southern University, Orange Beach, Alabama



HIGHER LEARNING COMMISSION®

Carl Albert State College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.. Their address and telephone number is:

Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, Illinois 60604-1411
Telephone: (800) 621-7440

Notice of Nondiscrimination Statement

Carl Albert State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, the Rehabilitation Act, The Americans with Disabilities Act, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services.

Questions about discrimination can be directed to: Title IX Coordinator, [Holly Bormann](#) available in BC866F at 1507 S McKenna, Poteau, OK or 918-647-1474; or at Sallisaw 918-775-2229 or Deputy Title IX Coordinator, Bill Nowlin, V.P. for Student Affairs, available in HH153, Poteau campus, 918-647-1370.

Mission:

To provide affordable, accessible, and exceptional education that fosters student success.

Strategic Plan:

The Strategic Plan of Carl Albert State College seeks to emphasize recognition of the evolutionary nature of higher education by creating a fluid strategic process which allows for constant assessment, evaluation, and progress. Rather than creating a static document which could lead to reactionary changes at predetermined intervals far in the future, CASC wished to prepare a dynamic plan that allows for timely, proactive responses.

Based upon the mission, vision, values, and goals of Carl Albert State College, five Focus Areas have been created to guide the college's planning strategies:

- **Focus Area 1:** Preparation for Success
- **Focus Area 2:** Academic Standards and Rigor
- **Focus Area 3:** Assessment and Technology
- **Focus Area 4:** Instilling Perseverance, Persistence, and Perspective
- **Focus Area 5:** Providing a Safe Environment Conducive to Learning

Vision:

CASC faculty and staff will provide an exemplary learning community by creating excellent educational opportunities that are responsive to the needs of the area and enable students to achieve their aspirations and develop into successful participants in an ever-changing world.

Values:

1. **Student Centricity** – a supportive learning-centered community created to meet diverse student needs in the achievement of academic and personal goals for lifelong learning opportunities;
2. **Educational Quality** – exceptional programs and services striving for continuous improvement for student success;
3. **Integrity** – honesty, courtesy, responsibility, and ethical conduct within the college community and with other constituencies;
4. **Accessibility** – a wide range of academic programs, general education, and student services to meet student needs in an efficient, effective, and economical manner;
5. **Community Collaboration** – cooperative partnerships with other educational institutions, agencies, and organizations to better the global community;
6. **Leadership** – engagement and civic responsibility at local, national and global levels.

Goals:

1. Preparation of students for success in further educational endeavors, careers, and a life of service and leadership;
2. High academic standards and rigor;
3. Evaluative processes of educational experiences to provide data-driven assessments and outcomes;
4. Instilling student perseverance, independent learning, and critical thinking skills throughout college and life;
5. Providing a safe and conducive environment for learning;
6. Contemporary and effective use of technology;
7. Promoting local opportunities for student and community success;
8. Encouraging a global perspective and lifelong learning.

History and College Location

Carl Albert State College (CASC) has a rich tradition of serving eastern Oklahoma since 1933 when it first opened its doors in the old Poteau High School building during the Great Depression. The college was established to offer educational opportunities to students who could not afford the cost of leaving home to obtain higher learning. Some of the first faculty members were University of Oklahoma professors who lost their teaching positions when that university was forced to curtail services because of the depressed economy. The college closed during World War II, but reopened immediately after the war to provide educational services for returning veterans and their families.

CASC has been growing ever since, from one classroom building in 1968 at its present location serving approximately 300 students, to the present 25 buildings, including 11 resident centers, serving more than 3,000 students.

Originally Poteau Junior College, the name was changed in the 1950's to Poteau Community College, and in 1971 to Carl Albert Junior College in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the school is located. On October 25, 1973, the college became part of the state system of higher education as a state-owned and state-operated institution. In May 1990, the Oklahoma Legislature approved a bill which changed the school's name to Carl Albert State College.

CASC's central campus is located in Poteau, Oklahoma, with a population of slightly more than 10,000. Poteau is the Leflore County seat, and is a 25-mile drive from Fort Smith, Arkansas, a metropolitan center of more than 80,000 people. The campus is situated at the foot of Cavanal Hill, "The World's Highest Hill." To the south lie the beautiful Kiamichi and Winding Stair Mountain ranges; to the north are the historic Cookson Hills and the foothills of the Ozark Mountains. The area is a paradise for residents and tourists seeking opportunities to fish, hunt, water ski, hike, camp, and utilize equestrian trails.

CASC's branch campus is located in Sallisaw, Oklahoma and opened in spring 1979. Initially, all classes were taught in public school facilities. In the fall of 1990, classes were moved to a vacant elementary school building. In 1992, CASC Sallisaw began operating six classrooms to serve 170 students in its current location in the Sallisaw Industrial Park. Today, the CASC Sallisaw campus is a spacious, modern facility with state-of-the-art technology, computer labs, science labs, and a large multi-purpose area that regularly hosts civic and community outreach events. In fall 2005, CASC received funding from the Higher Education Capital Bond Program for construction of a 28,000 square foot library and classroom complex on the CASC Sallisaw campus. Completion in 2007 now allows CASC Sallisaw to serve more than 1,500 students.

CONTACT INFORMATION:

Poteau Main Campus 918.647.1200 - Sallisaw Campus 918.775.6977

ACADEMIC ADVISING	HH 150	918.647.1372
ACADEMIC AFFAIRS	JH 201	918.647.1231
ACCUPLACER/RESIDUAL ACT TESTING	OC 1316	918.647.1319
ACADEMIC RESOURCE CENTER/TUTORING (POTEAU)	OC 1314	918.647.1319
ACADEMIC RESOURCE CENTER/TUTORING (SALLISAW)	SE 8025.....	918.775.6977
AMERICANS WITH DISABILITIES ACT COORDINATOR	JH 201.....	918.647.1231
ADMISSIONS/RECORDS/GRADUATION	HH 107	918.647.1300
ATHLETIC DIRECTOR	HH 144	918.647.1371
BASEBALL	TF 611	918.647.1280
BOOKSTORE	CB 908	918.647.1390
BUSINESS OFFICE/CASHIER	HH 105	918.647.1325
CAMPUS POLICE	HC 309	918.647.1400
CAREER, PLACEMENT, & TRANSFER	HH 153	918.647.1264
CROSS COUNTRY	OC 1105	918.647.1456
EDUCATIONAL OPPORTUNITY CENTER	HH 112	918.647.1396
EDUCATIONAL OPPORTUNITY CENTER/SALLISAW	SC8004	918.776.2202
EDUCATIONAL TALENT SEARCH	OC 1201	918.647.1379
EDUCATIONAL TALENT SEARCH/SALLISAW	SC 8024	918.776.2224
ESPORTS/RESIDENTIAL LIFE	HH 142	918.647.1374
FINANCIAL AID/STUDENT EMPLOYMENT	HH 102	918.647.1343
HUMAN RESOURCES	BC 866A	918.647.1478
INTERNATIONAL STUDENTS	HH 108C	918.647.1307
LIBRARY (POTEAU) – JOE E. WHITE LIBRARY	WL 400	918.647.1311
LIBRARY (SALLISAW) – DELORES O’GUIN MITCHELL	SC 8111	918.775.6977
NATIONAL ACT TESTING	BC 805C	918.647.1382
PUBLIC RELATIONS	BC 866F	918.647.1474
RECRUITMENT & HIGH SCHOOL RELATIONS	HH 158	918.647.1249
SCHOLARSHIPS	HH 152	918.647.1264
SCHOLARS	HC 161	918.647.1315
SPECIAL EVENTS	BC 873	918.647.1211
SOFTBALL/STIVERS CENTER	STC1513	918.647.1283
STUDENT LIFE, SGA, CLUBS & ORGANIZATIONS	HH 141	918.647.1315
STUDENT SUPPORT SERVICES	JH 209	918.647.1366
TITLE IX COORDINATOR	BC 866F	918.647.1474
TRiO PROGRAMS	BC 804C	918.647.1399
UPWARD BOUND	BC 804	918.647.1381
UPWARD BOUND/MATH SCIENCE	BC 804	918.647.1381
VETERANS SERVICES	HH 152	918.647.1307
VOCATIONAL REHABILITATION	HT 504A	918.647.8121
WRESTLING	TF 617	918.647.1281

Building Abbreviations: **BC** – F.L. Holton Business Center; **CB** – Costner-Balentine Student Center; **HC** – Hamilton Complex; **HH** – Hemphill Hall; **HT** – High Technology Bldg; **JH** – Johnson Hall; **OC** – Ollie Center; **SC** – Sallisaw Campus; **STC** – Stivers Center, **TF** – Thompson Fitness; **WL** – Joe E. White Library

DEPARTMENT INFORMATION

Admissions Office – Poteau Campus - Hemphill Hall – 918.647.1300

- Admissions Questions/Concurrent Enrollment
- Expanded Academic Calendar:
<https://www.carlalbert.edu/wp-content/uploads/2022/03/Expanded-Academic-Calendar-2022-2023.pdf>
- Transcripts, GPA and course history for current students
- Academic records, high school transcripts, immunization card, ACT scores, GED certificates
- Verification of enrollment for insurance, VA, Choctaw Nation, Cherokee Nation, other tribal offices
- International advisor, graduation, degree checks, advanced standing

Academic Resource Center – Poteau Campus – Ollie Center – 918.647.1319

- Accuplacer/Residual ACT testing
- Learning Resources
- Tutoring

Enrollment Management – Poteau Campus - Hemphill Hall – 918.647.1372

- Academic Advisement, Enrollment, & Counseling
- Career, Placement, & Transfer Center
- Enrollment Management Office
- International Students
- Oklahoma Promise, Scholarships, & VA Assistance
- Retention Program
- Scholars Program Co-Advisor
- Viking Ambassadors

Financial Aid – Poteau Campus – Hemphill Hall – 918.647.1343

- FAFSA Questions & Scholarship Questions
- Extended assistance for students selected for the financial aid verification process
- Assistance for students and parents with the student loan process
- Part-time employment through the Federal Work Study Program for students who qualify
- EOC provides counseling & free electronic filing of student FAFSA applications (Across the hall)

Business Office – Poteau Campus – Hemphill Hall – 918.647.1325

- Herring Bank assistance
- Payments & collections
- Student account/billing questions
- Deposit/disperse student organization money

Student Affairs – Poteau Campus – Hemphill Hall – 918.647.1371

- Athletics
- Campus Police
- CASC Parking Permits & Viking Card, Student IDs
- Clubs and Organizations/SGA
- Residential Life/Showroom Tours
- Safety & Security
- Scholars Program Co-Advisor
- Stigler Health & Wellness (Partnership)
 - o Medical, Dental, Vision, & Mental Health Counseling Services
- Stivers Center/Intramurals
- Student Life
- TRiO

ACCESS TO STUDENT RECORDS/FERPA

The following information concerning student records maintained by Carl Albert State College is provided in compliance with the Federal Educational Rights and Privacy Act of 1974 (PL 93-380). 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 the opportunity to challenge any portion of the record.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy of educational records, establishes the students' rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures of the institution to comply with this Act.

In compliance with this Act, the college provides the following information and services:

- A) The Office of Admissions has copies of a detailed policy statement of procedure for compliance.
- B) The Act provides that certain portions of the record are deemed directory information. Directory information may be released to the public without authorization of the student. Carl Albert State College hereby designates the following student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion, but typically is used for graduation announcements, honor roll publications, etc.
 - 1) Student's Name
 - 2) Local and Permanent Addresses
 - 3) Telephone Numbers
 - 4) Date and Place of Birth
 - 5) Major Field of Study
 - 6) Sex
 - 7) Academic Classification
 - 8) Participation in Officially Recognized Organizations, Activities, and Sports
 - 9) Weight and Height of Participants in Officially Recognized Sports
 - 10) Educational Institutions Previously Attended
 - 11) Dates of Attendance at Carl Albert State College
 - 12) Degrees and Awards Granted
 - 13) Degree(s) Held, Date(s) Granted, and Institution(s) Granting Degree
 - 14) Part- or Full-Time Enrollment Status
- C) The college, at its discretion, without a student's written request, releases confidential information to the following:
 - 1) College officials having a legitimate educational interest;
 - 2) Officials from other institutions in which the student seeks enrollment;
 - 3) Federal agencies, such as Social Security Administration, Immigration, Treasury, Federal Bureau of Investigation, etc.;
 - 4) Private or public agencies regarding application for or receipt of financial aid, including guaranteed student loans;
 - 5) Organizations conducting studies for educational agencies or institutions developing, validating, or administering tests, student aid programs or educational improvement programs;
 - 6) Accrediting organizations;
 - 7) In compliance with a judicial order or valid subpoena;
 - 8) Emergencies affecting the health or safety of the student or other persons;

- 9) Parents of dependent students as documented by the most recent federal income tax form.
- D) All students are considered independent.
 - E) Students may inspect their records by appointment with the Registrar.
 - F) Students may withhold “directory information” from certain third parties. To do so, a student must file a form with the Office of Admissions. Once filed, however, this request becomes a permanent part of the student’s record, until the student instructs the college in writing to have the request removed. Moreover, this request does not restrict the release of information to those agencies listed under Section C.
 - G) A request cannot be processed without the student’s social security number.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions at Carl Albert State College prior to the third week of classes during the fall and spring semesters and prior to the second week of classes during the summer semester.

Forms requesting the withholding of “Directory Information” are available in the Office of Admissions. All inquiries concerning information on students enrolled at Carl Albert State College and former students must be submitted in written form. Carl Albert State College assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

Portions of the student record not included in “Directory Information” may not be released to the public without specific written authorization of the student. Additional information about access to student records is available from the Director of Admissions/Registrar.

ADMISSIONS & RETENTION

The criterion below establishes minimum curricular requirements, measures, and standards for admission to Carl Albert State College. Admission to all associate programs must conform to these standards. Certain programs at CASC require additional criteria for admissions and separate application forms.

Carl Albert State College is an “open” admissions college that welcomes students from all academic backgrounds. The admissions and retention policies and procedures of Carl Albert State College have been formulated and adopted to assure the student full, comprehensive services by the institution with the ultimate goal to achieve student success.

Once admitted, students may enroll during advertised dates of enrollment. Dates may be found in the “Course Schedule” or online on CASC’s home page. Students may obtain a copy of the Course Schedule in the Office of Admissions, Student Success Center, Sallisaw front office, and various other campus locations, or online (go to [>>VIKECONNECT](http://www.carlalbert.edu) . While students may be admitted at any time during the semester, there are only a set number of dates enrollment takes place (typically those few weeks/months prior to the first day of semester classes). Generally, dates of enrollment are held in April through May for the summer semester, April through August for the fall semester, and October through January for the spring semester.

Students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined in the following sections. Students meeting both the high school curricular and the high school performance requirements are eligible for full admission.

For additional and detailed Admissions & Retention information, please refer to the CASC [College Catalog](#) pages 21-46.

ENROLLMENT MANAGEMENT CENTER

Academic Advisement, Enrollment, and Counseling

Retention efforts are coordinated in Hemphill Hall (HH 150). Retention begins at the time of enrollment with the assignment of a student to an academic advisor who will have an interest in the student’s area of study as well as the student’s individual needs that might affect his/her success in college. Instructors notify the Office of Student Affairs if a student has excessive absences or academic difficulty, at which time the student may be referred to counselors and others who can help resolve problems that might otherwise result in withdrawal from college.

Career, Placement, and Transfer Center

The Career, Placement, and Transfer Center assists students and graduates in maximizing their efforts to prepare for a career and to aid in the smooth transition from CASC’s two- year program into a four-year college or university. Services are available to all current students and alumni. Counseling is offered in the following areas: career explorations, career planning, transfer admissions, and transfer scholarships. Job search strategies, vita preparation and writing skills, as well as interview techniques are also the focus of the Center. The Career, Placement, and Transfer Center is located in Hemphill Hall (HH 150).

Services include:

- Career counseling to clarify goals, explore opportunities and prepare for a job search
- Career information and occupational descriptions
- Current job listings in education, business, government, etc.

- Career investigation and scholarship searches
- Transfer and scholarship information for all Oklahoma four-year colleges
- Internet access to colleges and universities nationwide
- Information on vita preparation, cover letters, interviewing, etc.

Enrollment Management Office

This office schedules visits to all high schools in the recruiting area and acts as the campus contact for high school personnel and students wanting information about CASC.

International Students

International students are required to present evidence of proficiency in the English language. Prospective students should contact the Admissions Office to request a copy of “Policy Statement on Admission of Students for Whom English is a Second Language” before applying for admission.

The International Student Relations Staff at Carl Albert State College consists is housed in the Admissions Office and the Office of Student Affairs. The Office of Admissions office is responsible for maintaining and organizing all International Student documents and the Office of Student Affairs is responsible for assisting International Students with becoming acquainted with the campus.

International Student Relations Staff:

Dee Ann Dickerson

Office of Admissions

918.647.1307

ddickerson@carlalbert.edu

Randy Armstrong

Office of Student Affairs

918.647.1248

rearmstrong@carlalbert.edu

Retention Program

Retention efforts are coordinated in Hemphill Hall (HH 150). Retention begins at the time of enrollment with the assignment of a student to an academic advisor who will have an interest in the student’s area of study as well as the student’s individual needs that might affect his/her success in college. Instructors notify the Office of Student Affairs if a student has excessive absences or academic difficulty, at which time the student may be referred to counselors and others who can help resolve problems that might otherwise result in withdrawal from college.

FINANCIAL & SCHOLARSHIP INFORMATION

Please refer to the [CASC General Catalog](#) pages 47-48 for estimated cost of attendance.

Billing & Collection Office

The Cashier’s window in the Business Office is the billing and collection point for all student accounts. The Student Accounts Manager issues invoices, receives payments, and posts charges and credits to students’ accounts. All questions concerning student accounts should be directed to the Student Accounts Manager. Please make payments in person or, if you prefer, by mail or with debit/credit card to:

Mailing Address: Carl Albert State College

Attn: Business Office

Phone Payment: 918-647-1325

Billing & Payment Schedule

Tuition and fees payment deadline is the first day of class of all semesters. All students are encouraged to pay estimated tuition and fees at the time of enrollment.

Billing information may also be viewed on-line through the CASC Portal. Students may receive their CASC Username and Password from their academic advisor. Students can print a copy of their estimated tuition and fees by checking their Ellucian Self Service account.

On the first business day after November 1 for the fall semester, April 1 for the spring semester, and July 10 for the summer semester, all students with an unpaid balance of then current semester tuition or mandatory fee charges will be assessed a late fee equal to 10% of the current semester unpaid tuition and mandatory fees.

Students with unpaid tuition and fees may continue to attend classes through final exams. However, those who have delinquent tuition and fees accounts after the payment deadline will be charged a penalty of 10% of the unpaid tuition balance. Payments must be made by the end of a semester or students may also be charged collection agency costs. Pre-enrollments for future terms may be prohibited until charges for the current semester are paid in full. Regardless of when tuition and fees are paid, the total amount is required; selective course payment is not possible. The Chief Financial Officer cannot extend the dates noted. All requests for financial assistance should be made at the CASC Student Financial Aid Office located in Hemphill Hall.

Amount of Charges

All tuition and fees are subject to change each semester; thus the published rates in this catalog may no longer be in effect, and may increase between the pre-enrollment period and the first day of classes. Increases are reflected when charges are calculated after the drop/add period. Should a student pay the estimated charges before the drop/add period ends, they will still owe for the increases when they are calculated.

A financial obligation is incurred at the time a student elects to register for classes, at which time students may pay estimated tuition, fees, and other charges in the Business Office and order their ID cards in the Office of Student Affairs in Hemphill Hall (8:00 a.m. to 4:00 p.m.) Monday through Friday. It is the student's responsibility to ensure payment of all charges or to completely withdraw from all classes by the last day of the official drop/add period for that semester. Tuition is charged based on rates set by the Oklahoma State Regents for Higher Education and on the credit hours of enrollment. All students except senior citizens enrolled for audit are charged an activity fee, a student facility fee, an assessment fee, a records fee, a technology services fee, and a library resources fee. Other charges that may apply include, but are not limited to, laboratory course fees, add/drop transaction fees, remedial course fees, and late-payment penalties.

Scholarships

Scholarship students must pre-enroll during the regular pre-enrollment period for all semesters for which the scholarship is to be used. Failure to do so may result in the loss of the scholarship. Students are responsible for verifying that scholarships have been applied to their accounts prior to the payment deadline to avoid late payment fees or other CASC sanctions.

Student Billing Address

The Office of Admissions and Records maintains addresses of students and provides their billing addresses to the Business Office. Students must report any address changes to the Office of Admissions and Records. If students want late-payment bills sent to an address other than the address given at the time of enrollment, they must come in person to the Business Office and sign an authorization form, which must be renewed each semester. When the form is completed, all mailings from the Business Office will be sent to the designated billing address.

Special Billing to Third Parties

Some third-party sponsors who pay tuition and/or other charges on behalf of certain qualified students (such as employers, Vocational Rehabilitation, student financial aid awarded by organizations, some private scholarships, etc.) require that a bill be mailed directly to them from the CASC Business Office before they will make payment. In such cases, the student must provide a letter from the third-party sponsor, addressed to CASC, requesting that the CASC Business Office bill the sponsor.

Students must notify the CASC Financial Aid Office during the drop/add period of each semester in order for the CASC Business Office to bill for tuition and fees before the payment deadline date. The Financial Aid and Business Offices must be notified each semester and at any time there is a change in the amount of the award or the source to be billed.

Student ID Cards

Student ID cards are issued by the Student Affairs Office. Students must be currently enrolled to be eligible to receive an ID card. Proof of enrollment and one picture identification card or two signature identifications are required. Lost ID cards should be reported immediately to the Business Office. The first student ID issued to the student is issued at the time of enrollment and replacement cards are \$10.00.

Currency and Check Requirements

All payments must be made in U.S. currency. Checks must be payable in U.S. dollars drawn on U.S. banks. Make checks payable to Carl Albert State College. Mail payments at least seven days prior to the **PAYMENT DEADLINE DATE**. Do not remit post-dated checks because state law requires that all checks be immediately processed. Any returned checks, unpaid by the bank for any reason, will incur an additional charge of \$25.00 per check, pursuant to Title 62, section 7.1, subsection D of the Oklahoma Statutes. CASC cannot accept a personal check as payment if a student has a returned check charged to her/his account. The Business Office does not ordinarily cash checks for students unless the checks are to be applied to the students' accounts.

Restrictions Resulting from Delinquent Accounts

A student's account with the Business Office is considered delinquent if the **TOTAL AMOUNT DUE** is not paid **IN FULL** by the payment deadline date. Students with delinquent accounts may not be allowed to register for future classes or receive copies of their grades and transcripts and may be denied use of college facilities. A payment on account is allowed; however, specified application of this payment is not allowed. Payments will generally be applied to the oldest charge first. **PARTIAL PAYMENT OF AN ACCOUNT DOES NOT REDUCE LATE PENALTIES, EXTEND PAYMENT DEADLINES, OR ALLOW USE OF COLLEGE FACILITIES.**

Withdrawals from the Institution and Changes of Enrollment

To receive a full refund or a total cancellation of financial liability, students must cancel registration in writing before the

end of the officially defined drop/add period for that semester. Students may cancel registration by filing a *Complete Withdrawal Form* in the Admissions Office or by submitting a letter to the Admissions Office.

Withdrawals from the institution and changes of enrollment during a defined drop/add period will result in full charges for courses added and full refund or credit for courses dropped. No refunds will be made if students completely withdraw or drop classes after the defined drop/add period for that semester, and full liability for that semester's cost will be incurred by students except as stipulated for Title IV recipients.

A signed *Change of Enrollment* must be submitted for withdrawal after the Drop/Add Period to verify the course being withdrawn from and validate the identity of the person withdrawing from the course.

Drop/Add Period

Changes of schedule may be made during the first two weeks of a regular semester/term, the first week of a summer semester/term, or the first day of an accelerated session/term.

Adding/Dropping Classes

Changes in schedule during the drop/add period will result in full charges for courses added and full refund for courses dropped. Refunds will not be made for withdrawal from classes after the defined add/drop period. Dates are published in the Expanded Academic Calendar [<https://www.carlalbert.edu/student-forms/>].

Fees Applicable Only for Current Semester

Fees are applicable only for the current semester. If a student withdraws and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.

Refund Procedures

No refunds will be made on special fee charges. No refunds will be made on Continuing Education classes if a student does not drop before the first-class meeting. When the institution cancels classes, students enrolled in such classes will be entitled to 100% refund for the class that was canceled. Refunds on overpaid accounts will not be made until after the fourth week after the end of the defined drop/add period of a regular semester and the third week after the end of the defined drop/add period of a summer term. Refunds may be picked up in the Business Office in person by the student to whom the checks are made payable, or the student can request to have the refund check mailed.

Fee Refund Policy for Students Entering Military Service

If a student enters military service during the term in which s/he is enrolled and s/he has not completed sufficient work for receiving her/his grades but is in good standing academically, the institution is authorized to waive enrollment fees for the student during the term in which s/he re-enrolls after her/his military service has been completed to the extent of the amount that s/he paid previously for enrollment in the term during which s/he entered military service (the institution could issue a certificate to the student for this purpose). Alternative: If the institution feels that it is not feasible to issue a certificate, the institution is authorized to make a refund to the student for the full amount of her/his fees paid. If a student enters military service during the term and is not in good academic standing at the time, the regular fee refund policy of the institution will apply.

Veteran Education Benefit – No Penalty Notice

For students receiving veteran education benefit funding, CASC will not penalize the student when funds are delayed due to late payments from the VA. Instead, CASC will ensure the student remains enrolled and allowed to participate in the course and academic program.

Herring Bank Payment Plan

Carl Albert State College partners with Herring Bank to allow students to pay tuition, fees, meals, textbooks, and housing expenses over time, making college more affordable. The plans allow students to spread their out of pocket costs out over a period of time instead of being required to come up with all of the funds at once. If a student would like to defer payments to allow financial aid to cover costs, they may enroll in a deferred payment plan called *Pending Aid*. The CASC Business Office welcomes students to check with them for assistance with the payment plan. In addition, Herring Bank has representatives available online 24/7 to offer assistance with implementing and managing the plan.

Financial Aid Awarded by CASC

All students requiring financial assistance with the payment of tuition and fees should contact the CASC Financial Aid Office or access the Financial Aid website at <https://www.carlalbert.edu/financialaid/>. Federal Title IV Funds (Pell, SEOG, and Direct Loans) and State Funds (OTAG, OKP) that have been awarded will be processed through the Business Office as announced. When funds are disbursed to the student accounts, all tuition and fees, room and board and/or any other charges due to CASC will be deducted. If the amount of aid awarded exceeds the total charges, the Business Office will issue a refund check to the student as announced.

SCHOLARSHIPS & OTHER FINANCIAL AID

(Note: Some scholarship criteria may have changed subsequent to publication of this catalog.)

The Office of Financial Aid provides a range of financial assistance to CASC students, including scholarships, grants, employment, and loans. Each aid program awards assistance to students based on financial need, merit, or other eligibility requirements specific to the scholarship or program. The following shows the types of financial assistance programs in which the college participates:

- Scholarships Programs
- Federal Pell Grant
- Federal Education Opportunity Grant (SEOG)
- Federal Work-Study Program
- Oklahoma Tuition Aid Grant (OTAG)
- Oklahoma's Promise (OKP)
- BIA Grants
- Federal Direct Subsidized Loan
- Federal Unsubsidized Loan
- Federal PLUS Loans

Many types and forms of scholarships are available to students at Carl Albert State College. Individuals, civic and professional groups, as well as the college itself, provide funding for scholarships. Students receiving Oklahoma National

Guard fee waiver scholarships must contact their commanding officer in order to be listed on the spreadsheet generated from the Education Service Office of the Army and Air National Guard. Students not listed on the spreadsheet will not receive a fee waiver scholarship.

Scholarship Application period opens November 1st for the next academic year. Deadlines for students applying for tuition waivers and cash scholarships is March 1st; students accepting these scholarships must be pre-enrolled each semester by dates set by the Scholarship Office. Application deadlines for the Scholars Program are set on February 1st each year.

For additional and detailed Scholarships & Other Financial Aid information, please refer to the CASC [College Catalog](#) pages 52-59. Details on any scholarships and Scholarship Applications may be obtained from the Scholarship Coordinator located in the Hemphill or by accessing the Financial Aid website at: www.carlalbert.edu/financial-aid-scholarships.

ACADEMIC SUPPORT SERVICES/STUDENT DISABILITY SERVICES

Joe E. White Library & Delores O'Guin Mitchell Library

The libraries at Carl Albert State College strive to meet the information needs of students through resources provided by the Joe E. White Library, located on the Poteau campus adjacent to Johnson Hall, and the Delores O'Guin Mitchell Library, located on the Sallisaw campus.

The Joe E. White Library houses a collection of more than 20,000 volumes including print and audiovisual materials. Multiple group study areas as well as a 3D printer, Virtual Reality System, and scanner are available for student use. The Joe E. White Library is the home of the Carl Albert Museum.

The Delores O'Guin Mitchell Library is an electronic library, providing students with access to a comprehensive collection of information from any location with Internet access. The library serves as a central gathering place for students, fostering an atmosphere for learning and collaboration with peers.

CASC students have access to an extensive array of library materials twenty-four hours a day, seven days a week through the availability of electronic resources. These resources include an online public access catalog (OPAC), electronic books and audiobooks from our digital library housed by Overdrive, and several full-text databases containing millions of articles and electronic books. Computers and wireless internet are provided in each library for student use. Students may easily access library materials remotely by using their CASC Ellucian Self Service user name and password. Students utilizing library computers must comply with the CASC Student Computer Conduct Code.

A valid student identification card is required for checking out materials. Books are checked out for a three-week period and may be renewed for three additional weeks, providing no other patrons have requested them. There is a limit of two books per topic and six books per patron. Audiovisual materials are checked out for a one-week period. Students on the Sallisaw campus wishing to use print materials held at the Joe E. White Library may submit a request by accessing the online catalog or contacting the Circulation Desk at the Delores O'Guin Mitchell Library. Copy machines are also available in both

libraries, and a fax machine is available for student use in the Joe E. White Library on the Poteau campus. The fax number is 918.647.1314.

Anyone who checks out library materials is responsible for returning the items in good condition. If an item is lost or damaged, the replacement cost of the book plus a \$10 processing fee will be charged. Failure to pay for damages or return library materials will result in restricted privileges, including a “hold” placed on the student’s official record, which will prevent the student from receiving grades, a diploma, or an official transcript.

Interlibrary loan is available for books that are not available in the library collections, providing all resources have been utilized. Most materials can be obtained free of charge; however, occasionally the lending library will set a fee. Interlibrary loan forms are available at the circulation desk.

The libraries at Carl Albert State College are here to help you succeed in your educational goals. Students are encouraged to ask for help and may contact the library staff in person, by email at aghoffman@calralbert.edu or tsutton@calralbert.edu or by phone at 918-647-1311 (Joe E. White Library), 918-775-2226 (Delores O’Guin Mitchell Library), or through the Virtual Help Desk found on the library website. Library hours are Monday - Thursday 8:00 a.m. - 6:30 p.m. and Friday 8:00 a.m. - 4:00 p.m. Online resources are available 24/7!

The libraries are not open evenings between semesters and are closed on the holidays listed on the campus calendar, the same as other campus

FAX MACHINE

A fax machine is available for student use in the Joe E. White Library on the Poteau campus. The fax number is 918.647.1314. Fees for usage of the fax machine are described below and are to be paid in the Business Office:

To send a fax within the US: \$2 for first page, 25 cents for each additional page

To send an international fax: \$2 for first page, \$1 for each additional page

To receive a fax: No charge

TRIO PROGRAMS

TRIO programs are federally funded through the U.S. Department of Education. Students who are the first- generation college students, low-income, or qualify based on other program requirements, may benefit from TRIO program services with CASC. CASC currently has six of these programs on our campuses.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) serves adults with educational needs within an eight-county area of eastern Oklahoma and western Arkansas. The program is funded by the U.S. Department of Education to provide assistance in entering and/or continuing in a program of postsecondary education, such as college, technical school, and proprietary school. A variety of free resources are available to prospective students who might need assistance in the transition back to school. A few of the many free services include assistance with admission applications, major/career exploration and the Free Application for Federal Student Aid (FAFSA). EOC has one office located on the CASC main campus in Poteau and three satellite offices located at the CASC Sallisaw campus, Fort Smith, Arkansas, and Van Buren, Arkansas. For more information, call (918)647-1396.

EDUCATIONAL TALENT SEARCH

There are two Educational Talent Search programs at CASC on the Poteau and Sallisaw campuses. These are federally funded programs designed to identify and assist individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. The goal of Educational Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

STUDENT SUPPORT SERVICES (SSS) POTEAU & SALLISAW CAMPUSES

Student Support Services (SSS) is a federally funded program designed to provide effective strategies to help students expand opportunities for educational success. The program includes a series of academic and personal support systems to assist students in goal setting. The program goals include providing academic services: group tutoring, academic advisement, study skills development; personal counseling services; individual counseling; financial aid information; and referrals to appropriate campus and community resources. SSS offers additional specific services, support and equipment to students with disabling conditions to assist in academic and personal success.

To qualify, a student must be enrolled or accepted for enrollment at CASC and a citizen of the United States.

The student must qualify in one of the following groups:

1. First generation college student, or
2. Physically and/or learning disabled, or
3. Financially disadvantaged

SSS offers a variety of resources designed to help students select an appropriate major or learn about specific career requirements. To receive services, students should stop by the SSS Office on the Poteau or Sallisaw Campus, fill out an application, and have a short meeting with one of the counselors. For further information, you may call (918) 647-1366 or 1368 on the Poteau campus and 918-775-2223 on the Sallisaw campus.

UPWARD BOUND

Upward Bound is a federally funded program. The mission of Upward Bound is to increase the number of high school students who complete secondary education, enroll in and graduate from institutions of postsecondary education by providing academic advising, tutoring, mentoring, cultural enrichment, soft skills and financial literacy to qualifying participants in target high schools in LeFlore County. Academic school year services are provided as well as an intensive six-week summer enrichment program. Currently the Upward Bound program provides services to 108 students in the following area high schools: Bokoshe, Cameron, Heavener, Howe, LeFlore, Panama, Pocola, Poteau, Spiro and Wister.

UPWARD BOUND MATH/SCIENCE CENTER

UBMS is a federally funded program for high school students who meet the first-generation and low-income criteria. The Upward Bound Math/Science program serves 74 participants in 7 area schools: Heavener, Panama, Pocola, Poteau, Red Oak, Spiro, and Wister. UBMS helps strengthen and develop math and science skills through intensive training, tutoring, and mentorship, to encourage postsecondary enrollment into STEM fields by providing, career exploration, college entrance prep, and admissions, FAFSA, and financial literacy assistance, and to foster lifelong, learning through academic,

cultural, and soft skill development of program participants.

NASNTI

The Native American Serving Nontribal Institutions (NASNTI) STEM Grant is a federally funded program designed to Provide resources to create three new STEM Programs. Strengthen Math Support, and Strengthen STEM Support for Students. Services include free tutorial assistance in intermediate algebra and college algebra, workforce seminars, career assistance through job-board access. Services are intended to increase student retention and completion in nonmedical STEM Programs.

STUDENT DISABILITY SERVICES

Carl Albert State College is committed to providing support services to students with disabilities. These services are guided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which prohibits discrimination against otherwise qualified individuals with disabilities and mandates that reasonable accommodations are made for such persons.

The mission of Carl Albert State College Student Disability Services is to ensure an atmosphere of understanding and awareness of special needs in a welcoming, friendly environment by providing or arranging reasonable accommodations and services. Student Disability Services collaborates with the campus community to promote equal access for academic and personal growth of the students we serve. Our goal is to help all students with disabilities succeed.

Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. The responsibilities of postsecondary schools are significantly different from those of school districts. Postsecondary schools are charged with the responsibility of providing appropriate academic adjustments to ensure that the student is not discriminated against on the basis of disability.

Eligibility for Services

To access these services, students must initiate their request each semester by meeting with the Disability Services Coordinator to discuss their physical or academic needs. Each student is encouraged to act as his/her own advocate and has the major responsibility for securing assistance. Early and regular contact with the counselor will help ensure services and accommodations. It is strongly recommended that all documentation be provided before the second week of classes to ensure that accommodations are met in a timely fashion. The Disability Services Coordinator Pat Broadwater can be reached at (918) 647-1231, by email at pabroadwater@carlalbert.edu or through an appointment at Johnson Hall 201. If you attend the Sallisaw campus you may contact Candace Buckner located in the Academic Resource Center.

Official Request for Accommodation

All students must complete a Student Disability Services Intake Form before any accommodation can be considered. The Disability Services office can counsel or provide recommendations to the student regarding various accommodations that might be available to them; however, it is the student's ultimate responsibility to request a specific service or need.

Documentation

All students must provide documentation to support their disability or disabilities. Documentation must come from a licensed or professional source and should be written on official letterhead. Students may provide this material from their personal records or sign a release of information to request material from an individual or agency. Documentation should be dated within a 3-year period of request. High school sources may provide temporary documentation to be used for the

first semester only and then students will need to be retested using adult-based norms. Student documentation must be in the form of a letter with the statement of the diagnosed disability and how it impacts classroom ability. Official medical records are not appropriate and will not be accepted to meet the documentation requirement.

Approval Process

Once all forms are submitted and appropriate documentation is received, the student's file is reviewed for completeness and the student is scheduled for an intake meeting. During the intake meeting, the student's strengths and weaknesses are discussed to review the appropriateness of all requested accommodations. Accommodations are based on need, not desire. CASC's goal is to provide assistance to foster independence and academic progress. Services are designed to remove barriers in the classroom that could hinder a student's ability to learn.

PRESIDENT & STUDENT SERVICE OFFICES

ADMINISTRATIVE OFFICES

As a member of the Carl Albert student body, students are entitled to full access of various services and agencies. Long semester office hours are 8:00 a.m. to 4:30 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. Fridays.

President – Business Center, Room 873 – 918.647.1211

Students are welcome to visit any time and share ideas and concerns about CASC.

Community Relations/Marketing – Business Center, Room 866F – 918.647.1474

The Community Relations Office informs the campus and communities served by Carl Albert State College of news, events, and activities relating to the college. In addition, advertising on radio, television, newspapers, and other outlets is coordinated through the CR Office, as well as assistance with the creation of informational and promotional materials for CASC.

Admissions and Records, Hemphill Hall - 918.647.1300

Maintains student academic records and official transcripts, assists students with admissions and enrollment in courses, as well as obtaining class and semester exam schedules, receiving grade point information, Veteran education assistance, degree planning, graduation applications, transcript request forms, as well as other information.

Enrollment Management Center, Hemphill Hall – 918.647.1372

Enrollment Management provides Academic Advisement, Enrollment, and Retention services. The Enrollment Management Office also houses Recruitment and High School Relations, Campus Tours, Career & Transfer, Scholars Program, and Viking Ambassadors.

Academic Resource Center, Ollie Center – 918.647.1319

The Academic Resource Center is committed to assist students in their educational pursuits by providing a placement testing site, computer lab and tutoring. The ADA office is located in JH 201 Academic Affairs.

Financial Aid, Hemphill Hall – 918.647.1343

Information on grants, scholarships, student loans, and work-study employment may be obtained in this office.

Student Affairs – Hemphill Hall, 918.647.1371

The purpose of the Office of Student Affairs is to offer each student an opportunity to achieve educational goals while providing a variety of personal development experiences. This office is concerned with the overall quality of life and welfare of students. The various components of the Office of Student Affairs relate to the college's mission and educational philosophy by contributing to the cultural, intellectual, physical, and social development of its students. Among the programs and services provided are Athletics, Campus Police, CASC Parking Permits & Viking Card Student IDs, Clubs

and Organizations/SGA, Residential Life/showroom Tours, Safety & Security, Scholars Program Co-Advisor, Stigler Health & Wellness (Partnership), Stivers Center/Intramurals, Student Life, and TRiO. The Student Handbook sets forth the various regulations and guidelines on student conduct and Title IX student conduct as adopted by the Carl Albert State College Board of Regents. It is the responsibility of the Office of Student Affairs to administer these regulations.

Business Office/Cashier, Hemphill Hall – 918.647.1325

Students may make payments, pay fines, check current account status, and deposit/receive student organization money.

BOOKSTORE

Carl Albert State College Bookstore is a local bookstore serving the students, faculty, and staff of CASC. There are two locations for the student's convenience. The main campus bookstore is located on the first floor of the Costner-Balentine Student Center. The Sallisaw Campus Bookstore is located in the Mayo Center. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We sell textbooks, school supplies, lab supplies, graduation items, spirit gear, and lots more!

Textbook Lookup

Students can visit the CASC Bookstore website (bookstore@carlalbert.edu) or sallisawbookstore@carlalbert.edu and get a custom list of all textbooks and supplies needed for their courses. The CASC Bookstore strives to offer students the most economical choice for textbooks as possible. Many textbooks are offered new, used, or an ebook. The Bookstore works closely with all faculty to ensure the correct text materials and supplies are stocked and ready for the first day of class.

The CASC Bookstore offers both on-line and in store purchases for the convenience of our students. Textbooks and select merchandise can be ordered online and shipped directly to your home, or available for in-store pick up.

Textbook Payment Policy

The CASC Bookstore accepts all major credit cards, personal checks, and cash. A CASC Student ID is required for all bookstore purchases.

Students may charge textbooks and supplies to the balance of their Financial Aid award after tuition, fees, and if applicable, room and board charges have been covered. Bookstore personnel will verify the student's Financial Aid award, and charges. Students who are on an Academic Plan or Continued Eligibility will not be able to charge books against their financial aid until their GPA/Pace and enrollment has been verified.

Students may contact the CASC Business Office to discuss other payment plan options.

Students whose textbooks are paid by their employer or various agencies are responsible for providing the Bookstore with a copy of an approval letter or voucher from the agency. All 3rd party billing must be made within the first four weeks of the fall and spring semesters and during the first two weeks of the summer semester.

Textbook Refund Policy

Textbook refunds are given only if the class is canceled or if the student has dropped the class. A register receipt and student ID is required for refunds. New textbooks must be in brand new condition (no highlighting or writing). Books with any markings will be given a 75% refund. No refunds on opened access codes, electronics, headphones, Instructor Notes, lab manuals or lab supplies.

The refund period is the 1st 10 days of class for the Fall and Spring semesters, and the 1st 5 days of class for the Summer semester. For an interim class, the refund period is by noon on the first day of the class.

Defective textbooks should be returned immediately for full refund or exchange. All returns are subject to Manager's discretion. After the refund period expires, textbooks may be sold at the end of the semester during Book Buyback.

Supplies, Novelties & Soft Goods

A refund of 100% of purchase price or exchange for these items provided they are new and unopened. Items must be returned within one week of purchase. Sale merchandise is not returnable. Receipt is required for all returns or exchanges.

Textbook Buyback

Students may sell their used books to the Bookstore for cash during Book Buyback. A student ID is required for buy back, but a receipt is not. This is a service provided to students during finals week of each semester. Generally, buy back is the first 3 days of finals week for the Fall and Spring semesters, and the first day of finals week for the Summer semester, exact dates and times will vary, but will be posted in advance on campus as well as the CASC Bookstore website, and an email reminder will be sent to all currently enrolled students.

New textbooks that will be used for the following semester may be sold back for 50% of the original list price. Textbooks that were purchased at the "used" price may be sold back for 30% of the original new list price. Anything that came with the original book must be included (i.e. study guide, cd's, study cards).

Other factors that will affect the buy back price:

- If the book has been re-adopted for the upcoming semester.
- If a new edition has been issued by the publisher.
- The condition of the book (damaged bindings, water damage, excessive highlighting, or anything that keeps the book from having a resale value.)
- The current inventory the bookstore has on hand. Limited quantities of textbooks will be repurchased and quantities may be filled during the Buy Back session.

Wholesale is an additional service offered by the Bookstore. We are able to search several wholesale databases to find the highest price available. Wholesale companies may purchase a book that CASC is not using, but may be at a lesser price than 50%. It is highly recommended that students sell their textbooks at the end of each semester in which they are being used.

Bookstore Online Orders

Students may visit the CASC Bookstore website for information on ordering textbooks online, Book Buyback, or CASC gift items, and more. <https://bookstore.carlalbert.edu>

Sallisaw Campus

CASC Sallisaw Campus Bookstore is located in its new location - the Mitchell Library. The Bookstore offers the same services as the CASC Bookstore on the Poteau Campus. Online information may be found online at <https://sallisawbookstore.carlalbert.edu>.

POST OFFICE

The CASC Poteau Post Office is located in Johnson Hall and the lobby is open Monday - Thursday from 8 a.m. until 4:30

p.m. and on Friday from 8 a.m. to 4 p.m. with the exception of holidays. Only one person is allowed to use each box. The key **must** be used to pick up mail. Post Office personnel will **not** get mail out of the boxes for anyone. Lost keys will be replaced for \$10.

Postage stamps can be purchased in the CASC Bookstore located in the Costner Balentine Student Center. Stamped personal mail may be delivered to the CASC Post Office where it will be taken to the Poteau Post Office at 4 p.m. each working day. The mail is processed daily with the exception of weekends and holidays.

TELEPHONE SERVICE

The CASC telephone number is 918.647.1200 for the Poteau campus and 918.775.6977 for the Sallisaw campus. The Poteau college switchboard is operated during class days from 8 a.m. – 4:30 p.m. Monday through Thursday. Hours are 8 a.m. – 4 p.m. on Friday. Between semesters and during holidays, the switchboard is operated on a limited time and when it is not, the campus automated phone system will be in operation.

STUDENT AFFAIRS

Carl Albert State recognizes the role extracurricular activities play in the complete college experience. The Office of Student Affairs has been developed to contribute to the opportunities students have through involvement and participation in student organizations, student activities, and campus programming. A variety of educational, social, and recreational programs and services are offered.

Specific offices under the direction of the Vice President for Student Affairs include: Athletics, Campus Police, Clubs and Organizations including the Student Government Association, Viking ID's/parking stickers, Student Conduct, Stigler Health & Wellness Referral Services, Student Activities, Stivers Center, Outback recreation, Intramurals, Residential living, Power I, and TRiO programs.

ATHLETICS, RECREATION, & STUDENT CENTER

Intercollegiate Athletics

A member of the National Junior College Athletic Association and the Oklahoma College Athletic Conference (Oklahoma-Arkansas), Carl Albert State College fields teams in DII Softball, Baseball, Men's and Women's Cross Country, and NJCAA Esports. NJCAA non-divisional Men's Wrestling and NCA competitive co-ed cheer has been added starting F'2021. CASC students with valid Viking ID's are admitted to home athletic events free of charge. Carl Albert State College's colors are blue and white. Copies of the Athletic Handbook can be found in the Office of Student Affairs or online at:

<https://www.carlalbert.edu/student-handbooks>

Athletic Facilities

Viking baseball games are played on the Ivan Goodman Field at Mark Pollard Park, Lady Viking softball games are played at the Softball Complex, both Cross Country teams run at the LaFevers Cross Country Trail, and the Esports Arena is located in the Poteau Hamilton Complex. The new cheer and wrestling programs will practice and compete in the Mick Thompson Fieldhouse. Mick Thompson also houses cardiovascular and weight rooms with assorted exercise equipment primarily for athletic programs. To use any athletic facilities on campus, reservations must be made through the Athletic Director in the Office of Student Affairs.

Mick Thompson Fitness Center and Fieldhouse

The facility houses cardiovascular and weight rooms with assorted exercise equipment. Students, staff, and faculty are

encouraged to use the Center for their own pursuit of fitness and health. Use of the facility is free of charge and the hours of operation are posted in the fitness center. In addition, local high schools and the Leflore County Tournament utilize the gym for basketball competitions

The Stivers Center

The Stivers Center indoor recreation area has 3 office suites, a hi-tech student lounge with premium vending, Precor weight, Matrix cardio, and aerobics area. In addition, the following multicourt spaces are available: basketball, handball, pickleball, ping pong, racquetball, and wallyball. The Stivers Center outdoor recreation area has a covered picnic area, hammock park, lighted basketball/volleyball courts, and a photo area for a selfie with the “Little Giant” Carl Albert or for concerts. CASC provides its students a variety of intramural activities under the direction of the Stivers Center Coordinator and staff. Intramural competitions are organized on a team and individual basis, open to all students, and are offered during the fall and spring seasons.

The Outback

The Outback recreation area is located on the Poteau campus and provides a covered pavilion, lighted basketball and volleyball courts, horseshoe pits, Frisbee golf, stickball field, concrete trail, and cross-country trail.

Student Center

The Costner-Balentine Student Center houses the CASC Bookstore, Café 1507, the Jeanne Reed Stars and Stripes Room, Hygge Hall for Club & Organization Meetings, a large ballroom, and small Viking Room food pantry.

THE VIKING CARD: STUDENT IDENTIFICATION CARDS

CASC students will receive the newly launched CASC VIKING CARD upon presentation of their class schedule and photo identification to the Office of Student Affairs located in Hemphill Hall on the Poteau Campus or located at Campus Police on the Sallisaw Campus. The VIKING CARD is your CASC college ID that also offers a student refund choice with direct deposit benefits through your local bank or Herring Bank and additionally works as a debit card through Herring Bank. The College will send Financial Aid Disbursements and/or Business Office Refunds to the students’ account (no paper checks). As an ID card, students will be given access to the Library, Bookstore, campus activities, athletic, fine art and special events, provide ID confirmation of identity, and housing students will utilize in Café 1507. The printing of the first VIKING CARD is free; any replacement charge is \$10.00.

Students are cautioned to never give anyone your card number, expiration date, security or PIN number except when making purchases. Account inquiries may be made to Herring Bank at 866-348-3435. Internet banking access may be established at: www.herringbank.com/students/CASCvikingcard or by calling 866-335-4318.

STUDENT HEALTH INSURANCE

If not medically insured, please check into *Insure Oklahoma*, as you may be eligible as a full-time college student at their website: www.insureoklahoma.org.

HEALTH SERVICES

CASC Student Affairs is designated as the first stop for students/employees in assisting them with primary care health services and holistic health prevention measures through a partnership with The Health & Wellness Center, Inc. Please contact the Office of Student Affairs for a “Healthcare Eligibility Form”.

Poteau Health & Wellness Center and Sallisaw Health & Wellness Center will provide treatment of dental, minor illness, injuries, and behavioral health services, which include alcohol counseling, drug counseling, and “Virtual Visits”.

Understand that the student/employee is responsible for providing Medicaid, Private Insurance, and/or paying the minimum Office Visit Fees; CASC has no obligation for payment of the minimum Office Visit Fees.

The majority of the CASC student body lives with parents, guardians, and/or spouses and commutes to campus. Residential students are expected to have medical insurance coverage provided by their families or other agencies so that medical services can be arranged for students in emergency situations.

First aid kits are located in each classroom building and are to be utilized when a student indicates the need to use part of the contents.

STUDENT COUNSELING SERVICES

Carl Albert State College is committed to assisting students in all areas of their lives. Student success and well-being is of the utmost importance and it is our goal to improve the quality of life so that personal and academic growth can take place. CASC suggests students utilize the preventative counseling services that are provided through the Oklahoma Department of Mental Health and Substance Abuse and The Health & Wellness Center, Inc.

CASC students, up to the age of 25, that may be a threat to themselves or others, can contact the Sequel Care Crisis Line 24/7 @ 918-647-6719. Students can also get assistance or chat through The National Domestic Hotline @ 1-800-799-7233.

For additional assistance, please contact the Office of Student Affairs in Hemphill Hall at 918-647-1370.

STUDENT LIFE

Student life is an important part of the educational activity experience at Carl Albert State College and complement the academic program of studies. These activities include clubs/organizations, intramural sports, forensics, athletics, musical programs, rallies, speakers, films, elections, and other cultural experiences and scheduled events that enhance the overall educational experience of the College. All students are encouraged to become involved in some phase of the total activity program. The Office of Student Affairs maintains a calendar of all scheduled events and activities by each student club & organization or division on each campus. A copy of the Event Calendar is also available at www.carlalbert.edu/calendar/.

Carter Lecture Series - Established in 1986, the family of the late state Senator and Mrs. Clem M. Hamilton formed the Hamilton Lecture Series to honor their parents. When the Honorable Jimmy Carter spoke in 1989, the Hamilton Series was to end, but former President Carter was so impressed with the theme and purpose of the lectures that he pledged a sufficient endowment to continue the series. Named in honor of Carter, these lectures always present outstanding political and educational leaders.

Cultural Enrichment - CASC supports the efforts for on-campus multicultural activities, student club & organizations, and programs which provide educational opportunities to help develop an awareness of cultural differences, to deepen an understanding of cultural and heritage differences.

Special Events - The CASC President appoints a special events committee to coordinate annual large campus activities and events. An annual Special Events Calendar is printed at the beginning of each fall semester.

CLUBS AND ORGANIZATIONS

The CASC Board of Regents extends the opportunity for self-governance to students through numerous clubs and organizations. Clubs and organizations are open to students who display interests and aptitudes in various social and educational areas.

Applications for beginning a new club may be obtained from the Office of Student Affairs. Club charters must receive the approval of the Student Government Association, the Vice President for Student Affairs, and the President of the College.

Beginning a New Club or Organization

- A. The Student Government, set up as per the Student Handbook policy, is the governing body of all student organizations on campus.
- B. The Student Government, in conjunction with the CASC Administration, reserves the right to accept or reject charters of any organization.
- C. The Student Government shall approve any organization fulfilling the following qualifications:
 - There must be at least 7 qualified petitioners. A qualified petitioner is a full-time student at CASC.
 - The organization must serve a beneficial purpose: social, honorary, service, or professional.
 - The petition must be signed by a member of the faculty, staff, or CASC Administrator who is willing to sponsor the proposed organization.
- D. The constitution shall contain: Name, purpose, membership, officers, meeting, dues, sponsor, and initiation. (All non-hazing initiations must be within proper conduct guidelines deemed appropriate at CASC.)
- E. All club charters and constitutions accepted by the Student Government and the CASC college administration shall be filed with the Housing Coordinator.
- F. Club charters may be revoked by the Student Government and Administration approval, when ample cause is shown.

Student Government Association

The governing organization for the student population is the Student Government Association, which operates under a Constitution approved by the student body. SGA offers opportunities for development of cooperative effort, initiative, and leadership. Details on eligibility for membership or office in the SGA are available from the Student Activities Coordinator in the Office of Student Affairs.

Audio/Visual Club (A/V)

The CASC A/V Club runs the CASC Viking Radio station, KVIK Radio 88.7. They produce podcasts, radio shows, video content, short films etc. The A/V aims to promote the appreciation of audio and video entertainment, news, and various other kinds of media within the state of Oklahoma. Along with day to day operations of KVIK Radio the A/V Club also hosts various film screenings on the CASC Campus.

Baptist Collegiate Ministries

This organization contributes to the spiritual life of the students at Carl Albert State College. Located in a building constructed just off campus by the Leflore Baptist Association and Southern Baptist Convention of Oklahoma, its activities are open to students of all denominations and faiths.

CASC Fine Arts Club

The mission of the Fine Arts Club is to prepare college students that have a specific interest in the various fields of fine arts, to have an outlet to express those interests with like-minded individuals. CASC Fine Arts Club seeks to give students opportunities to be involved in stage production, art shows, dance, musical theatre, and any other form of the arts that students are interested in.

CASC Geeks & Nerds Association

A Student club in which nerds and geeks of all kinds can come together in a safe and friendly environment to obsess over their favorite show, books, movies, games, and anything else that they are completely mad over.

Debate and Forensics Team

This team is made up of Carl Albert State College students. These students will travel and debate with other colleges in competitions.

History Club

The History Travel Club is a student organization dedicated to promoting the idea of educational world travel on the CASC campus and in the community. This club will give students an amazing opportunity to experience past and present

civilizations around the world. It will not only give the students an appreciation for other cultures and traditions but will instill in them an appreciation for their own country.

Intramural Sports

This organization provides fun recreational athletic activities for the students and faculty/staff of CASC on a competitive level. This includes events and tournaments in sports such as volleyball, dodgeball, flag-football, basketball, and physical fitness challenge.

Maker Space

The purpose of this club is to enhance the students' knowledge of areas involving computer science, discuss advancements of computing technology, and provide a fun and safe learning experience.

Native American Association

Membership in this club is not limited to students of direct Native American descent, but is open to any student interested in learning about Native American Culture or in perpetuating Native American Heritage. The club sponsors field trips, cultural events, and guest speakers on campus.

Outdoor Vikes (Poteau/Sallisaw)

The Purpose of Outdoor Vikes shall be to educate and facilitate the students with the enjoyment of the outdoors, such as; fishing, hunting, hiking, camping, etc.

Phi Theta Kappa (ΦΘΚ), also available on the Sallisaw campus

Phi Theta Kappa International Honor Society has recognized academic excellence in the two-year colleges since 1918 and has become the largest and one of the most prestigious honor societies in higher education. Our chapter at CASC was chartered in 1979 as Alpha Delta Lambda Chapter. Phi Theta Kappa membership is by invitation only to students who have completed at least 12 credit hours toward their degree with a 3.5 or better grade point average. Students may be either full-time or part-time and must enjoy the full rights of citizenship of their country. For more information, see our chapter web-site through the CASC home-page or the international web-site at ptk.org.

President's Leadership Council

The President's Leadership Council membership consists of all CASC's recognized student clubs and organization presidents. The council acts as a means of communication between student organizations, the faculty and administration. The council also works to strengthen the spirit of unity and fellowship among students at CASC. The goal of the President's Leadership Council is to encourage a closer relationship among CASC student organizations.

Residence Hall Council

All residential students are members of the Residence Hall Council. The purpose of this organization is to promote unity among housing residents, protect members' rights, settle disputes dealing with the residence halls and residents, act as a sounding board for residents, and create an environment of social and cultural functions. Two members of the RHC will also serve on the Dorm Committee.

Student Education Association

The Student Education Association of Carl Albert State College will promote interest in the education field. It will help develop

personal growth and professional competence. It will also provide opportunities for participating in cooperative work in the profession and surrounding communities. Membership is open to all CASC education majors.

Student Nurses Association (SNA)

Membership in the SNA is open to nursing majors. The CASC chapter is a constituent of the National Student Nurses Association. The purpose of the organization is to provide programs representative of fundamental and current professional interest and concerns and to further the development of the whole person in his/her professional role.

Student Physical Therapist Assistant Association (SPTAA)

The purpose and functions of the SPTAA are to assure responsibility for contributing to Physical Therapy education in order to provide for the highest quality health care and to provide programs and current professional information of concern. The club helps aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

Student Support Services (SSS) Club

Focuses on helping non-traditional students 25 and older cope and compete in a world of traditional college students. Through Sigma Tau Alpha students can meet peers their own age, form study groups, enjoy cultural activities, participate in fund-raising activities, and community service projects. Participants should be willing to work hard, have a pleasant and positive attitude and be willing to accept challenges. STA's main goal is to help each member obtain a degree from Carl Albert State College and go on to a four-year college or university. Goals are accomplished in steps: 1) enrolling in Carl Albert State College, 2) becoming a member of Sigma Tau Alpha; 3) achieving a degree. A degree will symbolize that you were able to "adapt to change in a traditional environment."

Vike Fit (Poteau/Sallisaw)

The Purpose of Vike Fit shall be to encourage physical activity, healthy behaviors and overall wellness to sustain healthy and fit lifestyles for the student body at Carl Albert State College.

V.I.K.E.S.

The V.I.K.E.S. represent a group of loyal CASC students who make as much noise as possible at all athletic events. To some, sport is life, to the V.I.K.E.S. it gives a chance to express allegiance to the school and the teams. Enthusiasm is a great part of the game. Without enthusiasm, there would not be **Very Intimidating Krazy Enthusiastic Students!**

Viking Ambassadors

Viking Ambassadors organization is a selected group that contributes directly to the recruitment of the students of Carl Albert State College. They are responsible for creating a supportive, student-centered atmosphere by planning, promoting, executing and supporting events on campus.

Special Interest Groups:

Miss CASC Pageant

This pageant is governed by the rules of the Miss America and Miss Oklahoma Pageants. Young women between the ages of 17 and 24 compete in areas of talent, interview, evening gown, on-stage question, and physical fitness. Miss CASC will represent CASC at the annual Miss Oklahoma Pageant. Miss Oklahoma competes in the Miss America Pageant.

Mr. Carl Albert

A comedic pageant where male CASC students compete in areas of talent, evening wear, interview, on-state questions, and physical fitness. Mr. Carl Albert will represent CASC at requested functions as he is a representation of the student body and the college as a whole.

Musical Theatre

Musical theatre is presented at CASC in conjunction with Good Times Theatre. All students and area citizens are encouraged to audition for roles in these productions.

Club & Organization Activity/Fundraiser Proposal

The following is agreed upon and understood by the sponsoring club & organization:

- The proposed activity/fundraiser may not be approved and may not take place until the club & organization officer(s) or sponsor(s) have returned the form (located in Student Affairs or online) for approval signatures and two weeks prior to the event.
- All CASC policies, rules, and regulations governing student conduct will be observed.
- Immediately following the activity, the club & organization is responsible for complete removal of all materials such as posters, signs, and other exhibits displayed - both on and off campus.

- The club & organization will make satisfactory arrangements with CASC and/or other involved parties in the event of property or facility damage.
- The CASC club & organization sponsors will be present for the entire activity.

Advertising Events

In order to obtain authorization to advertise events on any campus building, a representative of the sponsoring club or organization must bring all materials to be posted to the Vice President for Student Affairs Office for approval. Upon approval, the representative will be permitted to mark each poster with a stamp available in that office. Signs without a registered mark will be removed.

CASC's policy concerning the display or advertisement of a campus organization is as follows:

- Any poster or display in a language other than English will require special approval.
- The painting or chalking of sidewalks, buildings, lawn signs, etc., is not permitted except when special permission has been obtained from the Office of Student Affairs.
- The college retains the right to remove any advertising.

Meeting Times

To aid each club and organization in planning events, an event calendar is maintained in the Office of Student Affairs located in Hemphill Hall. All student events, including meetings and social events, must be placed on the calendar including events both on and off campus.

Any recognized student group may reserve space in the Costner-Balentine Student Center and Mick Thompson Center foyer upon placing a request in the Office of Student Affairs, providing such facilities are available. Recognized student groups, with their sponsor, may use the gymnasium when space is available and properly scheduled through the VP for Student Affairs. Individuals are not permitted free access to gymnasium facilities.

Sallisaw clubs and organizations should contact the Director of the Sallisaw Campus to schedule meetings.

***See CASC Board Policy, Section 5-35 Use & Scheduling of CASC Properties (Including Expressive Activities)**

https://www.carlalbert.edu/wp-content/uploads/2020/07/FINAL-PP-BOARD-APPROVED-July-2012_rev-7-2020-complete.pdf

(Board Adopted 1-21-20)

Organizational Reports

Recognized and registered student organizations will file a report with the Office of Student Affairs by September 1 of each year or at the change of officers, but no less than annually. These reports will include: (1) name, address, and phone number of each officer; (2) name of each member; (3) name of the faculty or staff advisor; (4) time and place of regular meetings. Changes during the school year in officers and/or advisors will be reported promptly. Additionally, each recognized and registered organization is required to submit a report to the Office of Student Affairs by September, detailing program activities that are planned for the upcoming school year.

Requirements for All Clubs and Organizations

Organizations officially recognized by CASC are allowed the privilege to: a) use campus facilities; b) set up campus accounts; c) qualify for participation in the Student Government Association; d) participate in other CASC activities; and e) have the latitude to use "Carl Albert State College" as part of the organization's name. In order for a club or organization to be recognized on campus, certain procedures are necessary.

Clubs and Organizations must:

- a) Adhere to the policies of the College and be approved by the Student Government Association;
- b) Be initiated by a student or faculty/student group;
- c) Be composed of students, faculty, or staff of Carl Albert State College;
- d) Be non-discriminating in membership (no secret fraternities, sororities, or organizations may restrict membership on any basis other than that of scholarship, achievement, or service);
- e) All clubs and organizations will be assigned an account in the CASC Business Office. Authorization must be obtained prior to purchasing/expending monies from the account with a minimum of two signatures (one of which must be the sponsor) being necessary before any funds can be withdrawn from the account;
- f) Notify advisors as far in advance as possible (and have their approval) for all meetings, functions, parties, etc.;
- g) Have at least one advisor present at all functions and meetings;
- h) Complete an Activity/Fundraiser Proposal Request form at least two weeks in advance for any club & organization activity/fundraiser on-campus or off-campus. These forms are available from the Office of Student Affairs and must be approved by the Vice President for Student Affairs.
- i) Obtain the approval of the Vice President for Student Affairs for any outside speaker and make arrangements as far in advance as possible;
- j) Schedule all meetings, socials, etc. in the Office of Student Affairs, located in Hemphill Hall. The Academic Affairs Office must clear the use of any instructional space, such as classrooms, first.

Student Activity Travel

Students traveling as representatives of Carl Albert State College shall receive reimbursement in one of the following manners:

1. Reimbursement for actual expenses incurred and documented, or
2. Any travel money advanced with the amount to be determined based on the circumstances of the trip shall be approved at the discretion of the Vice President for Student Affairs.

CAMPUS POLICE (Security & Safety)

The Campus Police Department, a function of the Student Affairs Office, operates to protect lives and property on campus and to encourage the obeying of city, state, and national laws. CASC employs full-time police officers at the Poteau and Sallisaw campuses. Campus police officers have all power and duties vested by Oklahoma law in the protection and guarding of grounds, buildings, equipment, and other property of the college. Campus police attend all college functions and special events, such as athletic games, dances, lectures, concerts, pageants, etc.

Mission Statement

CASC complies with the Campus Security Act of 1990. The CASC Campus Police Department is dedicated to enhancing the opportunity for students, faculty, and staff to participate in the educational experience by providing a professional, cooperative, customer-driven service that is both flexible and responsive to the needs of all.

As a service organization the department believes in providing service to its community. This is accomplished through providing directions, crime prevention, safety awareness, sexual assault prevention and self-defense seminars.

Commissioned Officers

The CASC Board of Regents commission police officers pursuant to Oklahoma Statute Title 74, section 360.11 and have full arrest authority. These officers perform duties of professional law enforcement officers, and have the right and responsibility under law to affect an arrest of a criminal violator. Officers may utilize non-deadly force in the form of

electronic control devices.

Enforcement Assistance

Carl Albert State College has a limited number of police personnel; therefore, it may be difficult at times to contact. Because of this possibility, it is recommended that all CASC employees and students always contact the Poteau Police Department for immediate law enforcement assistance by dialing 911 for emergency assistance. If a situation does not require immediate law enforcement attention or is a non-emergency situation, students and/or CASC personnel may call extension 1400 or call 918.647.1400 for the Poteau/Sallisaw campus police.

Annual Notification of Clery Disclosure

CASC Campus Police complies with federal law and publishes an annual Clery Report listing crime and fire occurrences on the Poteau and Sallisaw campuses. This report compiles reported crime statistics, public safety and crime prevention procedures, and programs provided to benefit individuals and the community as a whole. Included in the report is the annual fire report containing statistics concerning fire incidents in the housing areas.

The report is also available on the web at www.carlalbert.edu/campus-police. A paper copy can be requested at any Campus Police office or the Office of Student Affairs.

Emergency Operations Plan

CASC operates with the philosophy that its students, staff, faculty, and guests are its most important assets and is committed to their safety. If an emergency should occur that would necessitate action by college employees or that would involve the emergency use of college facilities, equipment, or supplies, the College President or his designee will be authorized to initiate the emergency plan and to take other action required to protect the interests of the college. In the event of an immediate, emergency situation, students, staff, and faculty will be notified using multiple communication systems, including text messaging, email alerts, phone alerts, and web-site postings. The City of Poteau and Sallisaw will alert residents by storm siren for tornado emergency warnings. Emergency Operation Plan: www.carlalbert.edu/campus-police

Emergency Response Plan

Carl Albert State College recognizes that quick responses are necessary in today's environment where anticipated and unanticipated emergencies arise. We remain committed to the safety of our visitors, student body and staff. CASC has developed and implemented an Emergency Response Plan designed for the protection of the campus community. All offices and departments shall display the Quick Reference Guide to the Emergency Response Plan in a public and visible area, and shall adhere to the plan when emergencies arise. A copy of the detailed plan is maintained in the Office of the CASC Director of Campus Police.

Individuals Requesting Information on Students

During every semester individuals arrive on campus requesting information on students' whereabouts or class schedules. Most of the time these are legitimate requests; however, someone requesting information may be doing so for reasons that are not appropriate which could cause problems for a student. Campus Police, therefore, recommend that all individuals requesting such information be sent to the Office of Student Affairs, which in turn may contact Campus Police for assistance.

Sex Offender Registration

Oklahoma's sex offender registration laws were amended in 2002 to include university campuses. In essence, anyone convicted of a non-aggravated sex offense in the past ten years must register with the CASC Campus Police if they are a

student, employee, resident or anyone who works on campus property in any capacity. Persons convicted of aggravated sex offenses must register indefinitely. This applies to persons convicted in Oklahoma and ALL other states and territories of the United States of America. Registration with campus authorities must be in addition to registration with the local law enforcement agency where the convicted person resides (unless they reside on campus). Failure to register in accordance with law will subject the offender to additional criminal prosecution. CASC Campus Police has established a procedure to collect required information and make it available for public inspection. The list of registrants will be included on the Campus Police website at www.carlalbert.edu.

PARKING AND TRAFFIC REGULATIONS

To legally park on college property, all students, faculty, and staff of CASC must have a valid parking permit. New “static cling” style parking permits will be placed in the lower passenger side windshield and they do not expire. Parking facilities are provided for resident, commuting students and for physically challenged students at various locations throughout the campus. Parking permits are provided free of charge from the Student Affairs Office on the Poteau campus and the front office of the Sallisaw campus for non-residential students. Residential students should pick up their parking permits from the Office of Student Affairs. Replacement parking permits are issued without charge for a new vehicle or if the parking permit is lost.

Failure to have a CASC permit can result in a ticket and/or a vehicle being towed away at the owner’s expense. CASC reserves the right and authority to have any vehicle on campus impounded (at the cost of the owner) when such vehicle is in violation of college regulations or presents a safety hazard to people and/or property.

Designated parking areas are located adjacent or near all buildings. Vehicles are to be parked in the designated, marked parking spaces and may only occupy one space. Being unable to find a legal parking space or seeing others park improperly does not constitute a valid reason for parking improperly. Failure to abide by parking regulations may result in issuance of a citation or the vehicle being towed at the owner’s expense. Motorcycles are subject to the same registration requirements and parking regulations as other motor vehicles. Abandoned vehicles may not be parked on campus and are subject to impoundment at the owner’s expense. All drivers on campus are expected to observe the laws of the State of Oklahoma and the ordinances of the City of Poteau in regard to the operation and registration of vehicles. Campus Police Officers may, at their discretion, file any violations of state laws or local ordinances through proper courts.

Residential students are not allowed to drive to class and park in commuter parking lots and commuter students are not allowed to park in residential parking lots.

The speed limit on campus roads is 10 miles per hour. All city and state traffic regulations and rules governing the use of motor vehicles must be obeyed. Pedestrians shall, at all times, have the right-of-way. Students allowing others to use their vehicles are liable for their actions; either or both may be fined. Failure to comply with the regulations will result in a fine and/or “hold” on a student’s official record, which will prevent the student from re-enrolling, receiving a diploma, and receiving a transcript.

Traffic regulation offenses of Carl Albert State College

1. Handicapped parking violation - \$50.
2. Operation of a vehicle on campus without brakes, lights, and/or other safety equipment as required by state law - \$25
3. Operation of a vehicle without a sufficient muffler or using a muffler cutout or exhaust whistle - \$10.
4. Operation of a vehicle on campus while under the influence of intoxicating liquor, beer, or narcotics - \$150

- and possible expulsion from the residential program.
5. Operation of or causing a vehicle to make unnecessary noise on the campus (sounding of a horn, etc.) - \$10.
 6. Operation of a vehicle at a speed greater than 10 mph or at a speed greater than what is deemed reasonable and prudent for existing conditions - \$50.
 7. Operation of a vehicle in reckless and careless manner without regard to the safety and rights of others - \$75 and possible expulsion from the residential program.
 8. Failure to yield the right-of-way to a pedestrian - \$25.
 9. Failure to obey an official sign, signal, traffic control device, or marking - \$25.
 10. Operation of, sitting in or otherwise occupying a vehicle belonging to another resident or student without the express consent of the owner or person legally charged with the vehicle - \$50 and possible expulsion from the residential program.
 11. Violation of campus, local, and state parking regulations - \$10.
 12. Obstruction or interference of the proper use of any street, road, sidewalk, or parking area on campus either with a vehicle or any other device - \$10.
 13. Willful alteration, defacement, movement, or removal of an official traffic control device, signal, sign, or marking without lawful authority - \$100 and possible expulsion from the residential program.
 14. Failure to promptly obey any reasonable order or direction of a police officer, campus police, or residential hall staff relating to vehicles, traffic, or parking regulations - \$50.
 15. Repeated violation of any traffic or parking regulation (three or more violations – the violation need not be of the same regulations relating to vehicles, parking or traffic) – Double the amount of the previous violation.
 16. Aid or abet in the commission of any offense as defined in these regulations - \$25.

E-tickets:

Carl Albert State College Campus Police can enter violations into their smartphone and e-mail all interested parties, including the student through their CASC e-mail account. Housing students will also be issued e-tickets unless not present at the time of the violation; if not present a hard copy ticket will be left for the student in the student's room

LOST AND FOUND

A "lost and found" is located in the Office of Student Affairs at the Poteau campus and located in the Business Office at the Sallisaw campus. Students may report all lost articles and turn in all found articles at these locations. Any article turned in will be retained for six (6) months. If the item(s) has not been claimed at the end of the six (6) months, it will be turned over to the person submitting the found item. Any theft may be reported with a full description of the item at the same location. Students may also check with instructors if items were left in the classroom.

GENERAL POLICIES AND PROCEDURES

STUDENT'S FREEDOMS AND OBLIGATIONS

Preamble

Carl Albert State College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the Constitution. However, the exercise and preservation of these freedoms and rights require

a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the college or with the rights of other members of the college cannot be tolerated.

Students enrolling in CASC assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the college retains the power to maintain order within the college and to exclude those who are disruptive of the educational process.

Equal Opportunity and Affirmative Action

The President and the Board of Regents at CASC reaffirm that CASC will comply with:

- Title VI & VII of the Civil Rights Act of 1964
- Executive Order 11246 as amended
- Title IX of the Education Amendments of 1972
- Section 503 and 504 of the Rehabilitation Act of 1973
- 41 CFR 60-2.20(a), Regulations for Implementation of Executive Order 11246
- CFR 60-2.3, Sex Discrimination Guidelines
- CFR 60-50.2, Guidelines of Discrimination Because of Religion or National Origin
- CFR 60-250.6, Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era
- CFR 60.741.6, Affirmative Action Obligations of Contractors and Subcontractors for Handicapped Workers
- 29 USC 623-4, Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990
- Civil Rights Act of 1991

Carl Albert State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, the Rehabilitation Act, The Americans with Disabilities Act, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services.

FREEDOM OF ACCESS TO HIGHER EDUCATION

Under no circumstances should a student be barred from admission to Carl Albert State College on the basis of race, color, sex, national origin, religion, disability, and/or veteran status. Thus (within limits of its facilities) the college should be open to all students who are qualified according to its admission standards.

In the Classroom

- Free Discussion. The instructor 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.
- Protection of Freedom of Expression. Students are free to take reasoned exception to the data or view offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
- Improper Academic Evaluation. Students shall have protection through proper channels as established by the administration against improper academic evaluations. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- Protection Against Improper Disclosure. Information about student views, beliefs, and political association which instructors

acquire, and the improper disclosure, is a serious professional obligation and must not be improperly disclosed. Judgments of ability may be provided at the discretion of the instructor after inquiring as to the nature of the requesting agency or individual and the intended use of the information.

STUDENT FREEDOM STANDARDS

In Student Affairs, certain standards must be maintained if the freedom of students is to be preserved:

A. Freedom of Associations

1. Students bring to the campus a variety of interests as members of the academic community. The students of CASC shall have the freedom to organize and join associations, to promote common interests in accordance with the policies established by the Student Conduct Committee and the policies regarding organizations established by the Board of Regents of Carl Albert State College.
2. The membership, policies, and actions of a student organization will be determined by decisions of only those persons who hold membership in the college community (the Board of Regents, administration, faculty, sponsor, and the student body).
3. Affiliation with an extramural organization will not of itself disqualify a student organization from recognition, so long as the former does not exercise any control over the student organization.
4. Each organization may be free to choose its own faculty advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policy of such organizations. Faculty advisors will act in accordance with the policies established for organizational advisors in the CASC Policies and Procedures Manual.
5. Student organizations will be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and a list of members to the Student Affairs Office.
6. All student organizations will be open to all students without regard to race, color, religion, creed, age, gender, culture, physical ability, languages, national origin, sexual orientation, life style, or physical or mental disabilities, and past/present history of mental disorder.

B. Freedom of Inquiry and Expression

1. Students and student organizations will be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They will be free to support causes by orderly means which do not disrupt the regular and normal operations of the institution and which comply with the regulations that relate to student activities and conduct. At the same time, it should be made clear to the academic and larger community that in their public expressions, students or student organizations speak only for themselves.
2. Recognized student organizations will be allowed to invite and to hear any person of their own choosing when the purpose of such invitations is consistent with the aims of the college.

C. Student Participation in Institutional Government

1. As constituents of the academic community, students will be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has clearly defined means to participate and express their views concerning any formulation and application of institutional policy affecting academic and Student Affairs.

D. Student Publications

1. Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.
2. Whenever possible, the student newspaper should be an independent corporation, financially and legally separate

from the college. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibilities to students. The institution must provide the sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

3. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation and the limitations on external control of their operations. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:
 - a.) The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
 - b.) Editors and managers of student publications shall be protected from arbitrary suspension and removal due to student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then only by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers shall be the agency responsible for their removal.
 - c.) All college-published and college-financed publications should explicitly state on the editorial page that the opinions therein expressed are not necessarily those of the college or the student body.

E. Off-Campus Freedom of Students

1. Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the college, and the community.
2. Students, local citizens, and taxpayers have equal obligations to respect the rights of others and to comply with local, state and federal laws. Violation of state laws, if committed off campus, shall be subject to college disciplinary action when a clear and present danger to life or property of members of the college or the community can be determined through campus due process procedures.

F. Financial Policy

1. Students shall be informed of and expected to adhere to financial policies relating directly to student fees, as published in the CASC Catalog.
2. Students shall be informed of and expected to adhere to financial policies relating to residential meals and housing detailed on the residential/meal contract.

G. Retained Rights

1. The listing of the above rights and responsibilities shall in no way be interpreted as denying the existence of other rights and responsibilities that a student holds as a student or citizen.

STUDENT RESPONSIBILITIES

In all aspects of student rights, the student body, collectively and individually, has the responsibility of participating as citizens of the academic community to assist the college in accomplishing its stated purpose. By virtue of enrolling in CASC, a student has indicated that s/he will assume the responsibility for his/her behavior and acknowledge and share the following responsibilities:

- A. Students must acknowledge that the only legal authority for the operation of the college belongs to the Board of Regents of the college who has delegated this authority to the administration.
- B. Students should acknowledge that the primary purpose for their being involved in the administration of appropriate functions of the college is to gain the education it affords and to assist the administration in making better decisions.
- C. Students are responsible, collectively and individually, for allowing other students to continue in their pursuit of

education. All students must be allowed to pursue education, employment, or other particular interests without having undue restrictions placed upon them by activities of other students.

1. By enrolling in college, students assume the responsibility for complying with the rules and regulations of the College. Further, students must assist the College in the refinement of such regulations to provide the greatest educational opportunities to all.
2. The right to disagree has been previously established. However, the student must make sure the disagreement is in good taste, is factual, and is presented with proper respect for those with whom s/he is disagreeing.
3. When approaching the administration about any matter, students should go through the established channels of communication. Students must assume responsibility for active participation in student government in order that this organization might continue to be an effective means of communication.
4. Students have the responsibility to comply with all regulations established by the Board of Regents of Carl Albert State College and the laws of the State governing student conduct, and such regulations and laws as they may now exist or may be subsequently enacted and adopted shall have precedence over the provisions of this document.

ENFORCEMENT AND AMENDMENTS

A Student Affairs Committee consisting of staff, students, faculty members and administrators shall be established for continuing joint interpretation of the policies and procedures stated in the Students Bill of Rights and Responsibilities. This same machinery shall investigate alleged violations of these guarantees. This document shall be amended only at the direction of the Student Affairs Committee of Carl Albert State College, the College administration, or the College Board of Regents.

GRIEVANCE PROCEDURES

CASC believes a strong system of mediation of disputes will encourage reporting and resolution of complaints. Mediation is appropriate when all parties involved (accusers and accused) voluntarily agree to engage in the mediation process. Mediation will involve resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded to a formal hearing.

DISCRIMINATION POLICY

1.0 CASC DISCRIMINATION POLICY

CASC is committed to providing students, employees, and visitors educational and working environments free from Discrimination, both in and out of the classroom. CASC does not tolerate Discrimination on the basis of race, color, national origin, religion, gender, disability, age, or veteran status. Through enforcement of this policy, CASC seeks to prevent, correct and discipline behavior that violates this policy. CASC strongly encourages students, visitors and employees to promptly report any Discrimination.

2.0 DEFINITIONS

2.1 The “Complainant” is an employee, student, or visitor who informs the CASC Human Resources Office that the employee, student, or visitor believes he or she has been subjected to Discrimination. Complainant does not include a CASC supervisor, administrator, employee or official who reports Discrimination that he or she has observed or a complaint he or she received involving other persons.

2.2 The “Respondent” is the employee, student, or visitor who allegedly discriminated against another person in violation of this policy.

2.3 “Retaliation” means any action or failure to act with respect to an individual based on that individual’s making a

complaint, participating in the investigation of a complaint, or participating in the process under this policy, where such action or failure to act could have the effect of dissuading a reasonable person from participating or assisting with this policy.

2.4 For purposes of this policy, “Discrimination” is a form of discrimination as outlined by state and/or federal laws, on the basis of race, color, national origin, gender, disability, age, military status, or veteran status in any policy, procedure or practice including, but not limited to, admissions, employment, financial aid and educational services.

This policy is in keeping with the spirit and intent of various local, state and federal guidelines, which address discrimination. It is further understood that false accusations of discrimination will not be condoned. Accusations of discrimination are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals.

2.4.1 No specific intent to discriminate against an individual need be present for discrimination to occur.

2.4.2 The discriminator may be the supervisor of the individual who is discriminated against, a supervisor in another area, a co-worker, a subordinate, a faculty member, a student, or a non-employee;

2.4.3 Conduct may constitute Discrimination in violation of this policy even in the absence of economic injury to, academic injury to, or discharge of the individual who is discriminated against.

3.0 INITIATING A COMPLAINT:

3.1 Employees, students, or visitors who believe they have been subjected to Discrimination in violation of this policy must report the incident to the CASC Human Resources Office using a Campus Concern/ Grievance Form. The Campus Concern/ Grievance Form includes the Complainant’s name and contact information, identify the complained-of individual, and describe the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant’s preferred outcome for resolving the matter.

3.2 The complaint should be turned into the CASC Human Resources Office no later than one hundred eighty (180) calendar days after the last complained-of incident.

3.3 Any CASC supervisor, administrator, or employee who receives a complaint or otherwise becomes aware of conduct he or she believes to be Discrimination in violation of this policy must notify the Human Resources Office as soon as possible, but no later than ten (10) Working Days after the supervisor, administrator, or employee learns of the conduct.

3.4 The CASC supervisor, administrator, or official must also inform the individual making the Discrimination complaint of this policy and refer them to the Human Resources Office.

4.0 COMPLAINT RESOLUTION: The Human Resources Department will determine, whether a complaint of Discrimination will be resolved by formal or informal means.

4.1 INFORMAL RESOLUTION: The informal resolution process is appropriate where the complained-of conduct is not sufficiently serious or repetitive to rise to the level of unlawful Discrimination. No formal investigation is conducted. Neither the Complainant nor the Respondent may have an attorney or representative present during the informal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.

4.1.1 The Human Resources Office shall attempt to resolve the Discrimination complaint using the informal resolution process, within thirty (30) days after the complaint has been submitted. When needed, the Human Resources Office shall conduct an investigation and attempt to resolve the matter informally.

4.1.2 At any time during the Informal Resolution process, the Human Resources Office or the Complainant may request a formal resolution process.

4.2 FORMAL RESOLUTION: The formal resolution process is appropriate where the Complainant alleges a serious or repetitive violation of this policy, or where no resolution is reached through the informal resolution process. Neither the Complainant nor the Respondent may have an attorney or representative present during the formal resolution process. The Complainant and/or Respondent is responsible for presenting his/her own case.

4.2.1 Initiating the Formal Resolution Process: The Complainant must have previously submitted to the Human Resources Office a signed written statement (Campus Concern/ Grievance Form).

4.2.2 The Formal Resolution Process shall be completed within 45 days from the date of the Complainant's signed written statement is received. Additional time may be required based on unusual circumstances, including but not limited to the unavailability of the Complainant, Respondent, information or witnesses.

4.2.3 The President shall appoint an investigator(s) to examine all written complaints of Discrimination against employees, students, and visitors. The investigator(s) may or may not be CASC employees.

4.2.4 In the course of the investigation, a copy of the written complaint will be given to the Respondent. The Respondent shall have ten (10) Working Days in which to submit a signed, written response to the complainant.

4.2.5 The investigator(s) interviews separately the Complainant and the Respondent as soon as reasonably possible after receipt of the written complaint and written response, if any.

4.2.6 The Respondent will not take any action against the Complainant or any witnesses or other persons, in retaliation for their initiation of or participation in the complaint process. Retaliation is a separate violation of this policy and may result in discipline even where the original complaint of Discrimination is unfounded.

4.2.7 The investigator(s) may interview any other persons considered to have information relevant to the complaint.

4.2.8 The investigator(s) may receive, gather, and review any documents and physical evidence related to the complaint.

4.2.9 Where necessary, the investigator(s) may recommend to the President temporary adjustments to the Complainant's class schedule or work environment pending conclusion of the investigation.

4.2.10 The investigation of complaints against visitors may differ from the investigation described herein based on the circumstances.

4.3 Investigator(s) Findings of Fact and Recommendations: Within ten (10) days after completing the investigation, the investigator prepares written findings of fact and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written findings of fact.

4.3.1 The President shall appoint a three-person committee to review the Findings of Facts and Recommendations. Committee members will be appointed on a case-by-case basis.

4.3.2 The Complainant and Respondent shall have ten working days to submit a “written reply” regarding the findings of fact to the Office of Human Resources. The Office of Human Resources shall provide the committee with a copy of the Complainants and Respondent’s “written reply”, if any.

4.3.3 Within twenty (20) days after receiving the written findings of fact, the committee shall review the written findings of fact, and review the Complainants and Respondent’s “written reply” to the findings of fact, if any.

4.4 The committee shall make one of the following determinations:

a. Return the written findings of fact to the investigator(s) for additional investigation.

b. Dismiss the complaint on finding that the complained-of conduct did not occur or that the complained-of conduct did not violate this policy and notify the Complaint and Respondent of the determination.

c. Find that the conduct did occur and constituted a violation of this policy.

4.5 If it is determined that this policy was violated, the committee will recommend appropriate discipline action against the Respondent including but not limited to expulsion or termination.

5.0 APPEALS: If either the Complainant or the Respondent is dissatisfied with the determination reached in the formal resolution process, he or she may appeal that determination as follows:

5.1 The appeal must be in writing, directed to the President and must state the grounds for the appeal. The written appeal must be received within 10 Working Days of the date of delivery of the written determination. The appeal may be made on substantive and/or procedural grounds.

5.2 The President shall thoroughly review the matter and issue a written decision within twenty (20) Working Days of the appeal receipt date. The President may accept or reject the committees’ findings of fact and may accept, modify or reject any discipline imposed. The President’s decision on appeal shall be the final institutional decision.

6.0 CONFIDENTIALITY: Complaints of Discrimination and investigations into Discrimination allegations are kept confidential to the extent possible consistent with the need to investigate the complaint and come to a thorough and effective resolution.

7.0 RETALIATION PROHIBITED: Any employee, student, or visitor who retaliates in any way against an individual who has initiated or participated in the resolution of a good faith complaint of Discrimination is subject to discipline, up to and including termination of employment, suspension, or expulsion from CASC, even if no Discrimination is found.

8.0 FILING OF FALSE COMPLAINTS AND STATEMENTS: Anyone who knowingly or intentionally files a false complaint, or false statement under this policy is subject to discipline, up to and including termination of employment, suspension or expulsion from CASC.

9.0 EFFECT ON PENDING DISCIPLINARY ACTIONS: Filing a Discrimination or retaliation complaint will not prevent, delay or affect any non-retaliatory evaluation or discipline of the Complainant for conduct, performance, or academic deficiencies or for violation of CASC policies and procedures.

TITLE IX POLICY (Section 5-12)

A. Introduction

Carl Albert State College is committed to providing students, employees, and visitors educational and working environments free from discrimination, both in and out of the classroom. In compliance with all applicable federal and state laws and regulations, the College does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or status as a veteran. Inquiries about non-discrimination policies can be addressed with the Human Resources Director, 918-647-1373, 1507 S McKenna, Poteau, OK 74953, or F.L. Holton Business Center, Room BC866D. Inquiries regarding sex discrimination, sexual harassment, sexual assault, pregnancy, domestic violence and dating violence, and stalking can be addressed with the Title IX Coordinator, 918-647-1474, 1507 S McKenna, Poteau, OK 74953, or F.L. Holton Business Center, Room BC866F, or send an email to: title9@carlalbert.edu.

Title IX determines, *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”*

Carl Albert State College will not tolerate nor condone any form of sexual misconduct, whether physical, mental or emotional in nature. This includes actions that are demeaning and includes, but is not limited to, rape (whether the victim does or does not know the aggressor and includes “date rape”, “acquaintance rapes”, and “gang rape”), or sexual harassment as defined below, dating violence, stalking, and domestic violence. Even if law enforcement and criminal justice authorities choose not to prosecute a particular matter, the college may still pursue the matter as a student misconduct concern warranting non-academic disciplinary action by the institution, or an employee misconduct concern warranting disciplinary action. Where it is determined that sexual harassment, as defined by the Department of Education Office of Civil Rights (OCR), is more likely than not to have occurred, college disciplinary sanctions can include suspension or expulsion for students, or suspension or termination for employees.

The OCR has determined that the nature of sexual harassment & assault crimes require judicial proceedings that differ from the procedures followed for other violations or harassment that is not elevated to the level of the Title IX definition of sexual harassment.

B. Definitions

1. Actual Knowledge: is notice of sexual harassment or allegations of sexual harassment to College’s Title IX Coordinator or any official of the College who has the authority to institute corrective measures on behalf of the College.
2. Advisor is a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, and to conduct cross examination for the party at the hearing, if any.
3. Business Day: Monday through Friday, except federal or state holidays and any other days Carl Albert State College is closed. Deadlines may be extended during breaks and College holidays.

4. College: Carl Albert State College
5. College Premises: The buildings or grounds owned, leased, operated, or substantially controlled by the College.
6. Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment. Complainants must be participating in, or attempting to participate in, the recipient's educational program or activity at the time of filing a formal complaint.
7. Confidential Resource: A person who is designated as an individual to whom a student might disclose sexual harassment without automatically triggering a report to the Title IX Coordinator. A Confidential Resource will maintain confidentiality except in extreme cases of immediate threat or danger, or suspected abuse of a minor. Confidential Reports will submit timely, anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific employee or student.
8. Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. Non-identifiable information may be shared for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.
9. Vice President's Hold: Restriction to enroll and may restrict transcript release.
10. Education program or activity: includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.
11. Family Educational Rights and Privacy Act (FERPA): The 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.
12. Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed.
13. Formal Grievance Process: A method of formal resolution designated by the College to address conduct that falls within the policies included below, and which complies with the requirements of Title IX regulations.
14. Grievance Process Pool: A pool of individuals trained to investigate, serve as a hearing officer or appeals officer, or as an Advisor, who may perform any or all of these roles (though not at the same time or with respect to the same case). This would include the Hearing Decision-maker or Hearing Officers who have decision-making and sanctioning authority within the College's Formal Grievance process.
15. Investigative Report: The report of investigation prepared by an investigator after a formal complaint is filed, processed, and investigated.
16. Investigator: The person or persons charged by the College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

17. **Mandatory Reporter:** An employee of the College who is obligated by policy to share knowledge, notice, or reports of harassment, discrimination, or retaliation with the Title IX Coordinator. All employees are required to report all acts of dating violence, domestic violence, harassment, threats and bullying on the basis of sex, retaliation, sexual harassment, sexual misconduct, and stalking, to the Title IX Coordinator unless they fall under the “Confidential Reporting” section of this policy.

18. **No Contact Order:** A prohibition of direct or indirect physical, verbal, or written contact between two parties. A No Contact Order is provided by the College, not by law enforcement.

19. **Parties:** The Complainant(s) and Respondent(s), collectively.

20. **Privacy:** Information related to a complaint will be shared with a limited number of College employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the College’s response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”). The privacy of employee records will be protected in accordance with the Records policy within the CASC Employee Handbook.

21. **Report:** For the purposes of this policy, a report is information about an allegation of Sexual Harassment communicated to the Title IX Coordinator. A report will prompt the Title IX Coordinator to notify a Complainant about supportive measures and the process to file a formal complaint, but it does not prompt a Title IX investigation or hearing process. A report is not required to be in writing and can be filed by a third party. A report can include an oral report, written report, personal observation, a newspaper article, an anonymous report, or other various means.

22. **Remedies:** Post-finding actions directed to the Complainant or the community as mechanisms to address safety, prevent recurrence, and restore access to the College’s educational program.

23. **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

24. **Sanction:** A disciplinary action imposed for students or employees who are found responsible for violating this policy. Sanctions can range from a written warning to expulsion and termination.

25. **Student:** A person who has been admitted or enrolled for the current term or a future term at Carl Albert State College, including correspondence study and online courses. Students who leave the College before a complaint is resolved may be prohibited from future enrollment until the matter is resolved.

26. **Student Code of Conduct:** The code of standards and expectations that are consistent with its purpose as an educational institution. The Student Code of Conduct conveys these standards and expectations.

27. **Supportive measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College’s educational environment, or deter sexual harassment.

28. Title IX: A comprehensive federal law that protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

29. Title IX Coordinator: The official designated employee by the College to ensure compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. The designated employee has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures under this policy

30. Written Notice of Allegation: upon receipt of a formal complaint, to provide written notice to the complainant and the respondent, informing the parties of the recipient's grievance process and providing sufficient details of the sexual harassment allegations being investigated.

C. Rationale for Policy

In compliance with the amendments made by the Secretary of Education to the regulations implementing Title IX of the Education Amendments of 1972 (Title IX), this policy describes how Carl Albert State College is required to respond to allegations of sexual harassment consistent with Title IX's prohibition against sex discrimination. CASC is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment or allegations of retaliation.. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

D. Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Holly Bormann
Director of Marketing/Title IX Coordinator
BC 866F, 1507 S. McKenna, Poteau, OK 74953
918.647.1474 | hbbormann@carlalbert.edu

Bill Nowlin
Vice President of Enrollment Management, Interim Vice President of Student Affairs
Deputy Title IX Coordinator
Hemphill Hall, 1507 S. McKenna, Poteau, OK 74953
918.647.1370 | bnowlin@carlalbert.edu

The College has determined that the following administrative positions are Officials with Authority to institute corrective measures regarding allegations of Sexual Harassment. These Officials with Authority listed below may also accept notice or complaints on behalf of the College:

If a complaint is not resolved at Carl Albert State College, then an individual may choose to file a complaint externally with the Office for Civil Rights:

Office for Civil Rights, Kansas City Office
U.S. Department of Education 8
930 Ward Parkway, Suite 2037 Kansas City, MO 64114-3302
Phone (816) 268-0550 TTY (877) 521-2172
<http://www.ed.gov/ocr/>

E. Sexual Harrassment

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Sexual Harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or Quid Pro Quo: An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.
- 2) Sexual assault: Sexual Assault is any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent.
 - i. *Rape*— the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
 - ii. *Sodomy* – Oral or anal intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent disability;
 - iii. *Sexual assault with an object* – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
 - iv. *Fondling* – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;
 - v. *Incest* – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
 - vi. *Statutory rape* – sexual intercourse with a person who is under the statutory age of consent.
- 3) Dating Violence, defined as: A person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors:
 - i. The length of relationship;

- ii. The type of relationship;
 - iii. The frequency of interaction between the persons involved in the relationship.
- 4) Domestic Violence, defined as: A felony or misdemeanor crime of violence committed by a:
- i. current or former spouse or intimate partner of the victim;
 - ii. person with whom the victim shares a child in common;
 - iii. person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;
 - iv. person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma;
 - v. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

5) Stalking, defined as: One who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

- i. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- ii. Reasonable person means a person under similar circumstances and with similar identities to the victim.
- iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or intimidation to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want."). Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Coercion can include psychological or emotional pressure, physical or emotional threats, intimidation, manipulation, or blackmail that causes the person to engage in unwelcome sexual activity.

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. Consent can be revoked at any time.

Consent cannot be given by an individual who is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or is under duress, threat, coercion or force.

F. Services

Carl Albert State College has taken the following steps aimed at preventing a sexual assault on the college campus:

1. The college provides educational programs to enhance awareness of sexual assault and the conditions that foster this offense on college campuses. These include offering sexual assault awareness programs at no charge to any interested group, including classes, organizations and clubs. These programs attempt to dispel myths, provide information and give practical measures to increase safety.
2. The college provides counseling services for survivors of sexual assaults which occur on institutional property or who are affiliated with the college. Counselors are available to listen, provide support, answer questions about sexual assault, and discuss options available to the victim.

G. Reporting Options

A Complainant has many options when deciding where and to whom to file a Title IX report or formal complaint.

1. Title IX Coordinator: File a formal complaint with the Title IX Coordinator at any time, by using the telephone number or email address, or by mail to the office address, including during non-business hours, at 918.647.1474, titleix@carlalbert.edu, 1507 S. McKenna, BC866F, Poteau, OK 74953.

2. Mandatory Reporters: Although not Officials with Authority, the College has classified all employees as Mandatory Reporters. All employees are required to report all acts of dating violence, domestic violence, harassment, threats and bullying on the basis of sex, retaliation, sexual harassment, sexual assault, and stalking, to the Title IX Coordinator unless they fall under the “Confidential Reporting” section of this policy.

Because employees are mandatory reporters, Complainants may want to consider carefully whether they share personally identifiable details with College employees, because those details must be shared with the Title IX Coordinator. Employees must share all details of the reports, including the name of the parties, if known.

As soon as a mandatory reporter has been notified of an incident, they should provide a report to the Title IX Coordinator to ensure supportive measures can be provided as quickly as possible. Supervisors of mandatory reporters shall not create additional processes within a department nor investigate a complaint before reporting to the Title IX Coordinator.

3. Campus Police: A Complainant can choose to report any crimes in this policy directly to Campus Police by contacting 918-647-1600 or visiting the Campus Police office on either campus.

H. Report versus Formal Complaint

For the purpose of this policy, a report is information about an alleged Sexual Harassment violation communicated to the Title IX Coordinator. A report will prompt the Title IX Coordinator to notify a Complainant about supportive measures and discuss the process to file a formal complaint, but it does not

prompt a Title IX investigation or hearing process. A report is not required to be in writing and can be filed by any individual. A report can include an oral report, written report, personal observation, a newspaper article, an anonymous report, or other various means.

The Title IX Coordinator can sign a formal complaint if they believe an investigation is required in order to be in compliance with the Title IX Final Rule and the Complainant does not wish to participate. If a report includes information of violence, use of weapons, or pattern of alleged misconduct by a respondent, the Title IX Coordinator will consider signing a formal complaint to proceed with an investigation if the Complainant does not wish to participate.

Upon receipt of a report or formal complaint to the Title IX Coordinator of an alleged violation of this policy, the College initiates a prompt initial assessment to determine the next steps the College needs to take.

The College will initiate at least one of three responses:

- 1) Offering **supportive measures** because the Complainant does not want to proceed formally; and/or
- 2) An **informal resolution**; and/or
- 3) A **Formal Grievance Process** including an investigation and a hearing.

Supportive Measures may include:

- 1) Counseling
- 2) Extension of deadlines
- 3) Modifications of work or class schedules
- 4) Campus escort service
- 5) Changes in housing location;
- 6) Increased security
- 7) Mutual restrictions on contact between individuals

The investigation and grievance process will determine whether or not there is a policy violation. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Notice of Allegations:

The Title IX Coordinator or Deputy Coordinator will prepare a Notice of Allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, and disburse to both the Complainant and the Respondent. The Notice will include:

- a. Sufficient details known – identity of parties involved, conduct allegedly constituting sexual harassment, date and location of alleged incident, and witnesses (if any).
- b. For an employee respondent, the College can interview the respondent without disclosing the complainant's identity, as long as no disciplinary action is taken without following the grievance process (unless emergency removal or administrative leave is permitted). 85 Fed. Reg. 30287
- c. The Respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the grievance process.
- d. Parties are notified that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review certain evidence.
- e. Information regarding the code of conduct and false statements.

f. Parties are scheduled for an initial interview approximately 5 days following receipt of Notice of Allegations. The interview will be conducted by one or both of the Title IX Coordinators and may include the Director of Campus Police.

I. Establishing Jurisdiction of the College

This policy applies to the education program and activities of the College, to conduct that takes place on the campus or on property owned or controlled by the College, at college-sponsored events, or in buildings owned or controlled by College's recognized student organizations. The Respondent must be a member of the College's community for its policies to apply.

This policy can also be applicable to the effects of off-campus or to online misconduct that effectively deprive someone of access to College's educational program. Regardless of where the conduct occurred, the College will address reports or formal complaints to determine whether the conduct occurred in the context of its employment or educational program or activity or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial College interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace or causes social disorder; or
- d. Any situation that is detrimental to the educational interests or mission of the College.

If the Respondent is unknown or is not a member of the College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options, or when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the College's community, supportive measures and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, the College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from College property and/or events.

All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution of higher education, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

J. Initial Assessment

Following receipt of a report or a formal complaint of an alleged violation of the Discrimination and Harassment Policy, the Title IX Coordinator² conducts an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- The Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired. o If they do not wish to do so, the Title IX Coordinator determines whether to initiate a formal complaint because a violence risk assessment indicates a compelling threat to health or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency.
- The Title IX Coordinator will offer supportive measures to the Complainant. The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process. o If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
- If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for an informal resolution and if so will seek to determine if the Respondent is also willing to engage in informal resolution.
- If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
- If it does, the Title IX Coordinator will initiate the formal investigation and grievance process.
- If it does not, the Title IX Coordinator determines that Title IX does not apply and will refer the matter for resolution under the Discrimination and Harassment Policy. Please note that dismissing a complaint under this Title IX is procedural and does not limit the College's authority to address a complaint with an appropriate process and remedies.

K. Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted as part of the initial assessment. A VRA can aid in critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- If circumstances require, the Chief Human Resources Officer will designate another person to oversee the process below should an allegation be made about the Title Coordinator or the Title IX Coordinator be otherwise unavailable or unable to fulfill their duties.
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- To help assess whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- To assess whether to permit a voluntary withdrawal by the Respondent;
- To assess whether to impose transcript notation or communicate with a transfer school about a

Respondent; and/or

- To assess whether a Clery Act Timely Warning is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, or student conduct officers. A VRA authorized by the Title IX Coordinator should occur in collaboration with the Director of Campus Public Safety. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

L. Student Emergency Removal

The College can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. An emergency removal is not limited to instances where the Complainant has reported an alleged sexual assault or rape, but could also be justified to address alleged severe, pervasive and objectively offensive verbal or online harassment. Even in the absence of a formal complaint being filed, a College has authority to order emergency removal of a Respondent where the situation arising from sexual harassment allegations presents a risk to the physical health or safety of any person. If the Respondent's actions pose an immediate and identified threat, but do not arise from allegations of sexual harassment (for example, where a student has brought a weapon to school unrelated to any sexual harassment allegations) this policy does not apply, and the College's Code of Conduct would be utilized to respond to the threat. The appropriateness of supportive measures will be considered in lieu of an emergency removal.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a campus, restricting a student's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intramural sports.

In all cases in which an emergency removal is imposed, students will receive notice of the emergency removal and an immediate opportunity to challenge the action. Students have the option to request to meet with the Title IX Coordinator as soon thereafter as reasonably possible, to show cause why the removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. If this meeting is not requested within 48

hours, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on both parties.

M. Employee Administrative leave

An employee may be placed on administrative leave during the pendency of a grievance process when an allegation of misconduct is made against an employee. Depending on the severity of the allegation, the administrative leave may be with or without pay.

N. Dismissal (Mandatory and Discretionary)

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Title IX Policy, even if proved; or
- 2) The conduct did not occur in an educational program or activity controlled by the College, including buildings or property controlled by recognized student organizations, and/or the College does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the College.

The College must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the College; or
- 3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the College; or
- 3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination

as to the formal complaint or allegations therein.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

O. Informal Resolution

To initiate an Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. If a Respondent wishes to initiate an Informal Resolution, they should contact the Title IX Coordinator to indicate.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College. Informal Resolution proceedings are private. All persons present at any time during the informal resolution process are expected to maintain the privacy of the proceedings in accordance with College policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. The College encourages parties to discuss this with their Advisors before doing so.

a. Informal Resolution

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism; or
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator⁴ can resolve the matter informally by providing supportive measures to remedy the situation.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

b. Alternate Resolution

Alternate Resolution is an informal process by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the College are able to agree on responsibility, sanctions or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Discrimination and Harassment Policy and implements agreed-upon sanctions or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

d. Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to

resolve the allegations that satisfies all parties and the College. Negotiated Resolutions are not appealable.

P. Grievance Process Pool

The Formal Grievance Process is a method of formal resolution designated by the College to address conduct that falls within the policies included below, and which complies with the requirements of Title IX regulations. This process relies on a pool of administrators (“the Pool”) to carry out the process. The list of Pool members and a description of the Pool can be found at www.carlalbert.edu.

a. Pool Member Roles

Members of the Pool are trained annually, and can serve in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To perform or assist with initial assessment
- To act as an Advisor to the parties
- To serve as a facilitator role in the informal resolution process
- To investigate complaints
- To serve as a hearing panelist
- To serve as an Appeal Decision-maker

b. Pool Member Appointment

The Title IX Coordinator appoints the Pool, which acts with independence and impartiality. While members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, the College can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

c. Pool Member Training

The Pool members receive annual training. This training includes, but is not limited to:

- The College’s Title IX and Discrimination and Harassment Policies
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The

definitions of all offenses

- How to apply definitions used by the College with respect to consent consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations.

Specific training is also provided for Appeal Decision-makers, and Advisors (who are College employees), and Chairs. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted [here: www.carlalbert.edu](http://www.carlalbert.edu)

d. Pool Membership

The Pool includes:

- 4 or more members of the Student Affairs administration
- 2 or more members of the Office of Civil Rights Compliance
- 3 representatives from Human Resources

16. Notice of Investigation and Allegations

The Title IX Coordinator or designee will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the Formal Grievance Process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the College’s policy on retaliation,
- Information about the privacy of the process,

- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the College's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges. Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official College records, or emailed to the parties' College-issued email. Once mailed, emailed, and/or received in person, notice will be presumptively delivered.

P. Resolution Timeline

The College will make a good faith effort to complete the resolution process within 60-90 business days, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Q. Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints a Pool member to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

R. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator, hearing panelist, Decision-maker and Appeal Decision-maker may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Chief Human Resources Officer.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the preponderance of the evidence.

S. Investigation Timeline

Investigations are completed expeditiously, normally within 180 business days, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

T. Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations. The Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding

- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- Gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report]
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator should document all rationales for any changes made after the review and comment period
- The Investigator shares the report with the Title IX Coordinator for their review and feedback
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

S. Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of the College are expected to cooperate with and participate in the College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., summer break) may require individuals to be interviewed remotely. Zoom, or similar technologies may be used for interviews if the Investigator determines that timeliness or efficiency dictate a need for remote interviewing. The Recipient will take appropriate steps to reasonably ensure the security and privacy of remote interviews.

T. Delays in the Investigation Process and Interactions with Law Enforcement

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, College will implement supportive measures as

deemed appropriate.

College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

U. Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the Investigator elects to audio or video record interviews, all involved parties will be made aware.

V. Evidentiary Considerations in the Investigation

The investigation does not consider:

- 1) incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) the character of the parties; or
- 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

W. Referral for Hearing

Provided that the formal complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation—when the final investigation report is transmitted to the parties and the Decision-maker—unless all parties and the Decision-maker agree to an expedited timeline.

X. Hearing Decision-maker Composition

The College will designate a three-member panel from the Pool, at the discretion of the Title IX Coordinator. One of the three members will be appointed as the Decision-maker by Title IX Coordinator.

The Decision-maker nor hearing panelist will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the hearing process in the event that a substitute is needed for any reason.

The Investigator will be a witness in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker, advisor or hearing panelist in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict

of interest. Otherwise, a designee may fulfill this role.

Y. Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker determines is relevant and credible may be considered. The hearing does not consider:

- 1) incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) the character of the parties; or
- 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process and is not shared until then.

- The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker and hearing panelist at the sanction stage of the process when a determination of responsibility is reached.
- After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

Z. Notice of Hearing

- No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Decision maker will send

notice of the hearing to the parties. Once mailed or emailed, notice will be presumptively delivered.

- The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker and hearing panelist and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business day prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker and hearing panelist. For compelling reasons, the Decision-maker may reschedule the hearing.

- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker and hearing panelist about the matter, unless they have been provided already.⁵
- An invitation to each party to submit to the Decision-maker an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Parties need to turn off mobile phones/devices during the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this policy is not in good standing to graduate.

AA. Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Decision-maker at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Decision-maker can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Decision-maker know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

BB. Pre-Hearing Preparation

The Decision-maker or hearing facilitator after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator. The same holds for any evidence that is first offered at the hearing. If the parties and Decision-maker do not assent to the admission of evidence newly offered at the hearing, the Decision maker may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker at least five (5) business days in advance of

the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than 24 hours prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker and hearing panelist a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Decision-maker at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Decision-maker.

CC. Pre-Hearing Meetings

The Decision-maker may convene a pre-hearing meeting(s) with the parties and their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Decision-maker can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Decision-maker must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Decision-maker, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Decision-maker will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator may be argued to be relevant.

The Decision-maker may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Decision-maker may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meetings will be recorded.

DD. Hearing Procedures

At the hearing, the Decision-maker and hearing panelist have the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any

additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation.

Participants at the hearing will include the Decision-maker, two hearing panelists, the Title IX Coordinator as the hearing facilitator, General Counsel, the

Investigator who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized to provide disability accommodations or assistive services. The Decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision-maker will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker and the parties and will then be excused.

EE. Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

FF. The Order of the Hearing – Introductions and Explanation of Procedure

The Decision-maker explains the procedures and introduces the participants. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by the Title IX Coordinator. The Title IX Coordinator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

GG. Investigator Presents the Final Investigation Report

The Investigator will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker, hearing panelists and the parties. The Investigator will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker should ask the Investigator their opinion on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Decision maker will direct that it be disregarded.

HH. Testimony and Questioning

Once the Investigator presents the report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the

Decision-maker. The parties/witnesses will submit to questioning by the Decision-maker and hearing panelists and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Decision-maker. The Advisor, who will remain seated during questioning, will pose the proposed question orally, the proceeding will pause to allow the Decision-maker to consider it, and then determine whether the question will be permitted, disallowed, or rephrased.

The Decision-maker may invite explanations or persuasive statements regarding relevance with the Advisors. The Decision-maker will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision-maker will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decision-maker has final say on all questions and determinations of relevance. The Decision-maker may consult with General Counsel on any questions of admissibility. The Decision-maker may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain arguments from the Advisors on relevance once the Decision maker has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Decision-maker may elect to address those issues, consult with General Counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Decision-maker should not permit irrelevant questions that probe for bias.

II. Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker and hearing panelist may nonetheless rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker and hearing panelists must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

The Decision-maker and hearing panelists may not draw any inference solely from a party’s or witness’s absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker and hearing panelists may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party’s Advisor of choice refuses to comply with the College’s established rules of decorum for the hearing, the College may require the party to use a different Advisor. If a College provided Advisor refuses to comply with the rules of decorum, the College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

JJ. Recording Hearings

Hearings, but not deliberations, are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker, hearing panelists, the parties, their Advisors, and appropriate administrators of the College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

KK. Deliberation, Decision-making, and Standard of Proof

The Decision-maker and hearing panelists will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The Title IX Coordinator may be invited to attend the deliberation by the Decision maker, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker and hearing panelists may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Decision-maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker and hearing panelists may – at their discretion – consider the statements, but they are not binding.

The Decision-maker and hearing panelist will review the statements and any pertinent conduct history provided by the appropriate administrator and will determine the appropriate sanction(s).

The Decision-maker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanction(s).

This deliberation statement must be submitted to the Title IX Coordinator within seven (7) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

LL. Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Decision-maker to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 7 business days of receiving

the deliberation statement from the Decision-maker.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the parties' College-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated. The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the Recipient is permitted to share such information under state or federal law; any sanctions issued which the College is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the College's educational or employment program or activity, to the extent the College is permitted to share such information.

The Notice of Outcome will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

MM. SANCTIONS

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Any person found responsible for violating the Discrimination, Harassment, or Retaliation Policy and Procedures may be assigned one or more of the following sanctions:

MM.1 Written Warning: An official written notice of violation of college policies.

MM.2 Conduct Probation: A specified period of time during which the person is placed on formal notice that they are not in good standing with the College and further violations of college regulations will subject them to suspension, expulsion, or termination from the College.

MM.3 Restitution: Reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

MM.4 Discretionary Outcomes: Work assignments, essays, and service to the College, program participation, or other related discretionary assignments, including a letter of apology, presentation of a workshop, performance improvement plan, training, preparation of a research paper or project, community service, evaluation of any referral assessment, or counseling, as deemed appropriate.

MM.5 Class Removal: A student may be removed from a course or moved to another section of a course.

MM.6 Demotion: An employee may be demoted to a position in a lower grade. Demotions may be within the same department, or to another location at the college, or to another position in another department.

MM.7 Job Reassignment: An employee may be moved temporarily or permanently to a different position or to a different location.

MM.8 No Contact Order: An absolute prohibition from contact with specified person or persons in any form whatsoever, including contact in person, by phone, electronically, and/or through another person. A No Contact Order may be implemented as an interim measure. Interim measures can be put in place without a formal complaint, conduct process, or a finding of responsibility. If there is an allegation of violating a No Contact Order, a new investigation may occur.

MM.9 Restriction: A limitation on a student's and employee's privileges for a period of time may include the denial of the use of facilities or access to locations of campus, denial of the right to represent the College, and/or denial of participation in extracurricular activities not directly associated with academics (e.g., intramural sports, organizations/clubs/associations, or leadership positions on campus, or other organizations). An individual must apply to reinstate the privilege by submitting documentation of their significant proactive efforts and engage in responsible, productive behavior.

MM.10 Revocation of Admission or Degree: Admission to CASC a College program, or a degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the admission or degree, or for other serious violations committed while a student at CASC.

MM.11 Suspension: Exclusion from all classes and other privileges or activities for a specific period of time as set forth in the notice of suspension. 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.

MM.12 Expulsion: Permanent termination of student status without possibility of readmission to the College. A standard of clear and convincing evidence must be the burden to issue an outcome of expulsion. 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 expulsion period, 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.

MM.13 Termination: Removal of employment for a full or part time employee including work-study students.

All members of the College community are expected to comply with sanctions within the timeframe specified. Failure to follow through on sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions pursuant to the Code of Conduct for students and Employee Handbook for employees.

Sanctions shall not be implemented until the time for appeal has expired, until the entire appeal process is

completed, or until the individual voluntarily waives the right to appeal in writing.

NN. Withdrawal or Resignation While Allegations are Pending

If a student has an allegation pending for violation of the policy, the College may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student.

However, the College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the College. Such exclusion applies to all campuses of the College. A hold will be placed on their ability to be readmitted. They may also be barred from College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely, and that student is not permitted to return to College unless and until all sanctions have been satisfied.

Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as the College no longer has disciplinary jurisdiction over the resigned employee.

However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation. The employee who resigns with unresolved allegations pending is not eligible for rehire with the College or any campus of the College, and the records retained by the Title IX Coordinator will reflect that status.

All College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

OO. Appeals

Any party may file a request for an appeal, but it must be submitted in writing to the Title IX Coordinator within 7 business days of the delivery of the Notice of Outcome.

An Appeals Decision-maker chosen from the Pool will be designated by the Title IX Coordinator. No Pool member who was involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Title IX Coordinator for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

a. Grounds for Appeal

Appeals are limited to the following grounds:

(A) Procedural irregularity that affected the outcome of the matter;
(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and (C) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this policy, that request will be denied by the Appeals Decision-maker and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this policy, then the Appeals Decision-maker will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker and hearing panelists.

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker and hearing panelists will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 7 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Appeals Decision-maker to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this policy by the Appeals Decision-maker and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker and hearing panelists, as necessary, who will submit their responses in 7 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeals Decision maker will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and the Appeals Decision-maker will render a decision in no more than 7 business days, barring exigent circumstances.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' College -issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures

may be reinstated, subject to the same supportive measure procedures above. If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation. The College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

c. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (*de novo*) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for an Appeals Decision-maker to substitute their judgment for that of the original Decision-maker and hearing panelists merely because they disagree with the finding and/or sanction(s).
- The Appeals Decision-maker(s) may consult with Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator and/or Decision-maker and hearing panelists for reconsideration.
- Once an appeal is decided, the outcome is final. Further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.
- In rare cases where a procedural or substantive error cannot be cured by the original Decision-maker and hearing panelists (as in cases of bias), the appeal may order a new hearing with a new Decision maker or hearing panelists.
- The results of a remand to a Decision-maker cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to the Recipient or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

PP. Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the sexual harassment or retaliation, remedy the effects, and prevent reoccurrence.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the College to the Respondent to ensure no effective denial of educational access.

The College will maintain the privacy of any long-term remedies, actions, or supportive measures, provided privacy does not impair the College's ability to provide these services.

QQ. Failure to Comply with Sanctions and Long-term Remedies

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s), including the Appeal Decision-maker.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

RR. Recordkeeping

The College will maintain for a period of seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the College's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefore;
6. All materials used to train Title IX Coordinator, Investigators, Decision-makers, hearing panelists and any person who facilitates an Informal Resolution process. The College will make these training materials publicly available on College's website; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to the College's education program or activity; and
 - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The College will also maintain any and all records in accordance with state and federal laws.

SS. Disabilities Accommodations in the Resolution Process

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's resolution process. Anyone needing such accommodations or support should contact the Director of Accessibility Resources, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

TT. When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health or safety that requires the College to pursue formal action to protect the community.

A compelling risk to health or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the College's ability to pursue an investigation fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When the College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that the College's ability to remedy and respond to notice may be limited if the Complainant does not want the College to proceed with an investigation or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing the College's obligation to protect its community.

In cases in which the Complainant requests confidentiality, but no formal action and the circumstances allow the College to honor that request, the College will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by College, and to have the incidents investigated and properly resolved through these procedures.

UU. Supportive Measures

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving a report or a Formal Complaint. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a formal complaint with the College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The College will maintain the privacy of the supportive measures, if privacy does not impair the College's ability to provide the supportive measures. College will act to ensure as minimal an academic impact on the parties as possible. The College will implement measures in a way that does not unreasonably burden the other party.

Supportive measures are available to a complainant, irrespective of whether the complainant files a formal complaint.

The College may take steps to provide supportive measures to limit the effects of the alleged discrimination and harassment. Supportive Measures may include, but are not limited to:

- a. Referral to CASC and local community counseling services
- b. Referral to Employee Assistance Program
- c. Visa and immigration assistance
- d. Student financial aid counseling
- e. Class Reassignment, withdrawals, or modifications
- f. Academic Accommodations
- g. Interim Leave from the College
- h. Limitation of College Activities
- i. Mutual No Contact Order
- j. Safety Escorts to class or employment location
- k. Increased security and monitoring of certain areas of campus
- l. Safety planning
- m. Parking Arrangements
- n. Employment Reassignment
- o. Administrative Leave with or without Pay
- p. Other reasonable requests as necessary

Supportive measures may be implemented at any time, even if the Complainant originally declined. Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

VV. Right to an Advisor

The parties may each have an Advisor⁶ of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.⁷

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the College community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the College the Advisor will be trained by the College and be familiar with the College's resolution process.

If the parties choose an Advisor from outside the pool of those identified by the College, the Advisor will not be trained by the College and may not be familiar with College policies and procedures. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

b. Advisors in Hearings/College-Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses.

If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, the College will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision maker(s) during the hearing.

c. Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney.

d. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and College's policies and procedures.

e. Advisor Violations of College Policy

All Advisors are subject to the same College policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address College officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation. Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

f. Sharing Information with the Advisor

The College expects that the parties may wish to have the College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

The College also provides a consent form that authorizes the College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before College is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, the College **will not** comply with that request.

g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by College. College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

h. Expectations of an Advisor

The College generally expects an Advisor to adjust their schedule to allow them to attend College meetings when planned but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

i. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured.

Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

WW. Counterclaims

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes. The College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance process. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

XX. Privacy

Every effort is made by the College to preserve the privacy of reports. The College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures. The College reserves the right to designate which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). Only a small group of officials who need to know will typically be told about the complaint, including but not limited to investigators, hearing panelist, or appeal officers and supervisors as deemed necessary. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

YY. Time Limits on Reporting

There is no time limitation on providing notice or Formal Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice or formal complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures or remedies, or engage in informal or formal action, as appropriate.

ZZ. Retaliation

The College or other person may not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this part, constitutes retaliation. Charging an individual with a violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith. The exercise of rights protected under the First Amendment does not constitute retaliation.

AAA. Independence and Conflict-of-Interest

The Title IX Coordinator is responsible for coordinating the College's responses to all complaints involving possible sex discrimination. This responsibility includes monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate. with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. Investigators and hearing panelists are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants or Respondents, generally.

To raise any concern involving bias or conflict of interest, or to report misconduct or discrimination by the Title IX Coordinator, contact the Chief Human Resources Officer.

Concerns of bias or a potential conflict of interest, or reports of misconduct or discrimination committed by any other college official participating in a discrimination and harassment investigation should be raised with the Title IX Coordinator.

BBB. Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community. The College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

CCC. False Allegations and Evidence

Deliberately false or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under this policy.

DDD. Amnesty

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.

EEE. Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property; c) VAWA8-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to CASC Campus Police regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

FFF. Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party may be unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or transition a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee. (For additional information regarding the College Employment of Relatives policy see the Employee Handbook.)

GGG. Revocation

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Code of Conduct or Employee Handbook.

HHH. Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinator. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy is effective 08/02/2022.

APPENDIX A

OKLAHOMA DEFINITIONS

State of Oklahoma statutory definitions of criminal offenses classified pursuant to the Clery Act signed in 1990, codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46

The following are Oklahoma definitions, which is applicable to criminal prosecutions for sex offenses.

Oklahoma definitions may differ from the definition used on campus to address policy violations. These state definitions are included for Clery/VAWA Sec. 304 compliance purposes.

A. **Consent:** (21 Okla. Stat. § 113) The term “consent” means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any

time. Consent cannot be:

1. Given by an individual who:

a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or

b. is under duress, threat, coercion or force; or

2. Inferred under circumstances in which consent is not clear including, but not limited to:

a. the absence of an individual saying “no” or “stop”, or

b. the existence of a prior or current relationship or sexual activity.

B. Dating violence: (22 Okla. Stat. § 60.1.) The term dating violence is not defined by the state of Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A ***dating relationship*** is defined as: an intimate association, primarily characterized by affectionate or sexual involvement. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

C. Domestic violence: (22 Okla. Stat. § 60.1.) Domestic Violence is not defined in Oklahoma law. However, the criminal definition of ***domestic abuse*** is defined as: Any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who is currently or was previously an intimate partner or family or household member. “Family or household members” means: (a) parents, including grandparents, stepparents, adoptive parents and foster parents, (b) children, including grandchildren, stepchildren, adopted children and foster children, and (c) persons otherwise related by blood or marriage living in the same household. “Intimate partner” means: (a) current or former spouses, (b) persons who are or were in a dating relationship, (c) persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time, and (d) persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner, but is never a necessary condition.

D. Sexual assault: rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or forcible sodomy, as defined in Section 888 of [Title 21]. a. 21 Okla. Stat. § 142.20.

Rape: (21 Okla. Stat. § 1111) Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances: 1. Where the victim is under sixteen (16) years of age;

2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;

3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;

4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;

5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;

6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a

spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;

7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or the subcontractor or employee of a subcontractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim; 8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; 9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant; or

10. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

Rape by instrumentation: (21 Okla. Stat. § 1111.1.) Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances described in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

Forcible sodomy: (21 Okla. Stat. § 888 (effective June 6, 2016).

A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a

violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of the offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state; or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.
8. Sodomy committed upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. "person responsible for a child's health, safety or welfare" shall include, but not be limited to: (a) a parent, (b) a legal guardian, (c) a custodian, (d) a foster parent, (e) a person eighteen (18) years of age or older with whom the child's parent cohabitates, (f) any other adult residing in the hold of the child, (g) an agent or employee of a public or private residential home, institution, facility or day treatment program as defined in Section 175.2 of Title 10 of the Oklahoma Statutes, or (h) an owner, operator or employee of a child care facility, as defined by Section 402 of Title 10 of the Oklahoma Statutes.

E. **Stalking:** (21 Okla. Stat. § 1173.) Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

F. For purposes of this section:

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continued unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
2. "Course of conduct" means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";
3. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
4. "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:
 - a. following or appearing within the sight of that individual,
 - b. approaching or confronting that individual in a public place or on private property,
 - c. appearing at the workplace or residence of that individual,
 - d. entering onto or remaining on property owned, leased, or occupied by that individual,
 - e. contacting that individual by telephone,
 - f. sending mail or electronic communications to that individual, and
 - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.
5. "Member of the immediate family", for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.
6. "Following" shall include the tracking of the movement or location of an individual through the use of a Global Positioning System (GPS) device or other monitoring device by a person, or person who acts on behalf of another, without the consent of the individual whose movement or location is being tracked; provided, this shall not apply to the lawful use of a GPS device or other monitoring device or to the use by a new or used motor vehicle dealer or other motor vehicle creditor of a GPS device or other monitoring technology, including a device containing technology used to remotely disable the ignition of a motor vehicle, in connection with lawful action after default of the terms of a motor vehicle credit sale, loan or lease, and with the express written consent of the owner or lessee of the motor vehicle.

STUDENT RECORDS

To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate, and the condition to access each will be set forth in an explicit policy statement. Transcripts of academic records will contain only information

about academic status; however, disciplinary action taken against a student which affects his/her eligibility with the institution will be recorded. The college may, if it sees fit, add a note to a student's academic record if the student is on disciplinary probation, but the note will be removed when the probation term has expired.

Information from disciplinary or counseling files will not be made available to unauthorized persons on the campus or to any person off campus without the expressed consent of the student involved. No records will be kept for the sole purpose of reflecting the activities of students. Administrative staff and faculty members will respect confidential information about students that they acquire in the course of their work. These records are subject to the terms of the Oklahoma Open Records Act and the Buckley Amendment.

STUDENT VACCINATIONS

Oklahoma Statute, Title 70-3243, requires all students who enroll as full-time or part-time students in an Oklahoma public or private postsecondary institution to provide documentation of vaccinations against hepatitis B, measles, mumps, and rubella (MMR). The requirement does not apply to students enrolling in courses delivered via the Internet or distance learning in which the student is not required to attend class on campus.

The Statute requires that institutions notify students of the vaccination requirements and provide students with educational information concerning hepatitis B, measles, mumps and rubella (MMR), including the risks and benefits of the vaccination. The Statute permits that when the vaccine is medically contraindicated and a licensed physician has signed a written statement to that effect, such student should be exempt from the vaccination. Further, the Statute permits a student, or if the student is a minor, the student's parent or legal representative, to sign a written waiver stating that the administration of the vaccine conflicts with the student's moral or religious tenets.

The Board of Regents, in its discretion, includes exemptions to the requirement for vaccinations for each of the following categories of students:

1. Students who are currently enrolled high school students;
2. Students who have graduated from a high school in a state that requires vaccinations for hepatitis B, measles, mumps, and rubella;
3. Students transferring from an institution within the Oklahoma State System of Higher Education or private institution of higher learning located within Oklahoma and accredited pursuant to Section 4103 of Title 70 of the Oklahoma Statutes;
4. Students enrolling in Higher Education Centers or other learning sites authorized by the Oklahoma State Regents of Higher Education;
5. Students born before January 1, 1956; and
6. Students who are members of a National Guard Unit or Military Reserve Unit who are currently on active duty in a branch of the United States military.

STUDENT DISCIPLINARY CODE

Preamble – The purpose of the student disciplinary procedures is two-fold:

The guidance and redirection of an offending student toward a productive career as a learner in an academic setting as a citizen; and the elimination from the academic environment of those who have demonstrated flagrant disregard of its values and traditions and whose conduct and presence constitute disruptive influence upon the learning and social climate.

A student disciplinary case is not considered a case for criminal law, nor is it a disciplinary hearing considered to be a courtroom procedure. Hearings or appeals conducted as a part of this process are not courts of law, and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the college for their actions. Disciplinary action at the college will normally proceed notwithstanding any civil or criminal proceeding.

The procedures used at Carl Albert State College concerning disciplinary action are directed toward assurance of a fair judgment for the student through case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may be easily understood by educators, laymen, and students.

Article I: Definitions

- A. The term “college” means Carl Albert State College.
- B. The term “student” includes all persons taking courses at the college, both full-time and part-time, and those who reside in college residence halls.
- C. The term “faculty member” means any person hired by the college to conduct classroom activities.
- D. The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.
- E. The term “member of the CASC community” includes any person who is a student, faculty member, college official or any other person employed by the college.
- F. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
- G. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.
- H. The Vice President for Student Affairs is designated by the College President to administer the Student Disciplinary Code and further delegates the discipline authority to the Student Conduct Officer.
- I. The term “policy” is defined as the written regulations of the college as found in, but not limited to, the Student Handbook, Residential Handbook, Policies and Procedures Manual, and the CASC Catalog.
- J. The term “shall” is used in the imperative sense.
- K. The term “may” is used in the permissive sense.

STANDARDS OF CONDUCT

Student Obligation – Each student, upon matriculation at the college, assumes an obligation to obey all authorities, to faithfully preserve all property provided by the state for his/her education, and to discharge his/her duties as a student with diligence, fidelity, and honor.

Dress Code – Students attending activities are requested to use good judgment about their dress, exercising good taste at all times.

Honesty and Honor – Honesty and honor constitute measures of individual worth. Cheating, falsification of any official college record (including such records as enrollment, addresses, motor vehicle registration, class excuses, etc.), stealing, or any other form of dishonesty is not in accordance with standards of the college and could lead to suspension or expulsion.

Disorderly Assembly – It is expressly forbidden for any group of students to gather in such a manner as to disturb public speech, be violent toward any person or property, disrupt the function of the college, or interfere with its faculty or staff in the performance of their duties or otherwise by such gatherings bring disgrace or disrepute to the college. Any student who encourages or in any way participates in the formation or prolonging of such gatherings could be subject to disciplinary action.

Alcoholic Beverages/Possession of Drugs–

CASC is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989. The college expects all members of the community to comply with the state and federal laws pertaining to alcohol and drugs. The sale, purchase, manufacture, distribution and use of controlled substances and of drug paraphernalia are prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury. Nor does it apply to the use of alcohol at certain College-sponsored/authorized functions or events when specifically approved by the College President. The college adopts the state statutory definitions of drugs and drug paraphernalia. Note: Possession or use of medical marijuana anywhere on campus or at any college event is strictly prohibited even if the person is in possession of a valid medical marijuana patient card.

Misconduct in connection with the use of alcohol or illicit drugs on campus will result in disciplinary action for the student(s) involved and/or employee(s) involved. The College may require a post-injury drug test if an employee is injured on the job.

The College may also require a drug test upon reasonable suspicion.

For a complete listing of sanctions consistent with local, state, and federal laws, see the CASC Drug-Free School and Community Policy pamphlet or the Drug-Free Schools Policy Statement in the Student Handbook and online.

(Board amended 1-21-2020)

Items Forbidden on Campus – the following items are prohibited by college regulations and/or city ordinances on the person of any student, employee, or visit or in automobiles in any campus parking lot:

1. Alcohol
 - a. The unlawful manufacture, distribution, dispensation, possession or use of alcohol on College property, in the workplace, or as part of any College-sponsored activity is strictly prohibited. Provided however, the use of alcohol may be permitted by the College, at certain College-sponsored /authorized functions or events when specifically approved by the College President.
 - b. Students or employees who violate this policy may be subject to both institutional sanctions and to criminal sanctions provided by federal, state and/or local law.
2. Narcotics or illegal drugs
 - a. The unlawful manufacture, distribution, dispensation, possession or use of drugs on College property, in the workplace, or as part of any College-sponsored activity is strictly prohibited.

- b. Students or employees who violate this policy are subject to both the institution's sanctions and to criminal sanctions provided by federal, state and local law.
 - c. Note: Possession or use of medical marijuana anywhere on campus or at any college event is strictly prohibited even if the person is in possession of a valid medical marijuana patient card.
3. Explosives
- a. The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices or any substance or device designated to harm or incapacitate is prohibited on campus.
 - b. "Weapons" are defined as and include but are not limited to: revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over 10 inches in length, slingshots, bows and arrows, and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus and must be registered and stored with the Office of Campus Police.
 - c. Students or employees who violate this policy may be subject to both institutional sanctions and to criminal sanctions provided by federal, state and/or local law.
 - d. Constitutional Carry-Unlawful Carry in Certain Places: Oklahoma Statute Title 21 Section 1277.F provides: "No person in possession of a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act or who is carrying or in possession of a firearm as otherwise permitted by law...shall be authorized to carry the firearm...into or upon any college, university, or technology center school property, except as provided in this subsection. For purposes of this subsection, the following property shall not be construed to be college, university or technology center school property (3.) Any property authorized by the written consent of the college or university president or technology center school administrator, provided the written consent is carried with the firearm, and the valid handgun license while on college, university or technology center school property."

Under that law, therefore, the President of CASC has sole and exclusive authority to grant written permission to a person - other than Police officers in the performance of their duties, to carry a firearm on CASC property.

(Board amended 1-21-20)

Academic Dishonesty – the following will apply in connection with academic dishonesty:

Section 5-82 Academic Dishonesty

The following will apply in connection with academic dishonesty:

- A. The instructor and his/her Department Chairperson have final authority over the grades given to students or the lowering of grades because of cheating or plagiarism.
- B. The term "cheating" includes, but is not limited to:
 - 1. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
 - 2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
 - 3. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

- C. If it is established that cheating or plagiarism has more than likely occurred:
1. The instructor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.
 2. The instructor will make a report of the incident and of action taken to the Associate Vice President of Instruction.
 3. The student will receive a copy of the report if s/he desires and may appeal the decision of the instructor to the Academic Affairs Committee

PROSCRIBED CONDUCT

- A. Jurisdiction of the college: Generally, college jurisdiction and discipline shall be limited to the conduct which occurs on college premises or which adversely affect the college community and/or the pursuit of its objectives.
- B. An educational institution’s authority to discipline its students does not necessarily stop at the physical boundaries of the institution’s premises. The institution has the prerogative to decide that certain types of off-campus conduct are detrimental to the institution to discipline a student who engages in that conduct.
- C. Standards so established may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. By such standards of student conduct, the institution may prohibit any action or omission which impairs, interferes with, or obstructs the mission, processes and function of the institution.
- D. Conduct – Rules and Regulations. Any student found to have committed the following misconduct is subject to, but not limited to, the disciplinary sanctions outlined in Sec. 5-72:
1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any college official, faculty members or office.
 - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
 - d. Tampering with the election of any college recognized student officer.
 2. Disruptive Behavior: Applies to behavior that persistently or grossly interferes with academic and administrative activities on campus. Ordinarily, such behavior actively hampers the ability of other students to learn and of instructors to teach. The following is a specific, although not exhaustive, list of disruptive behaviors that commonly result in the administrative position of discipline.
 - a. Persistent or gross acts of willful disobedience or defiance toward college personnel.
 - b. Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions.)
 - c. Use of personal portable amplification equipment (e.g., radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the college.
 - d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person (including any such action that takes place at an event sponsored or supervised by the college).
 - e. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal public property.
 - f. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
 - g. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

- h. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to, or use of, the college.
- i. Possession, distribution, or use of alcoholic beverages on college property, or at any event or activity function sponsored or supervised by the college.
- j. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in, the college.
- k. Individual students or student organizations who engage in acts of discrimination on the basis of age, gender, color, physical or mental disability, sexual orientation or national or ethnic origin.
- l. Theft or other abuse of computer time, including, but not limited to:
 - i) Unauthorized entry into a file, to use, read, or change the content, or for any other purpose.
 - ii) Unauthorized transfer of a file.
 - iii) Unauthorized use of another individual's identification and password.
 - iv) Use of computing facilities to interfere with the work of another student, faculty member or college official.
 - v) Use of computing facilities to send obscene or abusive messages.
 - vi) Use of computing facilities to interfere with the normal operation of the college computing system.
- m. The college's computing telecommunications facilities are provided for the use of students in fulfilling their needs which relate to the mission of the college. Other usage is not acceptable.
- n. Smoking in classrooms or other unauthorized campus areas.
- o. Failure to satisfy college financial obligations.
- p. Gambling.
- q. Any form of passive or covert behavior may also be regarded as quite disruptive. Examples of passive, yet disruptive behavior are those students whose poor personal hygiene so seriously offends the sensibilities of classmates and instructors that the classroom becomes an academic environment that is no longer tenable.
 - i) Violation of published college policies, rules and regulations.
 - ii) Copyright Issues. Users who redistribute software from the computing systems, break agreement with its software suppliers, as well as applicable federal copyright, patent and trade secret laws. Therefore, the redistribution of any software computing systems is strictly prohibited except in the case of software which is clearly marked as being in the public domain. Violations including copying, transmitting, or disclosing data, software or documentation without proper authorization or attempting to do so.
 - iii) Violation of federal, state or local law
 - iv) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
 - v) Participation in a campus demonstration which disrupts the normal operation of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interfere with freedom of movement, either pedestrian or vehicular, on campus.
 - vi) Abuse of the Judicial System, including but not limited to:
 - a) Failure to obey the summons of a judicial body or college officials.
 - b) Falsification, distortion, or misrepresentation of information before a judicial body.
 - c) Disruption or interference with the orderly conduct of a judicial proceeding.
 - d) Institution of judicial proceeding knowingly without cause.
 - e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of the judicial proceeding.
 - g) Failure to comply with the sanction(s) imposed under the Student Disciplinary Code.
 - h) Influencing or attempting to influence another person to commit an abuse of the judicial system.

- i) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- E. Sexual Misconduct: Conduct as defined in Section 5-12, which includes sexual contact, sexual penetration, dating violence, stalking, domestic violence, rape, and sexual battery. Any complaint of sexual misconduct, will be processed through the Section 5-12 policy, subject to, but not limited to, the disciplinary sanctions outlined in Sec. 5-72.
- F. Discrimination: CASC is committed to providing students, employees, and visitors educational and working environments free from Discrimination, both in and out of the classroom. CASC does not tolerate Discrimination on the basis of race, color, national origin, religion, gender, disability, age, or veteran status. Through enforcement of this policy, CASC seeks to prevent, correct and discipline behavior that violates this policy. CASC strongly encourages students, visitors and employees to promptly report any Discrimination. Anyone determined to have violated the CASC Discrimination policy, as governed by state and federal laws will be subject to discipline action, including but not limited to expulsion or termination. Complaints of Discrimination and investigations into Discrimination allegations are kept confidential to the extent possible consistent with the need to investigate the complaint and come to a thorough and effective resolution.

The full Discrimination Policy and Sexual Harassment Policy are available in chapter 8 of the Policies and Procedures Manual, as well as, on the CASC website

Board amended 12-5-17

SANCTIONS WHICH MAY BE IMPOSED

1. The following sanctions may be imposed upon any student found to have violated the Student Disciplinary Code:
 - a. Admonition-Friendly advice, counsel, criticism, or rebuke which may be given in oral or written form.
 - b. Warning- An oral or written notice that continuation or specified conduct may be cause for more disciplinary action.
 - c. Conduct Probation- A second violation means that disciplinary action will be based on both charges. Exclusion from participating in non-academic college functions for a specific period of time. Probation is for a designated period of time and includes the probability of a more severe disciplinary sanction if the student is found to be violating any institutional regulations during the probationary period.
 - d. Loss of Privileges- Denial of specified privileges for a designated period of time.
 - e. Fines- may be imposed.
 - f. Restitution- Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. Discretionary Sanctions- Work assignments, service to the college or other related discretionary assignments.
 - h. Residence Hall Suspension- Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
 - i. Suspension- Exclusion from classes and/or all other privileges. A student may be suspended for a definite or indefinite period. Re-admission to the college can be granted only by action of the Committee on Student Conduct or by special intervention of the President. A student who is suspended for reasons of conduct may apply for re-admission no sooner than one academic term from the date s/he was suspended. Formal suspension is recorded on the transcript and may be removed by action of the Vice President for Student Affairs or Administrative designee.
 - j. College Expulsion- Permanent separation of the student from the college. When a student is expelled, a record of this action is made a part of the student's transcript in the Office of Admissions and Records. A student

- who is expelled will normally not be allowed to re-enter college.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. A student suspended or expelled will automatically lose any further financial assistance awarded him/her by the college, e.g., scholarships, fee waivers, or other institutional based aid.
 4. All pertinent records assembled as part of the hearing process will be maintained for no less than five years after the date of filing. These records are subject to the terms of the Oklahoma Open Records Act and the Buckley Amendment.
 5. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions above listed a through e.
 - b. Deactivation- Loss of all privileges, including college recognition, for a specific period of time.

SOCIAL NETWORKING POLICY

As members of the Carl Albert State College community, students represent the college. While social networking on websites such as Facebook, Instagram, Snapchat, and Twitter are a great way to communicate, express yourself, and connect with others, students must understand that the information and pictures they post, or others post about them, may adversely impact personal safety or safety of others, impugn personal or institutional character, or undermine their academics during college and future career after college. Students at Carl Albert State College will be held responsible for any social networking conduct that compromises the safety, reputation, and/or integrity of the college, faculty, staff or students and for any social networking conduct that violates federal, state or local laws or college policy. Inappropriate conduct on social networking websites may result in college discipline, fines, and suspension and includes, but is not limited to, comments, depictions, or presentations of the following: hazing; use of alcohol or drugs; defamatory comments disrespecting a faculty, staff or student; Title IX: sexual misconduct; partial or total nudity, obscene gestures, or possession of a weapon.

VIOLATION OF LAW AND COLLEGE DISCIPLINE

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the Student Disciplinary Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Disciplinary Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

STUDENT CONDUCT GRIEVANCE POLICY (For the most accurate, up-to-date policy information view the Policies and Procedures manual on the Human Resource page of the CASC website).

1.0 INTRODUCTION: Any member of the college community may file a report against any student for misconduct. The Student conduct report must be sent in writing (forms are available in the Office for Student Affairs) with a signature of the person filing the report stating the name of the accused student, and the specific details of the violation. Any charge shall be submitted to the Office of Student Affairs as soon as possible after the event takes place, preferably within forty-eight (48) hours but no later than ten (10) working days.

2.0 INITIATING A COMPLAINT:

1. The Student Conduct Report must be sent in writing (Student Conduct forms are available in the Office for Student Affairs and online) with a signature of the person filing the report stating the name of the accused student, and the specific details of the violation.
2. The complaint shall be submitted to the Office of Student Affairs as soon as possible after the event takes place, preferably within forty-eight (48) hours, but no later than ten (10) working days after the incident.
3. Citations by Campus Police and Housing personnel are submitted by citation.

3.0 INCIDENT REPORT:

An incident report will be issued for conduct violations to the student by the Student Conduct Officer. The Student Conduct Officer will review the report with the student indicating the action to be taken.

4.0 COMPLAINT RESOLUTION:

If the complaint is not resolved with the Student Conduct Officer, one or more of the following steps may be followed:

1. The Vice President for Student Affairs (or other designee) may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. After the initial investigation, the Vice President for Student Affairs (or other designee) may:

- a. Take no action.
- b. Take administrative action to counsel, advise, or admonish the student.
- c. Take disciplinary action against the offending student ranging from reprimand to suspension or expulsion. If the charges cannot be disposed of by mutual consent, students may file an appeal to the Student Conduct Committee. This does not preclude the right of the Vice President for Student Affairs to suspend a student temporarily until a hearing is arranged.

2. Request of Appeal:

Any student adversely affected by the decision of the Student Conduct Officer, or other college official, may appeal the decision by filing a Student Conduct Grievance.

- a. Student must submit a Campus Concern/Grievance form (C-10) to the Human Resources Office, BC866D within a reasonable time frame, but no later than ten (10) working days of the Student Conduct Officers meeting.
- b. The Human Resources Office will verify student conduct issues and forward the appeal to the Vice President for Student Affairs (or designee).

5.0 GRIEVANCE PROCEDURE:

A student adversely affected by the decision of the Student Conduct Officer, or other college official, who wishes to appeal, may continue the appeal through this grievance process:

1. The request and reason for appeal should be made in writing and submitted on the Campus Concern/Grievance form, available in the Student Affairs office and online, within a reasonable time frame, but no later than ten (10) working days of the Student Conduct Officers meeting.
2. Students must submit the Campus Concern/Grievance form to the Human Resources Office, BC866D, Box 359, Fax; 918-647-1359.
3. Upon receipt of the Student Conduct Grievance for an appeal hearing, the Vice President for Student Affairs Vice (or other designee) will schedule a hearing within a reasonable amount of time, but no later than fifteen (15) working days after the filing of the appeal, and notify the student requesting the appeal of the date and time of the scheduled hearing. At the same time, the student will be informed as to the procedure used at the hearing.
4. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs.
5. The Vice President for Student Affairs (or designee), will Chair the Student Conduct Committee.
6. The Vice President for Student Affairs (or designee) will appoint an equal number of faculty/staff members and students to serve on the Student Conduct Committee. The structure of this committee shall consist of six (6) voting members and one non-voting chairperson, this being the Vice President for Student Affairs (or designee). The Chairperson shall cast a vote only in the instance of a tie.

7. Decisions made by the Student Conduct Committee shall be final, pending the normal appeal process.

6.0 HEARING PROCEDURE:

1. A time shall be set for a hearing, not less than five (5), nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs.
2. Hearings shall be conducted by the committee according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs (or designee).
 - c. The student may not have a representative present. The complainant and/or the accused is responsible for presenting his/her own case.
 - d. In hearings involving more than one accused student, the chairperson of the committee, at his/her discretion may permit the hearings concerning each student to be conducted separately.
 - e. The complainant, the accused and the committee shall have the privilege of presenting witnesses, subject to the right of questioning by the committee.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the committee at the discretion of the chairperson.
 - g. After the hearing, the committee shall deliberate in private (by majority vote) whether the student has violated the Student Disciplinary Code.
 - h. The committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Disciplinary Code.
 - i. In each case in which the committee determines that a student has violated the Student Disciplinary Code, the committee will determine the sanction(s) imposed, if any. The Vice President for Student Affairs (or designee) shall issue the final decision in writing to the student.
 - j. The records of a hearing shall be a summary and not a transcript. However, records should be sufficient enough to include the more significant facts presented, allegations made, statements of views, and decisions reached. If a single verbatim record, such as a tape recording, is used for the hearings before the committee, it shall be the property of the college. Deliberation by the judicial body shall not be recorded Except in the case of a student charged with failing to obey the summons of a committee or college official, no student may be found to have violated the Student Disciplinary Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
 - k. Except in the case of a student charged with failing to obey the summons of a committee or college official, no student may be found to have violated the Student Disciplinary Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

STUDENT COMPUTER CONDUCT CODE

Carl Albert State College provides computing resources and Internet access to support education and/or research. Access to these computer resources should be viewed as a privilege, not as a right. CASC reserves the right to cancel these privileges for use deemed inappropriate by the Educational Technology Committee. The following guidelines are to be followed by all CASC students using the college information technology services.

A. First priority access

CASC computers in our campus labs and libraries are provided for use by all CASC students. Students are required to have priority access to library and lab systems before non-academic users.

B. Users must abide by security restrictions on all systems to which they have access.

Do not distribute a password to others or otherwise attempt to evade, disable or crack passwords or other security restrictions. Failure to abide by this guideline will result in immediate revocation of rights. Do not intentionally install malicious software, such as, malware, ransomware, or any viruses that may damage or impair the computer or network systems.

C. Users must respect copyright and other intellectual-property rights.

Software licensed by the College or merely used on College equipment must be used in accordance with the license agreement. The College may seek repayment of fines or damages from anyone who violates licensing terms and may take disciplinary action against such an individual. Due to licensing agreements, use of library databases is limited to Carl Albert State College students, faculty, and staff. Remote access to library database services is accessible through student VikeConnect username and password. It is illegal to download copyright material, such as movies, music, games, and documents. Students who are discovered to be downloading copyrighted material may lose access privileges. For further policy information on copyright violation, please visit: <https://www.carlalbert.edu/information-technology/casc-copyright-policy/>

D. Users must respect others' rights to freedom from harassment or intimidation.

Users may not send abusive or patently unwanted materials to others. This includes but is not limited to: product advertising, political lobbying, and commercial transmissions, transmission of any material in violation of any U.S. or state law. The college will not tolerate racial, ethnic, or gender-based slurs. Users may not conceal or misrepresent a name or affiliation. Using identifiers of other individuals as the user's own constitutes fraud. Users are not allowed to display obscene materials on library or lab computers. By displaying obscene images on public computer systems there is a potential of violating Title IX federal laws prohibiting sexual harassment.

E. Users should respect access privileges

Accept limitations or restrictions on computing resources, such as a storage space, time limits, or amount of resources consumed, when asked to do so by the managers of facilities. Such restrictions are designed to ensure fair access for all users. Also note that, as a part of his/her responsibilities, technical managers may need to view the contents of files to diagnose or correct problems in shared systems. Demand for library and lab resources may exceed availability. Please be sensitive to the needs of others and limit use when there are times of heavy demand.

F. Warranties

CASC makes no warranties of any kind, whether expressed or implied, for the service it is providing. It is responsible for network connection only. CASC will not be responsible for damages users suffer including, but not limited to: loss of data resulting from delays; failed deliveries and service interruptions.

G. Computer pornography policy

Electronic communication is provided for academic programs and college operations. For extensive or recurring communication not related to college purposes, you should use non-college resources. Library and lab systems may not be used for gaming, online-shopping, or viewing pornography. Use caution when utilizing e-mail. The Internet is not a secure environment. As pointed out by other universities, "The privacy of electronic mail is somewhere between that of a letter and a postcard." CASC also reserves the right to copy and examine any files or information resident on CASC systems, including the OneNet hub equipment. It is not the intention of CASC to actively monitor electronic communication; however, all forms of electronic communication are subject to the CASC code of computer conduct.

CAMPUS CONCERN POLICY (for the most accurate, up-to-date policy information, contact the Office of Human Resources, 918.647.1373 or 1507 South McKenna, Poteau, OK 74953).

1.0 CASC is committed to providing a positive educational and work environment for students, employees, and

visitors. Through enforcement of this policy, CASC seeks to prevent, correct, and discipline behavior that violates this policy. CASC strongly encourages students, visitors and employees to promptly report any campus concerns.

1. CASC's procedures for handling concerns place a strong emphasis on resolving concerns informally in a non-adversarial process in which the parties involved reach a mutually satisfactory understanding and agreement. Without feeling constrained by specific definitions, any person who believes that his or her educational or work experience is compromised should feel free to discuss the problem with a faculty member, administrator, or supervisor informally.
2. Situations may occur where an employee, student, or visitor believes that the fair and consistent application of a policy affecting him or her has not been followed.
3. Complaints concerning Sexual Harassment

2.0 DEFINITIONS:

1. The "Complainant" is an employee, student, or visitor who informs the CASC Human Resources Office that the employee, student, or visitor believes he or she has been denied rights under CASC policies and procedures.
2. Complaint does not include a CASC supervisor, administrator, employee, or official who reports an incident that he or she has observed or a complaint he or she received involving other persons.
The Complainant does not have to be the specific person to whom the action was directed, but must be a person who was affected by the incident.
3. The "Respondent" is the employee, student, or visitor who allegedly denied rights to another person.
4. "Retaliation" means any action or failure to act with respect to an individual based on that individual's making a complaint, participating in the investigation of a complaint, or participating in the process under this policy, where such action or failure to act could have the effect of dissuading a reasonable person from participating or assisting with this policy.
5. Issues addressed by this policy can include, but are not limited to academic issues, student conduct issues, policies, workplace environment, or such conduct that has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work or social environment. The CASC Human Resources Office will determine whether or not a dispute is within the scope of policy.

3.0 INITIATING A COMPLAINT:

1. Employees, students, or visitors who believe they have been denied rights must report the incident to the CASC Human Resources Office using a Campus Concern/ Grievance Form. The Campus Concern/ Grievance Form includes the Complainant's name and contact information, identifies the complained-of individual, and describes the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant's preferred outcome for resolving the matter.
2. The complaint should be turned into the CASC Human Resources Office no later than thirty (30) days after the last complained-of incident.
3. Any CASC supervisor, administrator, or official receiving a complaint of denied rights should inform the individual of this policy and refer them to the Human Resources Office.

4.0 COMPLAINT RESOLUTION: The Human Resources Department will determine whether a complaint is to be resolved by formal or informal means.

1. **INFORMAL RESOLUTION:** The informal resolution process is appropriate when the concern can be resolved through communication and/or mediation. Neither the Complainant nor the Respondent may have an

attorney or representative present during the informal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.

- a. The Human Resources Office shall attempt to resolve the concern using the informal resolution process within a reasonable amount of time after the concern has been submitted.
- b. At any time during the Informal Resolution process, the Human Resources Office may request a formal resolution process.

2. FORMAL RESOLUTION: If the informal process fails to resolve the concern, and the student, employee, or visitor wishes to continue the matter, he/she must begin the steps of the formal resolution process. Neither the Complainant nor the Respondent may have an attorney or representative present during the formal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.

- a. Initiating the Formal Resolution Process: The Complainant must have previously submitted to the Human Resources Office a Campus Concern/ Grievance Form.
- b. The President (or designee) shall appoint an investigator(s) to examine all written, formal complaints against employees, students, and visitors. The investigator(s) may or may not be CASC employees.
- c. In the course of the investigation, a copy of the written concern will be given to the Respondent. The Respondent shall have ten (10) Working Days in which to submit a signed, written response to the concern.
- d. The investigator(s) interviews separately the Complainant and the Respondent as soon as reasonably possible after receipt of the written concern and written response, if any.
- e. The Respondent will not take any action against the Complainant or any witnesses or other persons, in retaliation for their initiation of or participation in the complaint process. Retaliation is a separate violation of this policy and may result in discipline even where the original complaint is unfounded.
- f. The investigator(s) may interview any other persons considered to have information relevant to the complaint.
- g. The investigator(s) may receive, gather, and review any documents and physical evidence related to the complaint.
- h. Where necessary, the investigator(s) may recommend to the President temporary adjustments to the Complainant's class schedule or work environment pending conclusion of the investigation.

3. Report and Recommendations: The investigator prepares written findings of fact and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written findings of fact.

- a. The Complainant and Respondent shall have ten (10) working days to submit a "written reply" regarding the findings of fact to the Human Resources Office. The Human Resources Office shall provide the President with a copy of the Complainants and Respondent's "written reply", if any.
- b. Within a reasonable time after receiving the written report, the President (or designee) shall review the report, and review the Complainants and Respondent's "written reply".

4. If it is determined that policy was violated, the President (or designee) shall take appropriate discipline or corrective action with the Respondent including but not limited to expulsion or termination.

4.5 The President's (or designee) determination on the findings of fact and discipline shall be final and non-appealable.

5.0 CONFIDENTIALITY: Complaints and investigations into allegations are kept confidential to the extent possible consistent with the need to investigate the complaint and come to a thorough and effective resolution.

6.0 RETALIATION PROHIBITED: Any employee, student, or visitor who retaliates in any way against an individual who has initiated or participated in the resolution of a good faith complaint is subject to discipline, up to and including termination of employment, suspension, or expulsion from CASC, even if no violation is found.

7.0 FILING OF FALSE COMPLAINTS AND STATEMENTS: and Statements: Anyone who knowingly or intentionally files a false complaint or false statement is subject to discipline, up to and including termination of employment, suspension or expulsion from CASC.

8.0 EFFECT ON PENDING DISCIPLINARY ACTIONS: Filing a Grievance/Complaint will not prevent, delay or affect any non-retaliatory evaluation or discipline of the Complainant for conduct, performance, or academic deficiencies or for violation of CASC policies and procedures.

TOBACCO-FREE CAMPUS POLICY

I. Purpose:

This policy is designed to promote the following:

- A. A safe and healthy environment free from tobacco use.
- B. Protection of students, faculty, staff and visitors from exposure to secondhand tobacco smoke.
- C. Elimination of litter associated with tobacco use.
- D. Eradication of smoke-filled areas at building entrances.
- E. A positive role model for secondary schools in Leflore County.
- F. A cooperative partnership with Tobacco-free Leflore County to prevent tobacco use among youth, reduce tobacco dependence, and promote smoke-free environments.

II. Policy Statement:

In accordance with Oklahoma Executive Orders 2012-01 and 2013-43, Carl Albert State College is committed to maintaining a safe and secure campus and a healthy environment for its students, faculty, staff and visitors free from tobacco use. CASC's comprehensive tobacco-free program consists of prevention, cessation and policy. Effective July 1, 2012, all tobacco products, as defined herein, shall be prohibited on the CASC campuses.

III. Definitions:

- A. **Campuses:** includes any and all CASC owned, leased, contracted, rented or maintained property including but not limited to buildings, facilities, exterior open spaces, parking lots, sidewalks, roadways, recreational spaces and grounds.
- B. **Tobacco use:** includes, but is not limited to, smoking, chewing, dipping or any other consumption or use of tobacco products.
- C. **Tobacco products:** includes all forms of tobacco but is not limited to cigarettes, cigars, pipes, electronic cigarettes, vaping devices, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking or both. This term also includes herbal tobacco products, simulated tobacco products that imitate tobacco products, including but not limited to cloves, bidis, or kreteks.
- D. **Students:** includes but is not limited to all students enrolled in CASC classes and/or classes held on campuses, as defined above.
- E. **Visitors:** includes but is not limited to guests, spectators, contractors, vendors, volunteers, and anyone else providing any type of product or service to CASC.

IV. Procedures:

- A. The use, sale or distribution of tobacco products is prohibited on the CASC Campuses.
- B. Advertising the sale of tobacco products is prohibited on the CASC campuses.

- C. CASC is committed to providing assistance with tobacco use cessation programs to students, staff, and faculty members who desire to quit using tobacco. In addition, CASC shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.
- D. CASC shall make available a method of communication regarding tobacco use, prevention efforts on campus related to policy, prevention, and cessation.

V. Tobacco-Free Campus Policy Enforcement:

As CASC transitions to a tobacco-free environment, our primary goal is to achieve voluntary compliance by educating students, faculty, staff, and visitors about the policy and providing tobacco cessation assistance to those who seek it. Compliance of this policy by all students, faculty, and staff is expected based on our commitment to a healthy environment, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff, and students.

Complaints regarding violations of this policy shall be addressed as follows:

- A. Faculty and staff who violate the policy shall be directed to and handled by the Office for Human Resources. Supervisors will be notified of violations and will assist in the discipline process.
- B. Students who violate the policy shall be directed to and handled by the Office of Student Conduct.
- C. Visitors who violate the policy shall be directed to and handled by the Office of Campus Police. Visitors will be informed that Carl Albert State College is a tobacco-free campus. Visitors who continue to violate the policy following a warning will be escorted off-campus.

VI. Cessation Resources:

CASC is committed to providing assistance to students, staff, and faculty members who desire to quit using tobacco. CASC provides on-campus resources for students as well as referrals to programs in the Poteau and Sallisaw communities.

Employees wishing to participate in tobacco cessation programs will be referred to HealthChoice of Oklahoma (1.800.543.6044). Employees and students wishing to participate in tobacco cessation programs will be referred to Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

DISCIPLINARY STANDARDS AND SANCTIONS

Alcohol

Students are reminded that the present laws of the State of Oklahoma make liable to arrest and prosecute any person under twenty-one (21) years of age who consumes or possesses alcoholic beverages as well as anyone who supplies such beverages to a person under twenty-one (21) or supplies such beverages to an intoxicated person or to any person who has been adjudged insane or mentally deficient. The consumption or possession of alcoholic beverages by students or guests on the Carl Albert State College campus or at any college sponsored event is prohibited.

Infractions of the Carl Albert State College Alcohol Policy by individual students and student organizations will result in disciplinary action.

The sanctions for infractions of the alcohol policy by individual students are as follows:

First Offense - \$150 fine

Second Offense - \$250 fine and Safe Colleges Alcohol Awareness Training.

Third Offense (Housing) - Automatic dismissal from the Residential Housing Program
(Suspension: current semester plus one long semester).

While each individual student is required to take responsibility for his/her individual behavior regarding alcohol, it is also the responsibility of each individual and each club or organization to see that those present at their functions, meetings or gatherings, conduct themselves in accordance with the Carl Albert State College rules and regulations as well as city, state, and federal laws. Some additional standards to be included with the college's alcohol policy are:

- A. A person's right to decide about drinking or not should be respected. In fact, students should not be encouraged or pressured to drink.
- B. Any club or organization that has a planned party may provide only non-alcoholic beverages.

Drugs

Students are reminded that the present laws of the State of Oklahoma as well as federal laws make it liable to arrest and prosecute any person who uses, possesses, sells or distributes illegal drugs. Carl Albert State College forbids the use, possession, or distribution of illegal drugs including, but not limited to, amphetamines, barbiturates, cocaine, hallucinogenic drugs, marijuana, PCP, fantasy drugs, and lysergic acid diethylamide (LSD). The medical use of drugs is permitted only when prescribed by a licensed practicing physician.

Carl Albert State College students who use or possess illegal drugs may be suspended from the college and fined \$250.

CASC students selling or distributing illegal drugs will be suspended from the college and fined \$250.

Housing Students: \$250 fine and Automatic dismissal from the Residential Housing Program
(Suspension: current semester plus one long semester)

*Safe Colleges Drug Awareness Training or Drug Counselor Available

DRUG FREE SCHOOLS POLICY STATEMENT

A. Purpose

The Drug Free Schools and Communities 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 Carl Albert State College (CASC) to comply with this statutory directive.

B. Policy

As set forth in local, state, and federal laws, and the rules and regulations of the College, CASC 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.

C. 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.

D. External Sanctions

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

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or

dispense, a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

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

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

In addition, the new state law, Prevention of Youth Access to Alcohol, became effective July 1, 2006. For minors consuming/in possession of alcohol or 3.2 beer, the following penalties apply:

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;

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;

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;

All minors who violate this law are subject to drug and alcohol assessment;

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 local 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.

Further information regarding these local, state, and federal laws may be found in the CASC Campus Police Department and the CASC Human Resources Office where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

E. Health Risks

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

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

Cocaine/Crack are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk 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, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.

Ecstasy (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is

similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye 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, a 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

Additional information about health risks associated with alcohol and other drug use may be available from the following sources.

F. Drug/Alcohol Treatment Resources

Safe Colleges Drug/Alcohol Awareness Training

CASC [Student Health & Counseling Services](#) and the Employee Assistance Program offer referral counseling sources for CASC students and employees.

***Stigler Health & Wellness: Alcohol & Drug Counselors**

Poteau: 918-647-2155

Sallisaw: 918-790-2653

Additional treatment and informational resources appear below:

***Center for Substance Abuse Treatment Information &**

Referral Line 1-800-662-HELP (4357)

***National Council on Alcoholism and Drug Dependence Hope Line** 1-800-622-2255, 24 hours a day

National Institute on Drug Abuse and National Institutes of Health 1-800-729-6686, 1-800-437-4889 (TDY)

***Reach-Out Hotline** 1-800-522-9054; Alcohol, drug, domestic violence, sexual assault, rape crisis intervention and mental health referral.

INFECTIOUS DISEASE POLICY AND PROCEDURES STATEMENT

Carl Albert State College is concerned for the health, welfare, and safety of students and staff of the college. An important part of the institution's policy is the prevention and control of infectious diseases.

A. Confidentiality for the infected individual will be maintained through the institution's policy of providing information on a "need to know" basis only.

B. Information and official statements will be released only by the college President.

C. Once potentially infectious disease has been identified and brought to the attention of the administration of CASC, the following guidelines will be adhered:

D. Depending upon the circumstances presented to the President, the Institutional Infectious Diseases Advisory Committee will be convened for the purpose of reviewing and evaluating on an individual basis the status of the situation. This committee will be composed of the Director of the Department of Nursing, the Safety Coordinator, and the Coordinator of Student Support Services.

E. If there is a reasonable cause to believe that a student or staff member is infected an appropriate medical consultation will be requested from the Leflore County Health Department. The designated individual in the County Health Department will respond directly to the President of the college as to proper procedures.

F. As a result of this evaluation, action will be taken for the protection of the non-infected individuals.

G. For the protection of non-infected individuals, action regarding the infected individual's access to college activities and/or classes or continued employment will be made based upon recommendations received from the appropriate authorities at the Health Department.

H. An ongoing program of information regarding all infectious diseases, including Acquired Immune Deficiency Syndrome (AIDS) is available at CASC. Educational programs covering AIDS and other infectious diseases are offered for faculty and staff during in-service training meetings. Students are provided information through a variety of

informational sessions, including Orientation classes and special seminars throughout the school year, as needed.

CONSTITUTION OF THE CASC, STUDENT GOVERNMENT ASSOCIATION

SGA Approved 9/12/16

PREAMBLE: We, the students of Carl Albert State College (CASC), establish this constitution in order to facilitate maximum student participation; to provide an orderly form of decision making; to promote leadership skills; to act as a means of communication among the students, faculty and administration; to voice and meet the needs of the student body; and to promote and improve the image and ideals of CASC.

ARTICLE I

NAME

Section 1: The name of this organization will be the CASC Student Government Association. The organization is a member of the Oklahoma Student Government Association.

ARTICLE II

PURPOSE OF THE ORGANIZATION

Section 1: The Student Government shall serve as a direct link between students and administration, to voice opinions that affect students and CASC.

Section 2: The Student Government will act as the governing body over all campus organizations.

Section 3: The Student Government will serve as an assistant to the Student Life Coordinator in planning, scheduling, and working activities for CASC.

ARTICLE III

MEMBERSHIP

This organization grants 3 types of membership, General, Representative, and Executive, to each student attending CASC.

Section 1: General Membership

A. The general membership program allows any student to attend meetings. Students will not be allowed to vote until they become a member. Students must provide 25 student signatures and 2 faculty/staff signatures and submit the signed document to an Executive Member of the SGA or the Office of Student Affairs. Once the document is received, the student will be placed on the first available agenda to be voted on as a new member and must be present.

B. Each member must maintain a minimum of 12 semester hours per semester.

Section 2: Representative Membership

A. Representative Membership shall consist of 1 representative of each duly-chartered student organization on the CASC campuses in Poteau and Sallisaw.

B. By September 15 of the Fall semester, every duly-chartered student organization shall appoint a representative to the Student Government.

C. Each member must maintain a minimum of 12 semester hours per semester.

Section 3: Executive Membership

A. The Executive Membership shall consist of all duly elected members of the Executive Board. Each member shall have one vote for all business brought before the board only.

ARTICLE IV

OFFICERS

The offices of President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian will be selected within the Student Government during the spring semester. However, if not enough members meet the requirements for office during the spring semester, elections for areas not filled will be held in the fall semester.

Section 1: Duties of the Officers

A. President

1. Preside over meetings of the Student Government.
2. Shall be ex-officio member of all committees.
3. Shall appoint chairpersons, special officers, and members of special committees with consent of the Student Government.
4. Represent the Student Government to its various publics.
5. Shall fill a vacancy in any vacated offices by appointment.
6. Shall serve on any college committees assigned by the President of the College or any representative.
7. Shall run all general sessions under parliamentary procedures.

B. Vice-President

1. Assume the office of President in the case of a vacancy in the office
2. Shall be ex-officio member of all committees
3. Other duties assigned by the President.

C. Secretary

1. Assume the office of President or Vice President in the case of absentee.
2. Record and maintain a record of the affairs of the Student Government including a current membership role and attendance at each meeting and activity.
3. Shall serve as an ex-officio member of all committees.

D. Treasurer

1. Maintain an accurate record of income and dispersal of Student Government funds.
2. Assume the office of the President, Vice President, or Secretary in the case of a vacancy.
3. Shall serve as an ex-officio member of all committees.

E. Reporter

1. Assume the office of the President, Vice President, Secretary, or Treasurer in the case of a vacancy.
2. Handle all Publicity for activities and meetings.
3. Shall serve as an ex-officio member of all committees.

4. Responsible for taking pictures at events and developing the Student Government scrapbook.

F. Parliamentarian

1. Shall uphold parliamentary procedures at all meetings.
2. Shall be in charge of helping all members become more aware of parliamentary procedures.
3. Assume the office of President, Vice President, or Secretary, or Treasurer in the case of a vacancy
4. All other assigned duties.

Section 2: All officers must be full time students at CASC the entire time they hold office. If any officer drops below 12 semester hours, their office will immediately become vacant.

Section 3: All Officers must maintain a G.P.A. of 3.0. Any Officer dropping below the 3.0 G.P.A. requirement at mid-term will automatically be resigned from office.

Section 4: The Executive Board of the Student Government will consist of all officers and the Student Life Coordinator and/or the Vice-President of Student Affairs.

Section 5: Any Officer that is absent from more than one meeting without good reason will be subject to office resignation. Final decision concerning whether an excuse is acceptable will be decided by the balance of the Executive Board, the Student Life Coordinator, and/or the Vice-President of Student Affairs.

ARTICLE V

LEGISLATIVE PROCESS

Section 1: The Student Government shall hold regular meetings at least once a month during the academic school year. Special meetings may be called by the President, Vice-President of Student Affairs, or the Student Life Coordinator at their discretion.

Section 2: Executive meetings may be scheduled at any time by the SGA President or the Vice-President of Student Affairs

Section 3: Legislative procedure can take place only when a quorum is present. A quorum shall be defined as 50% of the Student Government.

Section 4: All meetings shall be in accordance with Robert's Rules of Order.

ARTICLE VI

COMMITTEES

Section 1: Each committee shall have a committee chair to be elected by two-thirds vote.

Section 2: All ad-hoc committees, when deemed necessary by the Executive Board, shall be appointed by the President

Section 3: The following committees shall be standing committees of the organization.

1. Residence Hall Committee - All members must live in the residence halls.
2. Food Committee - All members must live in the residence halls.
3. Activities Committee – Student Activities Board (SAB)

4. Discipline Committee; assigned as needed

ARTICLE VII

DISCIPLINARY PROCEDURES

Section 1. Disciplinary procedures shall be conducted according to the policies and procedures set forth in the Student Court Constitution.

ARTICLE VIII

BY-LAWS

Section 1: By-laws may be established by a majority vote with a quorum of the Student Government.

Section 2: By-laws may be amended by two-thirds vote of a quorum of the Student Government.

ARTICLE IX

STUDENT ORGANIZATIONS

Section 1: The Student Government, set up as per the Student Handbook policy, is the governing body of all student organizations on campus.

Section 2: The Student Government, in conjunction with the CASC Administration, reserves the right to accept or reject charters of any organization.

Section 3: The Student Government shall approve any organization fulfilling the following qualifications:

1. There must be at least 7 qualified petitioners. A qualified petitioner is a full-time student at CASC.
2. The organization must serve a beneficial purpose: social, honorary, service, or professional.
3. The petition must be signed by a member of the faculty, staff, or CASC Administrator who is willing to sponsor the proposed organization.

Section 4: The constitution shall contain: Name, purpose, membership, officers, meeting, dues, sponsor, and initiation. (All non-hazing initiations must be within proper conduct guidelines deemed appropriate at CASC.)

Section 5: All club charters and constitutions accepted by the Student Government and the CASC college administration shall be filed with the Student Life Coordinator.

Section 6: Club charters may be revoked by the Student Government and Administration approval, when ample cause is shown.

ARTICLE X

AMENDMENTS

Section 1: The proposed amendment must be passed by a majority vote of a quorum of the Student Government.

Section 2: Ratification shall become final upon approval of the President of CASC.

RESIDENTIAL HOUSING

The Office of Student Affairs welcomes you to the fun, challenging and rewarding world of on-campus living. Our primary goal is to provide you with an environment that is safe, clean and conducive to your educational growth. This handbook section will provide valuable information about living on campus. Understanding and developing a respect for others and an awareness of your rights and responsibilities will make the adjustment to this new way of life much easier. The Residential Life Staff is dedicated to working with you in order to provide a comfortable, friendly environment, which is beneficial to the Resident Student's aspirations and achievements.

We trust you will find in this catalog section an informative guide as you begin to explore this community, the facilities and services. Included are important Residential Life rules and regulations which have been developed to serve your best interests. We ask for your cooperation, participation and contribution to ensure a quality experience for everyone. At the Office of Student Affairs, you may obtain your Student I.D., meal sticker, Housing and Meals Contract, and residential parking permit.

Scholars Center, Residential Program Housing & Athletic Housing

www.carlalbert.edu/housing/

Carl Albert State College provides the opportunity to experience the unique academic and social environment of on-campus living through the Scholars Center, Residential Housing, and Athletic housing. All 20 rooms in each dorm building are double occupancy; a few designated dorm buildings have single-room options.

The vast majority of rooms, excluding athletics, includes a 12'x19' spacious bedroom and study area; an 8'x 8' bathroom with two vanity sinks, bathtub, shower, and toilet; and a 4'x 8' walk-in closet and free internet access.

The Bill J. Barber, W.D. Hoffman, and Dr. E.A. "Jack" Gedosh Scholars Centers provide on-campus housing for students who have been accepted into the Scholars Program. The Scholars Centers provide educational and leadership learning opportunities to highly motivated students based on academic achievement and leadership ability. The President's Selections Committee selects the residents.

In addition, the Residential Program Housing (JC Holton, Beverly McMillen, Kate "Katie" Ollie, George and Rosemary McBee, and Nell and Lattie Hoyle Dorms) provides 216 students a unique base for leadership development.

CASC also maintains Athletic housing for 28 student athletes. Each room includes individual sleeping quarters for 2 or 3 students and a bathroom with a sink, shower, and toilet and free internet access.

The Office of Student Affairs keeps Resident Students informed of all current Residential Life policies by providing a copy of the Student Handbook which can be found in the Office of Student Affairs or online at: <https://www.carlalbert.edu/student-handbooks>

Meningococcal Compliance

Oklahoma Statutes, Title 70-3242, requires all students who are first-time enrollees in any public or private Oklahoma postsecondary educational institution and who reside in on-campus student housing to be vaccinated against meningococcal disease. CASC will provide students or the student's parents or other legal representative,

detailed information on the risks associated with meningococcal disease and the availability and effectiveness of the vaccine. The Statute permits the student, or if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

CASC Residential Housing Community Tips!

Communication is an important factor in building a good roommate relationship.

Please discuss the following and add to the list if necessary:

- Preferred method of contact
- Common interests
- Study habits
- Sleep habits
- Visitors/Guests
- Locking the entry door
- Cleaning the room
- Use of personal belongings
- What stresses you out

We all know that sometimes situations can occur between people and tensions will rise, especially when two people are living in close proximity to one another. Listed below are a couple of tips for maintaining open communication and helping to keep roommate relationships on the up and up.

1. Go directly to your roommate when a problem arises. If you don't, the situation only lingers and you become more frustrated.
2. When you do talk to your roommate, don't beat around the bush. Go straight to the point of the matter, but be tactful! Once the issue is laid out on the table, it will be easier for you and your roommate to come to a solution.
3. When talking to your roommate, think SUCCESS! Expecting success will more than likely result in success.
4. Make eye contact! Making eye contact will show connectedness and confidence in what you are saying.
5. Use "I" statements. Using "I" lets you take ownership over your feelings and will decrease the tone of blame. Consequently, your roommate will be less defensive and more likely to listen.

Respect Others

Be respectful of others' opinions and their right to live their own life.

Be respectful of others' space, i.e. keep the noise level down so as to not disturb those around you.

Take Initiative

Introduce yourself to others.

Ask friendly questions and initiate conversations when you can.

Show Genuine Interest When Engaging in Conversation

It means something to people when you stop in passing to see how another person is doing.

Take time to catch up with your neighbors, whether it is in the Laundromat or in the parking lot.

Learn and Use Names

It gives a person a sense of belonging when you use their name while speaking with them.

It also helps other people remember you when you use their name.

Offer Assistance to Others

Pitching in to help can be as simple as helping a neighbor carry an armload of stuff up the stairs or jumping someone's car battery.

When you lend a hand to others, more than likely someone will be there to lend you a hand when you need it.

Get Involved

Studies have shown that students who are involved in activities outside of the classroom tend to do better in school and are more likely to finish their degree.

Getting involved allows you to meet a wider variety of people and also gives a greater sense of belonging.

Take Pride in Your Community

Report maintenance problems when something needs fixed.

Keep your community looking neat by picking up trash and taking it to the dumpster.

Take Safety Precautions

Get to know CASC Campus Police officers. By working together, you can create a safer environment for your community.

Support Residential Life staff. When you are asked to follow campus policies and procedures, it is mainly because we want to keep you safe!

INTRODUCTION

COMPLIANCE WITH REGULATIONS

The student agrees, as a condition of the Housing and Meals Contract, to comply with all college and housing rules, regulations, and policies which are now in effect or that are amended or enacted during the term of the contract. The student agrees that a student who by his/her/their actions consistently violates college and/or housing regulations, creates undue disturbances for other Resident Students, or unreasonably withholds his/her/their cooperation from other students and college officials, may be dismissed from the Residential Life Program and may, at the discretion of the Vice President of Student Affairs, be recommended for dismissal from CASC. The student agrees it is his/her/their responsibility to read the CASC Student Handbook which is located on the CASC website at www.carlalbert.edu on the Student Affairs homepage on the Student Life page under the title "Student Handbooks" or may be obtained from the CASC Office for Student Affairs.

RESPONSIBILITIES OF THE RESIDENT STUDENT

A Resident Student is expected to regulate his/her/their own life in accordance with the accepted standards of good taste. It is assumed that when students enter college, they are well on their way to accepting the responsibilities of mature adults. However, this handbook has been developed in regard to the policies set for living in Residential Housing. These regulations are not all inclusive. Please see the CASC Student Handbook and any other formal school publications for further information.

As a participant of the Residential Life Program, a Resident Student has the opportunity to live and associate with other Resident Students of different nationalities, races, and religious beliefs. Resident Students have a contribution to make to the total life of Residential Housing. As Resident Students live and work together, each has an opportunity to learn to appreciate persons for their qualities and abilities. Living together cooperatively will help to broaden each Resident Student's knowledge of other people and places and will prove to be of inestimable value in learning to live and work with others. An attitude of civility, decency, and consideration is expected of each Resident Student toward other Resident Students, the Residential Life staff, and the faculty/staff of the college.

Each residential student must be enrolled as a full-time student (12 credit hours for Fall/Spring; 6 credit hours for Summer) during each semester to reside in campus housing. If a resident is not enrolled as a full-time student at CASC, and/or if their Business Office account is delinquent, he/she/they no longer has/have the right to live on-campus and should make arrangements to vacate following the proper checkout procedures. In addition, throughout the academic year, each Resident Student must attend Housing Orientation, housing meetings, and other special programs and seminars. Your absence at these required events may result in a housing fine.

RESIDENTIAL LIFE PROGRAM STAFF

The Vice President of Student Affairs is primarily responsible for the overall supervision of the staff and employees working for the Residential Life Program. The Residential Life Coordinator is responsible for the daily operations of the Residential Life Program. The Assistant Residential Life Coordinator (or designee), the Assistant Athletic Residential Life Coordinator, as well as Athletic Assistant Coaches and Graduate Assistants are professional staff members who live in Residential Housing. The Athletic Director and his/her staff oversee the Athletic Residential Housing. Resident Students have professional staff members who provide referral services and encourage participation in cultural and social activities. Resident Assistants live in each Residence Hall and are under the direct supervision of the Residential Life Coordinator (or designee). Resident Assistants are carefully selected student staff members who ensure residential rules and regulations are enforced. The primary responsibility of a Resident Assistant is to assist students with problem solving and/or refer them to the proper individual.

The R.A.'s specific duties include but are not limited to:

1. Enforcing college rules and regulations
2. Conducting room checks as needed and monthly clean room inspections
3. Performing weekend RA duties three weekends per semester
4. Disseminating of pertinent information to residents
5. Ensuring the rights of residential students are not violated
6. Promoting and participating in CASC student activities
7. Participating in Residence Hall Council and Food Service Committee meetings
8. Participating in Resident Assistant meetings, and
9. Promoting and participating in student activities.

What to Expect from Your R.A.

1. To be friendly, consistent, and good-natured
2. To be a resource person and a positive role model

3. To be a helper (listen to you, ask questions, then help you move toward a solution)
4. To be respectful of differences in beliefs, cultures, and lifestyles
5. To hold students responsible for their actions and behaviors
6. To keep students informed of campus activities and events and other valuable information
7. To help resolve conflicts between roommates or other housing students

What NOT to expect from your R.A.

1. To always be in their room
2. To ignore policy violations
3. To never make mistakes

RIGHTS RESERVED BY CASC

The College reserves the right for college personnel to enter rooms when necessary. Residential Life Program staff may enter a student's room at any time under one of the following circumstances: (1) protection of the general welfare, health and safety of the resident, (2) fire and safety inspection, (3) pest inspection and treatment, (4) maintenance, cleaning, inventory, repairs, or other related activities provided by CASC Physical Plant staff, (5) under appropriate circumstances to retrieve items upon request from the resident's immediate family, (6) to retrieve the personal belongings of another student where there is no apparent dispute as to ownership of the property and there would apparently be no undue infringement of privacy, and (7) under appropriate circumstances, to correct any situation intruding upon the comfort of the residents in the surrounding area. The college reserves the right to move and hold in storage any items deemed to be hazardous to the building or its occupants. Residents will be notified in advance of scheduled inspections by the posting of notices prior to the inspection. Residential Life Program staff and Campus Police may enter rooms for investigation purposes at any time. Failure to grant access under the conditions stated above shall be considered a breach of contract with Carl Albert State College and could be grounds for dismissal from the Residential Life Program. Under no circumstances shall a Resident Student enter any room not assigned to the Resident Student without proper authorization.

FINES & FEES

The College reserves the right to assess fines to students for not adhering to the college housing regulations. Fines are listed under each rule/policy or will be determined by the Vice President of Student Affairs. Failure to make payment of issued fines by the following semester may result in dismissal from the Residential Life Program. Failure to make payment of fees, assessed damage charges, fines, etc., will result in a "HOLD" being placed on the Resident Student's transcript, re-enrollment, etc. This means that a student cannot re-enroll at CASC until the "past due" amount is cleared; a transcript will not be released until such fees or charges are paid.

Each Resident Student is required to pay a \$75.00 Housing Maintenance Fee at the beginning of each academic year. At the time of housing checkout, the Residential Life Program staff and the CASC Physical Plant staff will inspect each room for damages to CASC property. If damage occurs, the Resident Student must pay for the damages. Excessive damages may result in the dismissal from the Residential Life Program.

Note: Excessive damages may also be reported to the student's parent or guardian.

RESIDENCE HALL COUNCIL

All residential students are members of the Resident Hall Council. The purposes of this organization are to promote unity among Resident Students, provide for self-government, protect members' rights, settle disputes dealing with the Residence Halls and the Resident Students, represent and speak on behalf of all Resident Students, and create an environment of social and cultural functions. Two RHC members and/or RA's will also serve on the

RESIDENTIAL HOUSING CLOSINGS

The Housing and Meals Contract DOES NOT provide for housing and/or meals for break periods. Break periods are defined as periods of time for which the college shall be closed for academic recess or breaks between semesters, as scheduled in the CASC catalog. Break periods include Thanksgiving Break, Winter Break, Spring Break, etc. Opening and closing dates for residential housing are regulated in accordance with the Academic Calendar. Resident Students are not allowed to stay in Residential Housing during break times. However, in some circumstances, such as Resident Student Athletes who are required to stay, or out-of-state Resident Students who cannot return home, permission to stay in Residential Housing may be obtained only after approval is received from the Residential Life Coordinator.

RESIDENTIAL PROGRAM REGULATIONS

CHECK-IN PROCEDURES

Prior to Residential Life Check-in each student is required to pay the non-refundable \$75.00 Housing Maintenance Fee, complete and sign a Housing and Meals Contract, and is required to provide proof of Pending Aid in an amount sufficient to cover the full cost of their attendance, set up a payment plan, or pay the entirety of their Housing and Meal Charges at the Business Office. Upon arrival, each student will receive a room key and a room evaluation report. The Resident Student is responsible for completing and signing the room evaluation report. The completed room evaluation report must be turned into the Office of Student Affairs by Friday of the first full week of classes. Be sure to note room condition, all problems (i.e. scratches on floors, holes in walls, missing furniture, etc.), and damage. If you are not in agreement with the conditions stated on the form you must discuss them with the Residential Life Coordinator during the first full week of classes. Any damage not indicated on this form or missing items from room will be charged to the occupant at the time that the damage is reported or discovered.

A. Resident Students who withdraw from the Residential Life Program before receiving their room key may request to have their Housing and Meals Charges removed. If a Resident Student receives their room key, but withdraws from the Residential Life Program on or before the “drop date” (last day to drop classes without charges or grades), the Resident Student will be responsible for 25% of the total Housing and Meals Charges.

Housing and Meals Charges are non-refundable. Dismissal from the Residential Life Program will not result in a refund of Housing and Meals Charges. If a student is dismissed or withdraws from Residential Housing, the Resident Students must check-out immediately.

CHECK-OUT PROCEDURES

It is very important that every resident observe the following procedures when moving out of his/her room:

1. Remove all personal belongings from the room.
2. Clean the room thoroughly.
3. Replace all college-owned furniture in its original position.
4. Sweep, mop, and/or vacuum all floors.
5. Deposit all trash in the designated dumpsters.
6. Schedule a room inspection with the Resident Assistant of your Residence Hall. Residents are expected to

leave their rooms in excellent condition.

7. Return all residential room keys and mail keys to the Residential Life Coordinator.

8. If returning to the dorms the following academic year, be certain that a completed “Intent to Return” form has been filed in the Office of Student Affairs. If you are graduating or will not be returning as a resident to CASC, a “Residential Life Withdrawal” form must be completed.

A Resident Student has not completed the check-out procedure until the Resident Student’s room has been inspected and their assigned room key has been returned to the Residential Life Coordinator. The Resident Student may be fined \$100.00 if the student does not complete the proper residential check-out procedure as listed above. The college assumes no responsibility for any personal items left by a student. Students are required to check-out of their assigned rooms by 6:00 PM the day of their last final test.

ROOM ASSIGNMENT/REASSIGNMENT

After acceptance into the Residential Life Program, the Residential Life Coordinator will make room assignments. All rooms are assigned as Double Occupancy and roommate requests will be taken into consideration but cannot be guaranteed. Failure to occupy the assigned room does not nullify the contract. The contract reserves SPACE, NOT SPECIFIC ROOMS.

If the applicant fails to occupy the assigned room by the first day of classes, the space may be assigned to another student. The student agrees that the college may reassign Residential Housing space or adjust the occupancy of rooms to maximize space utilization and that the college may take such action as is necessary to control the use of rooms in the event of an epidemic or disaster or other conditions or circumstances that may appear which require such control.

Returning Resident Students receive first priority of room assignments based on the student’s prior record of conduct. In the event more than one Resident Student requests a specific room, the Resident Student who has most recently lived in the room will receive priority for that room. If the previous occupant of the room is not requesting to return to that room, the Resident Student who has continuously lived in Residential Housing the longest will receive priority for that room. The \$75.00 Housing Maintenance Fee and renewal of the Housing and Meals Contract is necessary for all returning Resident Students.

To request a room and/or roommate change, contact the Residential Life Coordinator and complete a room change request form. If the change is agreeable to all parties involved, it will be granted. The Resident Student must then schedule a room inspection with the Residential Life Coordinator and exchange room keys. Students are allowed one room change per academic semester. If a Resident Student trades rooms with another Resident Student, or moves into another room without authorization from the Residential Life Coordinator, she/he will be subject to any routine charges involved in the room change as well as fines for improper check-out.

ROOM KEYS

Resident Students are issued room keys through the Residential Life Coordinator, Assistant Life Coordinator or a Resident Assistant when checking into Residential Housing. Resident Students are urged to keep their rooms locked whenever they leave and while they are sleeping. Always carry your key, but if you should get locked out contact a Resident Assistant to let you in. When a Resident Assistant is not available, you must await the return of your roommate or you may contact the Campus Police in an emergency situation. Attempting to enter a locked room without the use of a proper room key is not permitted and is punishable by a minimum fine of \$50.

Under no circumstance will a student be admitted to a room other than his/her own.

A charge of \$10 to unlock your door will be assessed to your CASC Student Account. The fine will compound with each offense.

A lost or stolen key jeopardizes everyone's safety and security. Failure to report the loss or theft of a key promptly or loaning your key to an individual not on the contract for your room is a violation of Residential Life regulations and may result in disciplinary action. If a key is lost or misplaced, a replacement may be obtained through the following procedure:

1. Notify the Residential Life Coordinator or RA of the loss of the key.
2. A charge of \$150 will be applied to your CASC student account.
3. The Residential Life Coordinator will issue you a new key.

It is not permissible for residents to have duplicate keys made other than through college sources. Any room keys found that were not issued by college sources will be confiscated.

When you check-out of your room, you must return your key to the Residential Life staff. Failure to return your key may result in a fine up to \$150.00. Keys may also be collected prior to semester breaks and vacations closings.

The college is not responsible for any damage or loss of personal property due to theft, fire, facility failure, or severe weather. Therefore, it is recommended that you carry your own personal property insurance. Information on personal property insurance can be obtained from the Office of Student Affairs.

ELECTRICAL/ELECTRONIC EQUIPMENT

Any electrical extension must be 14 gauge or heavier. You are **prohibited** from having cooking appliances (except microwaves with low wattages as covered in the section below), gas or electric grills, portable heaters, sunlamps, deep freezers, broadcasting equipment (short-wave radios, etc.), exercise equipment, any type of satellite dish, air conditioners and other high wattage appliances. Such items will be removed and a \$25 fine will be imposed for unauthorized electrical appliances. Microwaves may be used in student rooms. However, they must not use more than 1600 watts. Microwaves or other appliances must not be used in closet areas. Refrigerators used in resident rooms must meet college specifications, which include: (1) they may not exceed two cubic feet in size, and (2) they may not use a current load of more than 4/10 amperes when starting and running. The electrical systems and size of the rooms are not adequate to handle a large refrigerator or one that requires greater amperage.

It is essential for your safety and that of others that you exercise care regarding the use of electrical cords and appliances. Use of light duty extension cords with multiple outlets is prohibited. Extension cords should be heavy duty, UL-approved, and should not feed more than one electrical device. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks and other defects.

INTERNET SERVICE

The Internet connection is provided at no additional cost to the student. CASC technical support will ensure that the connection to the room is active. CASC employees will not repair student computers. Students are bound to the CASC code of computer conduct which is located on the CASC website at www.carlalbert.edu. This

connection is considered a privilege and can be revoked for any violation of the computer code. The bandwidth to the dorms is shared and any connection causing significant degradation will be terminated.

ROOM DECORATIONS

Room decorations are encouraged as long as they do not create health hazards, fire hazards, or damage to the room. It is important to note that the use of tape or nails is not allowed because of damage to surface finishes. You and your roommate are responsible and will be charged for any decorations that stain, alter, or otherwise damage the room, which include nail holes, decals, and tape marks on walls, doors, floors, ceilings, etc. All decorations must be removed when you move out. If you have any questions on room decorations, ask a Residential Life staff member.

All pictures and decorations must be hung with “Handi Tak” putty or “Command” Strips/hooks. You will be held responsible for any wall damages. Non-compliance with this regulation will result in a \$25 plus any additional charges for cleaning or damages.

The use of street signs, traffic signs, or any other construction items for room decoration is strictly prohibited. These items will be confiscated and a \$50 fine will be assessed for violating this policy.

Christmas Trees/Decorations

Due to the extreme fire danger presented by certain Christmas decorations, please note that no live trees, evergreen or cedar branches, combustible cotton, combustible angel hair, or other combustible materials are permitted for use as decorations. There is a \$25 fine and subsequent referral to the Office for Student Affairs for violation of this policy. Only artificial, flame-retardant Christmas trees are permitted. Electrical Christmas lights must be UL-approved and must not be placed near combustible materials.

ROOM CARE

Each Resident Student is responsible for the care and cleaning of the room. It is your home at the college. It has been the home of Resident Students before you, and will be the home of Resident Students after you leave. The room and furnishings will reflect past use, hopefully not damages done from misuse. During this time that it is yours, please treat the space with care and respect.

AC/Heater Fire Safety

All furniture must be positioned **at least 2 feet** from the air conditioner/heating unit to ensure proper safety. Also, do not sit anything on the top of or next to the air conditioner/heating unit (this includes curtains, stuffed animals, alarm clock, paper products, clothing, chairs, desks, trash cans, etc.). This creates a fire hazard which endangers all of the occupants of the dormitory. The Physical Plant staff may inspect each room weekly and non-compliance with this regulation will result in a minimum fine of \$25.

Furnishings

An inventory of furnishings in the Residence Halls and their state of repair is maintained in the Office of Student Affairs. Resident Students are liable for furniture in the room and are not allowed to dismantle furniture or stack the desks or dressers. In addition, Resident Students are not allowed to move extra furniture (recliners, chairs, couches, computer desks, entertainment centers, etc.) into their room without permission from the Residential Life Coordinator. Non-compliance with this regulation will result in a minimum fine of \$25.

Mattresses

All box springs, mattresses, and mattress covers (\$75 replacement fee if damaged or missing) must be kept on the bed frames at all times.

Lights

Resident Students should not leave lights on in their rooms when they are not present in the room. Light bulb replacements may be obtained by submitting a Maintenance Request at physplant.carlalbert.edu

Maintenance & Damages

The Resident Student should submit a Maintenance Request at physplant.carlalbert.edu when a room repair (e.g., air conditioner stops cooling, etc.) is necessary. The Residential Life Coordinator will be notified and then submit a work order to Physical Plant staff. If the room repair needs immediate attention (i.e. overflowing toilet), please contact a Resident Assistant or Assistant Residential Life Coordinator.

You will also be expected to pay for all damages caused either accidentally or maliciously. This includes any damage done by guests or others while in your room. You will be notified of all charges assessed to you. Damages to property may also make the responsible student subject to disciplinary action. A Resident Student with excessive room damages may be subject to dismissal from the Residential Life Program.

Windows

You may open your window but you may not enter or exit the building through the window.

Resident Students are not allowed to place anything on their windows including, but not limited to, foil, posters, stickers, etc. Any Resident Student found with these or other items on their windows will have them removed and will be fined \$10. Repeated violations by a Resident Student will be referred to the Office of Student Affairs for further disciplinary actions.

ROOM INSPECTIONS

Residential Housing is provided for the convenience of students. Therefore, it is expected that Resident Students will help care for their room and the surrounding area. Resident Students are expected to:

1. Keep their room neat and clean (no dishes in sinks, wash excessive dirty clothes & damp towels)
2. Keep bathrooms clean (clean dirty residue and rings in toilet, sinks, and tubs)
3. Keep the area outside their room and around their dorm clean (no trash bags outside doors)
4. Empty trash in the designated dumpsters.

To assist with the process of keeping the room clean, Residential Life staff will perform health and safety inspections monthly and prior to break periods. These inspections are primarily for the purpose of checking for potential safety hazards, cleanliness, damage, and required repairs. Students are expected to keep rooms clean and presentable. If a room is found in unsatisfactory condition the occupants may each be fined. The Residential Life Coordinator can also conduct unannounced room inspections.

QUIET HOURS (10:00 p.m. to 10:00 a.m., Daily)

Although it may not yet be quiet hours, please remember courtesy hours are in effect at all times. Resident Students are asked to be considerate at all times of other Resident Students who may be sleeping or studying and offer them the same respect that you might ask of them. A Residential Life staff member or Campus Police Officer can issue a fine for excessive or unreasonable noise at any time. If you are being excessively loud, expect to be contacted. Quiet hours are set in order to provide an atmosphere conducive to studying. Quiet hours are observed according to the following schedule:

Activities prohibited during quiet hours include, but are not limited to:

1. A stereo, TV, or radio played loud enough to be heard outside the room
2. Practicing a musical instrument or singing
3. Running, horseplay, playing frisbee, golf, basketball, boxing, football, and other activities
4. Group of individuals gathered on Residential Housing grounds or common areas and acting in a manner not reasonable and proper.

Non-compliance to the quiet hours will result in the following sanctions:

- *1ST OFFENSE* Written warning
- *2ND OFFENSE* \$25 fine
- *3RD OFFENSE* \$50 fine and Referral to the Office of Student Affairs with a recommendation that the student be suspended from the Residential Program. (Suspension: current semester plus one long semester).

VISITATION HOURS (8:00 a.m. – Midnight, Daily)

Resident Students may entertain guests in rooms according to the following schedule:

Resident Students are expected to abide by the rules of common courtesy. Support of the visitation policy is everyone's responsibility. If you feel your roommate or other members of the Residential Life Program are abusing the visitation policy, please contact your Resident Assistant, Residential Life Coordinator, or Campus Police. The Office of Student Affairs reserves the right to alter visitation policies as necessary.

Sanctions for violating visitation hours are as follows:

- *1ST OFFENSE* \$50 fine
- *2ND OFFENSE* \$100 fine
- *3RD OFFENSE* \$200 fine and Referral to the Office of Student Affairs with a recommendation that the student be suspended from the Residential Program. (Suspension: current semester plus one long semester).

RESIDENTIAL PROGRAM SERVICES

FOOD SERVICES

The Director of Food Services and the Food Service staff are the professional personnel who prepare the meals and operate Café 1507. Their primary concern is to provide students with high quality food service in an economical manner. In addition to preparing meals, the Food Service staff are here to listen to any comments you may have. If you have any comments about food service, please attend the Food Service Committee meetings

where the Director of Food Services will address your concerns. The Food Service Committee Meetings can be attended by any student.

Required Meal Plan

Residents of Carl Albert State College are required to purchase a meal plan. Meals are dine-in or carry-out and are served in Café 1507 on an all-you-can-eat basis. A week starts on Monday and ends on Saturday after brunch. Unused meals do not carry over from week to week. Failure to use the meal plan does not cancel the student's financial responsibility for paying for the meal plan.

Student ID/Meal Card

The Student ID doubles as a meal card. A meal plan sticker will be placed on your Student ID to inform the Food Service staff of meal eligibility each semester. You must present your Student ID to the cashier before receiving each meal. Your Student ID is non-transferable and only the card owner may receive meals on this account. Meals are not provided during vacation closings unless it has been previously arranged with Food Services. Any Student ID used or attempted to be used by a person other than the one the card is issued to for the attainment of a meal will be confiscated and the person illegally using the card will be fined \$50. Each semester you will be issued a new meal sticker with a different color code. You have the first two weeks of each semester to change your meal plan and get a new meal sticker. Student ID replacement cost is \$10.

Removal of Items from Café 1507

With the exception of sack or carry out meals, a piece of fruit, or ice cream, all food served in the cafeteria must be consumed in Café 1507. Glasses, silverware, dishes, trays, and all other reusable utensils are not to be taken from Café 1507 without proper authorization.

Sack Meals/Carry Out Meals

If your schedule conflicts with class/work, if CASC is having a special event, or if confined due to illness or injury, you can arrange for a sack or carry out meal with the Food Services Staff. The Food Service staff will need to see your Student ID or permissioned designee, if ill or injured, to obtain the sack or carry-out meal.

*Coaches can request advance sack lunches for (housing) group athletes traveling at no charge.

Dietary Needs

The Campus dining program offers special meals for dietary needs. If you wish to receive a special meal you must have a letter from your doctor stating your dietary needs and you must present this to the Director of Food Services for final approval.

NON-RESIDENT STUDENTS (POTEAU CAMPUS)

Campus dining services welcomes all non-resident students who may purchase a 10 or 20 meal card or one meal at a time. Café 1507 is located in the Costner-Balentine Student Center.

MAIL SERVICES

Each residential student can request an on-campus mailbox located in Johnson Hall and mailbox key. The student must use their key to unlock the mailbox in order to pick up their mail. Post Office personnel will not get mail out of the boxes for anyone and you are not allowed to pick up another student's mail. Envelopes, pencils, and Scantrons may be purchased in the mailroom although postage stamps must be purchased in the Viking Bookstore. Personal mail may be brought to the CASC Mailroom and will be picked up and taken to the Poteau Post Office at

3 p.m. each working day.

The mailroom will be open fall/spring 8 a.m. to 4:30 p.m. Monday through Thursday, and 8 a.m. to 4 p.m. on Friday, excluding holidays. Mailroom is closed on Fridays in the summer. The quickest delivery comes when mail is addressed to:

Carl Albert State College
John/Jane Doe
1507 S. McKenna
Box #4XXX (insert your mailbox number in place of XXX)
Poteau, OK 74953

Mail should be checked on a daily basis. The Resident Student mailbox functions are: (1) to receive mail delivered by the CASC Post Office or the United States Post Office, (2) to receive any residential program announcements, or (3) to receive any approved campus activities announcements. *Failure to pick up your mail is not an acceptable excuse for missing a required function.*

LAUNDROMAT

The Laundromat is available 24/7, and is located beside the Bill J. Barber Scholar Center. It has eight (8) coin-operated washers and dryers and is monitored by security cameras.

PROHIBITED ACTIONS & ITEMS

ALCOHOLIC BEVERAGES

Students are expected to comply with state and local laws regarding the use of alcohol and other drugs. The possession or consumption of alcoholic beverages, including 3.2 beer, in college residential housing, on college property, or at any activity sponsored by or for a student organization is prohibited.

Alcohol is prohibited on state property by STATE LAW.

Sanctions for Alcohol Violations are as follows:

- **1ST OFFENSE:** \$150 fine
- **2ND OFFENSE:** \$250 fine and Safe Colleges Alcohol Awareness Training
- **3RD OFFENSE:** Automatic dismissal from the Residential Housing Program
(Suspension: current semester plus one long semester)

DRUGS

The consumption or possession of any controlled dangerous substance (such as illegal barbiturates, amphetamines, or hallucinatory drugs) in college residential housing, on college property, or at any activity sponsored by or for a student organization is forbidden unless the substance is a prescription being used under a physician's care.

Sanctions for Drug Violations are as follows:

- **1ST OFFENSE:** \$250 fine and Automatic dismissal from the Residential Housing Program
(Suspension: current semester plus one long semester)
*Safe Colleges Drug Awareness Training or Drug Counselor Available

SMOKING/TOBACCO-FREE CAMPUS POLICY

<https://carlalbert.edu/discover-us/human-resources/>

Students will be fined a minimum of \$50 for violation of this policy.

ELECTRIC SKATEBOARD, LONGBOARD, & SKATEBOARD POLICY

Due to potential fire hazard and safety issues, electronic skateboards, including hoverboards, self-balancing boards, scooters, and any other similar electronic equipment are prohibited from being used, stored and/or charged in CASC Residential Housing or any CASC building. Individuals who choose to ride electronic skateboards on the CASC campus must follow all traffic and pedestrian laws. In addition, individuals who choose to ride regular longboards and skateboards on the CASC campus must follow all traffic and pedestrian laws.

FLAMMABLE MATERIALS

Flammable liquids and flammable liquid fueled devices are prohibited from Residential Housing. Halogen lights, burning of candles, candle burners/warmers, incense, oil lamps, and other flammable liquid fueled devices are not permitted in Residential Housing. First time offenders will be subject to a minimum fine of \$50. In addition, the use of kerosene lamps, camp lanterns, camp stoves, gas or electric grills, or other flammable liquid fuel devices are prohibited in the Residence Halls and surrounding areas.

FIREARMS, FIREWORKS, & OTHER WEAPONS

The possession or firing of firearms, fireworks, or explosives by students is illegal and strictly prohibited on campus under state and federal law. This also pertains to ammunition, knives, archery, martial arts weapons, airsoft guns, and paintball guns (and paintballs). In addition, students are prohibited from possessing or using slingshots, pellet guns, and water devices of any kind on campus.

Violations may result in suspension from the Residential Program.

LOITERING POLICY

All Resident Students are not allowed to congregate after midnight anywhere on campus (i.e. Residential Life grounds, parking lot, etc. The only exception to this rule is Hygge Hall, which is open until 2 AM, and if you are walking to or from a specific destination. Resident Students must understand that they assume full responsibility for their guests and their guests must abide by the same rules. If you or your guest does not abide by this rule, a loitering citation of \$50 will be issued for each occurrence.

TAMPERING WITH FIRE ALARMS/EQUIPMENT

Fire alarms and fire extinguishers are provided for the protection of human life and property. Besides being an annoyance, a false alarm can endanger the safety and lives of fellow Resident Students. Anyone found guilty of initiating a false fire alarm may be charged with a misdemeanor and a fine. Tampering with the firefighting equipment is a violation of **STATE LAW**. Offenders tampering with fire protection alarms in any way, including removing a battery, disabling the detector, or tampering with a fire extinguisher will be fined a minimum of \$150 and be subject to suspension from the Residential Life Program.

TAMPERING WITH VIDEO CAMERA SECURITY EQUIPMENT

Video camera security equipment are provided for campus safety and security, especially for students living in Residential Housing. Offenders tampering with video camera security equipment in any way, including to refocus,

reposition, cover, manipulate, disconnect, or otherwise tamper with or disable a security or surveillance camera or security system will be fined a minimum of \$150 per camera and be subject to suspension from the Residential Life Program. ***Tampering with security equipment is a violation of STATE LAW and can result in a fine up to \$10,000 and imprisonment.***

PETS

Pets are not permitted in the Residence Halls at any time due to concerns for health, safety, sanitation, noise and humane treatment. Offenders will be subject to a minimum fine of \$150. Service Animals and ESA's must be go through the ADA approval process.

TRASHING

Trashing includes, but is not limited to, the following offenses:

1. Throwing trash, garbage, or food.
2. Leaving trash or bagged/unbagged garbage anywhere in/outside the Residence Halls.
3. Having water fights/shaving cream fights or throwing water balloons.

Offenders will be subject to a minimum fine of \$50 plus any additional charges for cleaning or damages. Repeat offenders will be subject to larger fines and further disciplinary action by the Office of Student Affairs.

VANDALISM

Resident Students guilty of such acts may be charged up to three times the amount of damage. Instances of major vandalism are referred to Campus Police and the Office of Student Affairs with the recommendation that the Resident Student be suspended from the Residential Life Program. Acts of vandalism will not be tolerated.

*Includes but not limited to permanent damage from graffiti to college grounds, buildings, and sidewalks.

GAMBLING

Gambling for money or stakes representing money is prohibited in Residence Halls, on college property, or at any activity sponsored by a student organization. Violation of this regulation is referred to the Office of Student Affairs with the recommendation that the resident be suspended from the Residential Life Program.

HAZING

No resident, student, guest, organization, or person associated with CASC shall participate in an act of hazing.

Hazing can be defined as any activity that endangers, intentionally or unintentionally, the mental, physical, or emotional well-being of a student for the purpose of initiating them into any organization. This includes but is not limited to: Violation of this regulation is cause for dismissal from the Residential Program.

1. Physical brutality
2. Sleep deprivation
3. Forced (involuntary) confinement
4. Forced conduct that is contrary to an individual's normal nature
5. Any activity designed to bring extreme embarrassment to the individual
6. Any other activity that can adversely affect the physical, mental, or emotional health of an individual

SOLICITING

To protect students against swindles and an interruption of their studies and insure that the property of the college is not used for personal monetary gain, soliciting and selling on college property is prohibited unless written permission has been obtained from the Vice President of Student Affairs. Solicitors must be kept out of Residential Housing; students encountering a solicitor or salesperson who does not have written authorization are asked to report this person to Residential Life Program staff or Campus Police.

TYPE OF VIOLATION	OFFENSE	FINE
Alcohol Violation	<i>1st Offense</i> <i>2nd Offense</i> <i>3rd Offense</i>	\$150.00 \$250.00 & Safe Colleges Alcohol Awareness Training Automatic dismissal from the Residential Housing Program (Suspension: current semester plus one long semester)
Drug Violation	<i>1st Offense</i>	\$250.00 & Automatic dismissal from the Residential Housing Program (Suspension: current semester plus one long semester) *Safe Colleges Drug Awareness Training or Drug Counselor Available
Visitation Violation (12 AM-8 AM)	<i>1st Offense</i> <i>2nd Offense</i> <i>3rd Offense</i>	\$50.00 \$100.00 \$200.00 & Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Quiet Hours Violation (10 PM – 10AM)	<i>1st Offense</i> <i>2nd Offense</i> <i>3rd Offense</i>	Written Warning \$25.00 \$50.00 & Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Disorderly Conduct	<i>Each Offense</i>	Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Loitering Violation	<i>Each Offense</i>	\$50.00
Room Damages	<i>Each Offense</i>	Depends on Extent of Damage
Smoking Violation	<i>Each Offense</i>	Minimum of \$50.00
Possession of Flammable Materials	<i>Each Offense</i>	Minimum of \$150.00
Possession of Firearms, Fireworks, & Other Weapons	<i>Each Offense</i>	Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Tampering with Fire Alarms/Equipment Tampering with Video Security Camera Equipment	<i>Each Offense</i>	Minimum of \$150.00/per alarm or camera & Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program.
Possession of Pets in Dorm Room	<i>Each Offense</i>	Minimum of \$150.00 plus additional charges for cleaning/damages
Trashing	<i>Each Offense</i>	Minimum of \$50.00 plus additional charges for cleaning/damages
Vandalism	<i>Each Offense</i>	Depends on extent of damages: referral to the Campus Police Office and Student Affairs with the recommendation that the student be suspended from the Residential Housing Program *Graffiti - Minimum of \$100.00; additional charges for cleaning/damages, if needed.
Possession of Prohibited Electrical/Electronic Equipment	<i>Each Offense</i>	\$25.00
Possession of Prohibited Room Furnishings	<i>Each Offense</i>	\$50.00
Room Inspection Fines	<i>Each Offense</i>	Depends on Extent of Room Condition
Gambling, Hazing, Soliciting	<i>Each Offense</i>	Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program

Housing Key Replacement	<i>Each Offense</i>	\$150.00
Removing Items from Dorm Room	<i>Each Offense</i>	Depends on Extent
Unapproved Action	<i>Each Offense</i>	Depends on Extent & Referral to the Office of Student Affairs
Failure to properly check-out	<i>Each Offense</i>	\$100.00
Unlock Room Door	<i>Each Offense</i>	\$10.00

VIOLATION FINES

If a student violates any Residential Life regulation, the student is required to meet with the Student Conduct Officer on the next working day after the violation. If the student is unable to meet the next working day, the student must contact the Student Conduct Officer at 918-647-1315 to schedule an appointment. If the student does not meet with the Student Conduct Officer within 3 days, the violation fine will automatically be applied to the student's CASC student account. The student will be fined according to the list above and below and the payment must be made to the CASC Business Office.

HOUSING DAMAGE FINES

Resident Students will also be expected to pay for all damages caused either accidentally or maliciously. Damage costs are shared by both room occupants. This includes any damage done by guests or others while in your room. Damages to property may also make the responsible student subject to disciplinary action. A Resident Student with excessive room damages may be subject to suspension from the Residential Life Program.

Description of Items

Repair Cost

1. Entry Door	Repair or Replace	<i>\$400.00 or Extent of Damage</i>
2. Entry Lockset	Repair or Replace	<i>\$150.00</i>
3. Entry Backset	Repair or Replace	<i>\$40.00 or Extent of Damage</i>
4. Interior Doors	Repair or Replace	<i>\$150.00</i>
5. Entry Jamb	Repair or Replace	<i>(Extent of Damage)</i>
6. Electrical	Light Fixtures	\$100.00 each
	Light Covers	\$50.00 each
7. Walls	Holes	\$150.00 each
	Dents	\$25.00 each
	Torn Paper	\$5.00 each
8. Walls Repaint	Room	<i>\$250.00</i>
	Bath	\$150.00
	Closet	\$100.00
9. Fire Extinguisher	Discharged	<i>\$75.00</i>
	Missing	<i>\$125.00</i>
10. Smoke Detector	Replace Battery	<i>\$25.00</i>
	Replace	<i>\$75.00</i>
11. Window Glass	Replace	<i>\$300.00</i>
12. HVAC Unit		<i>(Extent of Damage)</i>
13. Mirrors	Bathroom	<i>\$125.00 Each</i>
14. Bathroom	Toilet	\$300.00
	Sinks/Faucet	\$300.00
	Tub/Shower	<i>(Extent of Damage)</i>

15. Floor Covering	Vinyl	(Extent of Damage)
16. Room Contents	Bed Frames	\$350.00 Each
	Mattress/Box Springs	\$250.00 Each
	Mattress Cover	\$75.00 Each
	Dresser	\$500.00 Each
	Desks	\$300.00 Each
	Chairs	\$125.00 Each
	Night Stand	\$125.00 Each
17. Exterior of Bldg.	All Attachments	(Extent of Damage)
18. Lock Rekeyed/Keys	Core Change & 2 new keys	\$150.00
19. Attachments	Removal or Breakage	(Extent of Damage)
20. Window Blinds	Replace	\$75.00
21. Any CASC Property Removed from Dorm Room	(Cost of Replacement)	
	(i.e. locks, chairs, desks, beds, mattresses, night stands, etc.)	
	TOTAL	

SAFETY & SECURITY PRECAUTIONS:

CAMPUS POLICE (See pages 31-34)

- **VEHICLE, PARKING, & TRAFFIC REGULATIONS (See Pages 33-34)**

CAMPUS JUDICIAL PROCEDURES FOR SEXUAL ASSAULTS (See pages 42-68)

COVID-19 POLICY & UPDATES www.carlalbert.edu/covid/19

EMERGENCY RESPONSE PLAN

CASC recognizes that quick responses are necessary in today's environment where anticipated and unanticipated emergencies arise. We remain committed to the safety of our visitors, student body and staff. CASC has developed and implemented an Emergency Response Plan designed for the protection of the campus community. All offices and departments shall display the Quick Reference Guide to the Emergency Response plan in a public and visible area, and shall adhere to the plan when emergencies arise. A copy of the detailed plan is maintained in the office of the Carl Albert State College Safety Coordinator.

FIRE

To prevent a fire, residents are required to take the following precautions:

1. Do not smoke in rooms.
2. Do not throw cigarette butts in wastebaskets.
3. Make sure cigarettes, cigars, or matches are extinguished when discarded.
4. Unplug electrical appliances such as irons, curling irons, hot rollers, etc., when not in use.
5. Do not burn candles.
6. Halogen lights are not permitted.

Fire alarms and fire extinguishers are provided for the protection of human life and property. Tampering with the firefighting equipment is a violation of STATE LAW. Offenders will be fined \$150 and subject to dismissal from the Residential Life Program.

SEVERE WEATHER

In the event of severe weather, if it becomes necessary to take cover, follow the instructions provided by the Residential Life

Program staff or Campus Police. Move in an orderly fashion to the Hoffman-Wilson Storm Shelter. Do not leave the campus for any reason unless instructed to do so by the Residential Program staff or Emergency personnel. In your shelter area, sit on the floor with your back to the wall or in the central portion of the room. Follow the instruction of the Residential Program staff or Emergency personnel and do not leave the shelter area until the all clear is given. At no time will smoking be permitted in the shelter area(s).

911 ADDRESSES FOR CAMPUS HOUSING

The 911 Addresses (physical address for each dorm room) for Campus Housing should be the addresses used for Emergencies and Telephone & Cable Services. Carl Albert State College, 1507 S. McKenna Poteau, OK 74953

SCHOLARS HOUSING

Hoffman Dorm	305 Scholars Drive	Room #
Barber Dorm	301 Scholars Drive	Room #
Gedosh Dorm	205 Scholars Drive	Room #

RESIDENTIAL HOUSING

Gedosh Dorm	205 Scholars Drive	Room #
Hoyle Dorm	203 Scholars Drive	Room #
Ollie Dorm	201 Scholars Drive	Room #
McBee Dorm	199 Scholars Drive	Room #
McMillen Dorm	197 Scholars Drive	Room#
Holton Dorm	207 Scholars Drive	Room #

ATHLETIC HOUSING

Men's Athletics	401 Scholars Drive	Room #
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IMPORTANT PHONE NUMBERS:

• Campus Police	918-647-1400
• Emergency (<i>use 911 physical address; see above</i>)	911
• Poteau Police Department	918-647-8620
• Student Conduct Officer (Discipline Appointments)	918-647-1315
• Office of Student Affairs	918-647-1371
• Residential Life Coordinator (Office)	918-647-1374
• Residential Life Coordinator (Cell)	918-413-1051
• CASC Main Number	918-647-1200

Student Responsibility for Catalog and Student Handbook Information. Each student is responsible for knowledge of the information appearing in the CASC College Catalog and Student Handbook.