Policies & Procedures Manual

Of 2012

With revisions thereafter

December 2020 Edition

Approved by the CASC Board of Regents

BOARD OF REGENTS

POLICIES AND PROCEDURES MANUAL

FOR

CARL ALBERT STATE COLLEGE

Approved by the CASC Board of Regents
July 2012

(With Board Approved Amendments &
Adoptions after July 2012)

POLICIES AND PROCEDURES MANUAL

OF

CARL ALBERT STATE COLLEGE

CONTAINING ALL RESOLUTIONS, MOTIONS, AND OTHER ACTIONS ADOPTED BY THE BOARD OF REGENTS OF CARL ALBERT STATE COLLEGE OF A PERMANENT AND GENERAL NATURE, APPROVED ON JULY 17, 2012 AND APPROVED OR REVISED THEREAFTER.

COMPILED, COPIED, AND PUBLISHED

By

AUTHORITY OF THE BOARD OF REGENTS

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PREFACE

CASC Mission Statement

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

CASC Vision Statement

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.

CASC faculty and staff are dedicated to these 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 broad 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

CASC faculty and staff pursue these Goals:

A. Preparation of students for success in further educational endeavors, careers, and a life of service and leadership;
B. High academic standards and rigor;
C. Evaluative processes of educational experiences to provide data-driven assessments and outcomes;
D. Instilling student perseverance, independent learning, and critical thinking skills throughout college and life;
E. Providing a safe and conducive environment for learning;
F. Contemporary and effective use of technology;
G. Promoting local opportunities for student and community success;
H. Encouraging a global perspective and lifelong learning.

*For the resolution by the Carl Albert State College Board of Regents adopting this Manual, see Appendix I.

HISTORICAL NOTE

HISTORICAL NOTE

Carl Albert State College was founded as Poteau Junior College in 1933 to offer educational opportunities to students who, because of the Great Depression, could not afford the costs of leaving home to attend school. Some of the first faculty members were University of Oklahoma professors who had lost their teaching positions when the University curtailed services during the Depression. The college operated under the administrative and financial control of the Poteau Public School's Board of Education until World War II forced its closing. The public school district also provided physical facilities in the high school for the college. The college re-opened in the same physical facilities and under the same financial and administrative control immediately after the war. Since then, its operation has been continuous.

In the late 1940s the name of the college was changed to Poteau Municipal Junior College and in the early 1950s the name was changed again to Poteau Municipal College. The institution, however, remained a part of the public school system. As was the case during the pre-war period, the school's financial support during the post-war period was derived mainly from student tuition and fees.

In 1967, the Oklahoma Legislature passed and the governor signed into law Senate Bill No. 2, which provided for the establishment and operation of "community junior colleges" under the jurisdiction of the coordinating board for the state system of higher education, the Oklahoma State Regents for Higher Education (See Appendix II, Document 1). The law also provided the establishment of a community college district, some State financial support, and the election of a board of trustees.

Under the provision of that Bill, the colleges at Poteau and similar institutions at Sayre, El Reno, Seminole, Midwest City, and Oklahoma City began immediately to move to establish themselves as "community junior colleges." The first step for the college at Poteau was budgetary separation of College and public school funds. As a second step, the public school's board of education described its district as a college campus. District voters approved the issue, and in 1967 the first building was constructed on the present campus. In 1970 the college's presidency was separated from the public school's superintendence. Total separation from the public schools occurred in 1971 when voters of the community college district elected a board of trustees to serve only the college.

The name of the college was changed to Carl Albert Junior College in 1971 in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the college is located.

In the Spring of 1973, the Oklahoma Legislature passed and the governor signed into law House Bill No. 1049 providing the "community junior colleges" upon request could become state junior colleges and members of the Oklahoma State System of Higher Education (See Appendix II, Document 2).

The board of trustees in June of that year passed a resolution requesting membership in the State System and sent it to the Oklahoma State Regents for Higher Education (See Appendix II, Document 3). The State Regents approved the request in a resolution on July 23, 1973. Conversion of the college to a state-owned and state-supported institution was officially completed when the governor appointed a board of regents and they were sworn into office on October 25, 1973 (See Appendix II, Document 4).

In the Spring of 1990, the Oklahoma Legislature passed and the governor signed into law House Bill No. 1965, (See Appendix II, Document 5) providing that Carl Albert Junior College be renamed Carl Albert State College.

Carl Albert State College has made immeasurable contributions to education in eastern Oklahoma. Its clientele, regents, administration, and faculty believe future contributions will be even greater.

CHAPTER 1
ADMINISTRATION
Subchapter A. Board of Regents

Article I - Board Created; Powers and Duties

Section 1-1 Board of Regents: Created

The Board of Regents of Carl Albert Junior College was created pursuant to House Bill 1049, Section 16, passed by the Oklahoma Legislature in 1973, which authorized and directed the Oklahoma State Regents for Higher Education to change the status of Carl Albert Junior College and other "community junior colleges: from that of "community junior college" to that of "state junior colleges" and members of the Oklahoma State System of Higher Education. Carl Albert Junior College became a "state junior college" October 25, 1973, when the governor appointed a board of regents and they were sworn into office.[1] In the spring of 1990, the Oklahoma Legislature passed and the governor signed into law House Bill No. 1965 providing that Carl Albert Junior College be renamed Carl Albert State College.

Section 1-2 Board of Regents: It's Role.

A. The Board of Regents of Carl Albert State College is the governing board of the College and, as such, has full authority over all aspects of the college and final responsibility for its proper operation, subject only to higher authority.

B. The objectives, purposes, nature, range and pace of efforts of the college are the concern of the Board of Regents. The Board of Regents is a policy-making body, and general policies may be developed from time to time as for the direction of the administration of the college. These policies may be initiated by members of the Board or by the Board working with the chief executive officer, the President. Such policies so established constitute guidelines for the President in formulating administrative organization, policies, and procedures for their implementation.

C. The Board of Regents, while maintaining the general overview and control, entrusts the conduct of administration to the President of the College and administrative personnel subordinate to the President.

D. The Board plays an important role in relating the needs of the College to the public and in being helpful in obtaining needed capital and operating funds. The Regents are interested in developing long-range planning in cooperation with their administrative staff. The responsibility of the Regents is an important responsibility, which is exercised with much thought and judgment.

E. When ignorance or ill will threatens the institution or any part of it, the governing Board is available for support. In grave crises, I t will be expected to serve as a champion. The action to be taken by it will usually be on behalf of the President, the faculty, or the student body. The Board realizes that the protection it offers to an individual or group is, in fact, a fundamental defense of the vested interest of society in the education institution

.

[1]For Section 16 of House Bill 1049 of 1973 and related bills and resolutions pertaining to Carl Albert State College see Appendix II of the Manual. The section of the Law cited here as House Bill 1049 of 1973 may also be found in Oklahoma Statutes, Supp. 1973, Title 70, (4423).

Section 1-3 Board of Regents: Powers and Duties

The Board of Regents of Carl Albert State College has the powers and duties and has prescribed the following:

A. House Bill 1049, Section 16, passed in 1973 (O.S. Supp. 1073) (4423) which authorized Carl Albert Junior (now State) College and other "community junior colleges" to be changed into "state junior colleges."[2]
B. Other provision of state law applicable to Carl Albert State College.

Section 1-4 Professional and Technical Personnel

The Board of Regents, as need arises from time to time, by appointment or contract, secures the services of professional and technical personnel such as attorneys, architects, engineers, etc., to assist it in the exercise of its powers and duties. Such professional and technical personnel also work closely with the administrative staff of the college when appropriate.

Article II - Carl Albert State College Board of Regents By-Laws and Rules of Procedure

Section 1-5 Organization of the Board

A. The Board of Regents is composed of seven members appointed by the governor and by and with the consent of the Senate for seven-years, staggered terms expiring on June 30. At the first official meeting of the Board following appointment by the governor of its members and annually thereafter, the Board shall elect from among its members a Chairman, Vice-Chairman, and Secretary.

B. Duties of the Officers
   1. The Chairman shall preside at all official meetings, call special meetings, and sign all documents relating to official actions of the Board.
   2. The Vice-chairman shall perform the duties of the chairman in the latter's absence.
   3. The Secretary shall keep, or cause to be kept, the minutes of each Board meeting and when approved, shall index them by subject, or cause them to be indexed. S/he shall attest all contracts, resolutions, and other important documents for the Board.
   4. The Treasurer for the Board of Regents shall be the Oklahoma State Treasurer as provided by law.
C. Vacancies occurring in the offices of the Board of Regents shall be filled by election at the next succeeding regular or special meeting of the Board and shall be for the unexpired term.

Section 1-6 Board Meetings

A. The annual schedule of the Carl Albert State College Board of Regents meetings and their locations are filed with the Secretary of State by December 10th every year.
B. Special meetings of the Board may be called by the President as the business of the Board may require, or a quorum of the Board may instruct the President to call a special meeting.
C. An agenda should be prepared in advance and should serve as a guide in the Board's transaction of business.

The Board shall not enter into executive session except as provided by state law.

[2]For H.B. 1049, Section 16, see Appendix II, Document 2 of this Manual.

Section 1-7 Rules of Procedure

The rules of procedure for meetings of the Board shall be Roberts Rules of Parliamentary Procedure.

Section 1-8 Quorum

Four members of the Board shall constitute a quorum, and a majority of those present after a quorum is obtained may act.

Section 1-9 Keeping the Minutes

A. The minutes of each Board meeting, when officially adopted shall constitute the legal proceedings of each Board meeting. They shall be signed by the Chairman and Secretary.
B. A copy of the official minutes shall be placed in the office of the President of the College as a public record open to the inspection of any interested citizen.

Section 1-10 Board Committees

A. Special committees of the Board may be created for specific tasks.
B. The Board shall have no standing committees.
C. No action, decision, or formulation of policy by a committee is legally binding or official until it is authorized by the Board in official meeting.

Section 1-11 Board Policies, Rules, and Regulations

As Board policies, rules and regulations are adopted or revised, they shall be written and grouped into the categories of this document, and published periodically. The Board may amend, revise, add new policies, or delete policies at any time. (Reference Appendix IX for procedures for amending this manual.)

Section 1-12 Open Records Policy

Carl Albert State College (CASC) complies with The Oklahoma Open Meetings/Open Records Act (The Act) and refers to its text as provided by the Oklahoma Attorney General to determine what records are public. Carl Albert State College will consider public any information declared public by The Act and will hold confidential any information that is of private interest to individuals, or other information restricted by state or federal statutes.

Carl Albert State College welcomes the public's right to know and be informed about operations of the college. The college is committed to protecting that basic right and upholding the state's Open Records Act.

In promoting openness in its operations, CASC also has a legal responsibility to deny public access to certain records. Records that are confidential and sealed to public accessibility include proprietary information, information which is privileged and non-discoverable, and information that is of private interest to individuals, or other information restricted by state or federal statutes. Records in restricted categories include, but are not limited to the following:

- Teacher lesson plans, tests, and other teaching material
- Individual student records
- Personal communications about individual students
- Material gathered in anticipation or preparation for a trial or adversarial administrative proceeding
- Records protected under law, such as attorney-client and physician-patient
- Records of meetings that occurred during lawfully closed meetings as authorized under the Oklahoma Open Meeting Act

- Personnel records of individuals relating to internal personnel management considerations and including examination and selection material for employment, hiring, appointment, promotion, performance evaluations, discipline, resignation or retirement
- Personnel records that would constitute an invasion of personal privacy. This category includes employee evaluations, payroll deductions, and employment applications submitted by persons not hired
- Contents of sealed bids prior to date established for public opening
- Computer software and programs
- Donor records
- Records controlled by confidentiality agreements
- Proprietary records, such as patents, copyrights, trade secrets, and competitive athletic program information and data.

Requests to Carl Albert State College will be processed and handled in compliance with the State of Oklahoma Open Records Act. To request inspection or copies of records from Carl Albert State College, fill out a Records Request Form (available online at www.carlalbert.edu).

The format of the information being supplied will be determined by CASC to be the most appropriate and least disruptive to the functions of those providing the information.

CASC may charge a fee for the direct cost of copying. Any request for materials that will be used solely for commercial purposes, or those requests that will cause excessive disruption of work, will be charged at a rate to recover the direct costs of document search plus copying costs. Records sought by news media for news purposes shall not constitute a commercial purpose for recovery of direct costs of document search.

Fees charged by CASC for copying and document search of a record declared public by The Act are based on guidelines established by the Oklahoma Open Records Act. Fees, along with the proper time and place for inspection or pick up of requested copies, are posted on the college website at www.carlalbert.edu.

Article III - Code of Ethics

Section 1-13 Regents: Code of Ethics

A. As a member of the Board of Regents representing all the citizens of Oklahoma concerned with Carl Albert State College, I recognize:
   1. That my fellow citizens have entrusted me with the educational development of the persons attending this college.
   2. That the public expects my first and greatest concern to be in the best interest of each and every one of these people without distinction as to who they are or their background.
   3. That the future welfare of this community, of this state, and of the nation depends on the largest measure upon the quality of education we provide in the public schools and colleges to fit the needs of every learner.
   4. That my fellow Board members and I must take the initiative in helping all the people in this community and this state to have all the facts all the time about Carl Albert State College, to the end that they will readily provide the finest possible college programs, school staff, and school facilities.
   5. That legally the authority of the Board is derived from the state which ultimately controls the organization and operation of the college and which determines the degrees of discretionary power left with the Board for the exercise of local autonomy.
   6. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that,

beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools and colleges in the United States of America are kept free and strong.

B. In view of the foregoing consideration, it shall be my constant endeavor:
   1. To devote time, thought, and study to the duties and responsibilities of a Regent so that I may render effective and creditable service.
   2. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates or points of issue.
   3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.
   4. To remember that the position of a Regent, by virtue of his/her appointment by the Governor with the consent of the Senate, is a high ranking position. A Regent knows that a decision only can be made when the Board is in session. A Regent will have contact from time to time from many different sources outside the session and discretion should be shown in all matters pertaining to the business of the College.
   5. To resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest of the area which the college serves.
   6. To recognize that it is as important for the Board to understand and evaluate the educational programs of the college as it is to plan for the business of college operation.
   7. To bear in mind that the fundamental function of the Board is to establish the policies by which the college is to be administered, but that the administration of the educational programs and the conduct of routine college business shall primarily be left to the President of the College and his/her professional and non-professional staff.
   8. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the area and state with respect to establishing policy on current college operation and proposed future developments.
   9. Finally, to strive step-by-step toward ideal conditions for most effective service of the Board of Regents to my community and state, in a spirit of teamwork and devotion to public education the greatest instrument for the preservation and perpetuation of our representative democracy.

Section 1-14 Board of Regents Policy Regarding Use of Federal Funds.

The Board of Regents of Carl Albert State College hereby established the policy that any funds received from federal sources will not be used for partisan political activities.

1. No funds received from federal sources have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any public agency, any city, county, state, or federal official, in an effort to gain a favorable decision, including, but not limited to a Member of Congress, an officer or employee of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement; nor will such funds be spent supporting any partisan political activities.
2. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

Sections 1-15 to 1-20 (Reserved for Future Use.)

Subchapter B. Office of the President: Administrative Departments

Article IV - Office of the President

Section 1-21 The President of the College: His/Her Degree Qualifications

The President of Carl Albert State College shall possess an earned master's degree from an institution recognized by the Oklahoma State Regents for Higher Education.

(Board amended 3-26-13)

Section 1-22 The President of the College: His/Her Role, Powers, & Duties

A. The President of the College is the chief executive officer of the Board of Regents and is held directly responsible to it for the operation of all phases of the college programs.

B. The President is expected to furnish leadership and is responsible for assuring that the goals and objectives of the College are achieved. S/he is responsible for implementing the broad general policies established by the Board of Regents for the operation of the college. Working with personnel subordinate to him/her, s/he establishes policies and procedures subordinate to those established by the Board for the implementation of the policies of the Board and the accomplishment of the objectives of the College.

C. The President recommends to the Board of Regents for employment personnel as needed to achieve the purposes of the college. These recommendations will come through the appropriate administrative channels and normally be recommended by the Vice Presidents or the appropriate personnel screening committee. The authority for matters concerning the management of the budget and the personnel of the college is one of the primary responsibilities of the President of the College. Working with the appropriate administrative staff, the President delegates such management responsibilities as s/he deems proper to the appropriate level to gain broad representation and to move these responsibilities close to individuals affected by these decisions.

D. The President of the College has the responsibility for maintaining the proper liaison between the Board of Regents and the State Regents for Higher Education. The Constitution and the statutes of the State of Oklahoma delegate certain responsibilities to the State Regents and other specific responsibilities to the governing boards of the individual institutions. The cooperation and close working relationship between these two governing boards are essential for the systematic development of a higher education institution.

E. The President of the College has the responsibility for interpreting the College and its programs and activities to the public. The College must have a well-informed public to obtain the proper support of the institution's academic programs and services.

F. The President is an ex-officio member of all committees and other plural authorities, and may call meetings of such bodies when s/he deems it desirable for him/her to do so.

G. The chief executive officers (CEOs) of community, technical and junior colleges set the ethical tone for their institutions through both their personal conduct and their institutional leadership. Therefore, each CEO should adhere to the highest ethical standards and promote the moral development of the college community. To achieve these goals, the President should support active moral reflection, dialogue, and principled conduct of himself/herself, the Board of Regents, administrators, faculty, staff, students, and the community at large.

Section 1-23 The President of the College: His/Her Values

A. To promote individual development and the common good, CEOs should strive to promote basic values about how people should conduct themselves when dealing with others in an academic institution serving the educational needs of the community. These values should represent a shared ideal that should permeate the institution and become for CEOs a primary responsibility to uphold and honor.

B. These values should include:

1. Trust and respect for all persons within and without the college.
2. Honesty in actions and utterances.
3. Fairness and justice in the treatment of all.
4. A pervasive sense of integrity and promise keeping.
5. A commitment:
    a. to intellectual and moral development
    b. to quality
    c. to individual empowerment
    d. to the community college philosophy
    e. to college above self
6. Openness in communication
7. Belief in diversity within an environment of collegiality and professionalism

Section 1-24 The President of the College: His/Her Responsibilities to Board Members

A. To insure that all board members have equal access to complete information in a timely manner.
B. To avoid not only conflict of interest, but also the appearance of it.
C. To represent accurately the position of the board in public statements.
D. To foster teamwork and common purpose.
E. To carry out board policies in a conscientious and timely manner.

Section 1-25 The President of the College: His/Her Responsibilities to Administration, Faculty, and Staff

A. To encourage the highest standards of excellence in teaching and in the advancement and application of knowledge.
B. To respect both the personal integrity and professionalism of administrators, faculty, and staff.
C. To promote a college environment that fosters mutual support and open communication among all administrators, faculty, and staff.
D. To raise consciousness concerning ethical responsibilities and encourage acceptance of these responsibilities.
E. To seek and respect the advice of administration, faculty, and staff in matters pertaining to college life and governance.
F. To treat all employees fairly and equitably, to preserve confidentiality, to provide appropriate due process, and to allow adequate time for corrective actions.

Section 1-26 The President of the College: His/Her Responsibilities to Students

A. To ensure that all students are treated with respect and to promote acceptance of diversity within the college community.
B. To provide quality education and equal access to educational opportunities for all students.
C. To provide accurate and complete descriptions of available academic programs and to provide sufficient resources to ensure viable programs.
D. To seek and respect contribution of students to college decisions.
E. To ensure that there is no unlawful discrimination, harassment, or exploitation in any aspect of student life.

Section 1-27 The President of the College: His/Her Responsibility to Other Educational Institutions

A. To keep informed about developments at all levels of education, particularly with respect to community, technical, and junior colleges.
B. To be honest in reporting college operations and needs.
C. To honor agreements and to maintain confidential information.

D. To respect the integrity of programs offered by other institutions and to promote collaboration.

Section 1-28 The President of the College: His/Her Responsibilities to Business, Civic Groups, and the Community At Large

A. To ensure that the college responsibility meets changing needs in its state and communities.
B. To promise only what is realistic and keep promises that have been made.
C. To ensure that all interested parties have an opportunity to express their views regarding college policies.
D. To ensure equal opportunities for all groups to take part in college programs.
E. To avoid conflict of interest in contracts, services, and sharing of information.
F. To honor all laws pertaining to the college.

Section 1-29 President's Executive Cabinet

The President may appoint or remove members to his/her cabinet as needed. The function of the Executive Cabinet shall be to assist and advise the President at the President's request.

Section 1-30 Rights of Chief Executive Officers

A CEO should have the right:

1. To work in a professional and supportive environment.
2. To a clear, written statement of the philosophy and goals of the college; to participate fully in setting subsequent goals and policies.
3. To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
4. Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
5. To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct.

Section 1-31 Campus Committees

Carl Albert State College President will appoint or remove standing and ad hoc committees and their members as needed to meet the mission of the college.

Section 1-32 Selection Process for Hiring a Vice President

A. The president shall appoint a screening committee to review applications and determine which candidates to interview.
B. The chairman of the Board of Regents shall appoint two Board Members to serve on the screening committee during the interview process.
C. Candidates for the Vice President for Academic Affairs should possess a doctoral degree or complete all doctoral requirements within three years of appointment as Vice President. Candidates for other departments must have a minimum of a Master's degree, sufficient departmental experience and experience in higher education; Doctoral degree preferred.
D. All Vice Presidents must agree to reside in the immediate vicinity in which the position is located.
E. The screening committee shall recommend the top candidates to the President.
F. The President shall determine which candidate to recommend to the Board of Regents.
G. The Board of Regents shall make the final hiring decision.

(Board amended 9-15-15, 7-19-16)

Section 1-33 Selection Process for Hiring Non-Sec 1-25 employees

A. The President recommends to the Board of Regents for employment regular full-time/salaried personnel as needed to achieve the purposes of the college.

B. The president shall appoint a screening committee, as needed, to review applications and determine which candidates to interview and shall recommend the top candidates to the President.
C. The President shall determine which candidate to recommend to the Board of Regents.
D. The Board of Regents shall make the final hiring decision and the full-time employee shall commence work after Board approval, except as provided in Section 3-3(B) or unless otherwise authorized by Board Chair.

(Board amended 6-5-2017)

Section 1-34 ROTC Programs

The President of the College is authorized to apply for and operate ROTC programs at Carl Albert State College.

Section 1-35 Authorization for Federal Grants and Contracts

The President of the College is hereby authorized to enter into an agreement with the federal government for grants and contracts for the institution to serve as an agency to help develop community action programs in the College service area. Use of College office space and equipment is authorized, but use of College funds is prohibited.

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CHAPTER 2
ACADEMIC AFFAIRS

Article I - Admission to College

Section 2-1 Who May Be Admitted to Carl Albert State College

The Oklahoma State Regents for Higher Education, by adoption of appropriate policies, determine who is eligible to be admitted to state two-year colleges and to other public institutions of higher education within the state.

Section 2-2 Admission Procedure

A. All admission materials are to be submitted to the Office of Admissions and Records. Admissions information may be obtained by calling, emailing, faxing or writing the Office of Admissions and Records.

B. The following procedures are to be followed for admission:
   1. The student completes an application for admission. (Credential)
   2. The student provides a transcript of high school credits, or GED test results, plus transcripts from any previous college. (Credential)
   3. Categories of student enrollment:
      a. First time college students (ages 20 years and younger). Each first-time college student (except in item "(c)" below) should have participated in the American College Testing Program prior to registration, and had the results forwarded to the College; this includes students entering without a high school diploma or under GED test results. A student who has not taken the test may be provisionally enrolled, but must take the test during his/her first semester enrollment. The ACT code for Carl Albert State College is 3430. Utilizing the "open door" admission policy, the College does not use test results as criteria for admission but uses them for counseling and placement. However, state and federal guidelines, which may change from time to time, will be used at all times in keeping with State Regents Admission and Retention Policies.
      b. First time college students (adult admissions or ages 21 years and older). Adult students must satisfy all requirements for admissions as stated in this section. However, adult students may elect to test for admissions purposes with either the ACT or Compass (CASC's placement test).
      c. Students with previous college experience. Participation in ACT for a person who has previous college experience may be required by the College.
      d. Special enrollments. Students who are enrolling in continuing education and community service courses may be temporarily exempted from ACT participation when they are non-degree seeking and enroll in nine or less semester hours.

C. The College does not require the presentation of a physical examination report signed by a physician. However, a department of the College may require documented evidence of any student's medical history.

D. Additional testing and/or interview may be required for admission to certain specialized curricula.

Section 2-3 Transfer Students

A. A student transferring from another college must have earned a cumulative grade-point average as indicated in Appendix III of this manual.

B. Students who transfer from other higher education institutions to Carl Albert State College must submit transcripts from all institutions attended. This is necessary in order to properly advise such students for maximum benefit of their time spent at Carl Albert State College and to record a true reflection of a student's academic history.

C. The same regulations noted above apply to students who attended institutions of higher education outside Oklahoma and wish to attend Carl Albert State College.

Section 2-4 International Students

International students who apply for admission must have the following items:

- Language requirements
- Financial guarantee of $13,000 minimum availability
- ACT scores or SAT scores
- Transcripts from previous schools (translated)
- Valid passports with F-1 visa and I-94
- Health insurance
- Housing application (if requested)
- Admissions application
- I-20 application

International students who apply for admission must meet the following language requirements if not from an English-speaking country:

- Successful completion of US high school core curriculum in English
- Minimum TOEFL score of 500 or better (paper-based) or 173 (computer-based) or 61 on the IBT
- Minimum IELTS score of 6.0 or better.
- Score of 460 on TOEFL or 5.0 on IELTS with completion of 12-week approved ESL course

Proof of health insurance valid in the US is required. An approved health program is available at the college, but proof from another insurance company can also be accepted.

Two types of housing are offered for single international students: Residential Program Housing, and Athletic Housing. Dormitories are available on a first-come, first-served basis including a $75 housing deposit. Otherwise, students are responsible for their own housing.

Section 2-5 Classification of Students

Students with degree objectives who have successfully completed thirty (31) semester hours are classified as sophomores; those with 0 through 30 hours are classified as freshmen. Students who have no degree or program objective may be classified as special non-degree seeking students for their first nine hours of enrollment.

Sections 2-6 – 2-10 (Reserved for future use.)

Article II – Tuition & Fees

Section 2-11 Resident and Nonresident Tuition

The Oklahoma Statutes authorize the Oklahoma State Regents for Higher Education to establish undergraduate resident and nonresident tuition and mandatory fees, which students pay as a condition of enrollment, except as otherwise provided by law. They also authorize the CASC Board of Regents to establish academic service fees, with the approval of the State Regents. Tuition and fee rates are subject to change each year. Tuition is the price of, or payment for instruction. Students pay tuition based on the number of credits received for a particular course. In other words, the charge for a three-credit or three hour course would be three times the hourly tuition rate for that level of a course. All CASC courses are undergraduate courses, so there is only one rate per credit hour. Tuition is also figured by residency status as determined by state law.

Section 2-12 Mandatory & Academic Fees

The Oklahoma State Regents for Higher Education determine mandatory and academic fees at Carl Albert State College.

Section 2-13 Refunds

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 (see Admissions Calendar) 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 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.

Students who are **Title IV Financial Aid Recipients** will receive a pro rata refund of charges until completion of 60% of the semester.

No refund will be made on special fee charges.

Sections 2-14 – 2-15 (Reserved for future use.)

Article III - Enrollment: Course Load; Change in Program; Withdrawal from College

Section 2-16 Enrollment: Class Schedules Procedures

A. The College administration, in accordance with College policies, will prepare and furnish class schedules for each enrollment. Class schedules, in addition to the schedule of classes, may also contain such pertinent information and directives as the administration deems necessary.
B. Enrollments will be conducted in accordance with College policies.

Section 2-17 Auditing a Course

A. Any person eligible for regular admission may enroll in the status of audit with the consent of the instructor. This student may attend classes but not take the examination or receive credit for the course unless s/he enrolls in the course again as a regular student. The same fee is charged for auditing as for credit.
B. Procedures for auditing a course will be administered by the Office of Admissions and Records. No audits will be approved prior to the first week of classes in any semester. Auditing of lab courses will not, as a general rule, be permitted.
C. Persons enrolled in courses for audit may not change their enrollment to credit after the add/drop period has ended. Students enrolled in courses for credit may change to audit status only during the change of schedule period, and with the instructor's written permission.

Section 2-18 Social Security Registration

A Social Security number is required for each student who enrolls at Carl Albert State College, except for International Students who are assigned a nine-digit identification number according to OSRHE guidelines and at the discretion of the Registrar. The Social Security Number will become part of the student's records but will not be used as a personal identifier. Instead, an institutionally assigned identification number is given to each student for institutional transactions.

Section 2-19 Course Load

A. A student is considered full-time when enrolled in 12 credit hours or more during a regular semester. A regular term is a fall or spring semester consisting of 16 weeks, a summer semester consisting of 8 weeks, and an intersession consisting of the week(s) between semesters.
B. Students eligible for participation in intercollegiate athletic programs are considered full-time when enrolled in 12 credit hours or more which is in compliance with regulations of the National Junior College Athletic Association.
C. No student will be permitted to enroll in 21 semester hours or more without permission of first, the Division Chairperson and subsequently, the Vice President for Academic Affairs. Students may be required to limit their course load to 14 credit hours per term if placement test scores indicate that such limitation is desirable. Such students may also be required to take selected courses.
D. Summer session hours should be pro-rated to conform with full-time status described above. (Financial Aid standards may be different.)
E. Students who are employed, or who plan to seek employment, are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week. It is expected that a full-time student will spend hours in class and preparation/study time equivalent to a 40 hour work week, making two hours of preparation/study time necessary for each hour of class time.

Section 2-20 Concurrent Enrollment at Another Institution

All students who plan to enroll concurrently at another institution must acknowledge this status on a written application for Admissions, and in consultation with Financial Aid when aid is shared between institutions.

Section 2-21 Change of Name, Address, etc.

Notification regarding change of address, name, marital status, citizenship, or other should be filed within the semester the change takes place in the Office of Admissions and Records. The Office of Admissions will then notify the Business Office and Financial Aid Office of confirmed change of student status.

Section 2-22 Change in Registration

A. Any changes in a student's schedule after s/he has once completed the registration process may be accomplished at the Office of Admissions and Records, with the Advisor, or online during advertised enrollment periods. The change will be noted by the instructor when checking his/her online class roster. The class change can be accomplished only when there is an opening in the class requested at the time request is filed, and during approved enrollment periods.
B. A student desiring to withdraw from a course should consult the advisor or instructor prior to initiating official withdrawal procedures about degree program impact. Student should also consult with the Financial Aid Office about adverse impact of withdrawal action. Student withdrawals from a class are made with the Office of Admissions and have the withdrawal action recorded by one of the following:
    1. No Grade - Students may withdraw from one or all classes during the "add/drop period" without transcript record or financial obligation. The add/drop period for a regular semester is the first ten days of the semester, first five days of the summer semester, or first six hours of the first day of intercession.
    2. "W" Grade - An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for an automatic "W" shall begin after the "add/drop period" (not exceed three-fourths of the duration of any term) and prior to the end of the 12th week in the regular semester or 6th week in the summer term.
    3. "W or "F" Grade - For any drop or withdrawal made after the end of 12th week in the regular semester or 6th week in the summer term, the instructor will assign a "W" or "F" grade depending upon the student's standing in the class and the institution's stated withdrawal policy. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.
    4. "AW" Grade - Administrative Withdrawal may be assigned by the Office of Academic to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary, financial, or inadequate attendance. Such institutional penalties must follow formal institutional withdrawal procedures. Administrative withdrawals are GPA neutral.

C. If a student finds it necessary to withdraw from the College, s/he should report to the Office of Admissions and Records and completes the necessary forms to make his/her withdrawal official. A student who leaves school without officially withdrawing may be given a grade of "F" or administratively withdrawn by the instructor and assigned a grade of "AW."
D. Request for change of schedule must be initiated through advisors, instructors, or the Office of Admissions and Records. Change action is not completed until it has been received and processed by the Office of Admissions and Records with the instructor being notified of the change. Course changes after the completion of 1/8th of the term, or after the "add/drop period" must have instructor approval and VPAA signature.

Section 2-23 Withdrawal from College

If a student finds it necessary to completely withdraw from the College, s/he should report to his/her advisor and complete the necessary forms to make his/her complete withdrawal official. S/he should then continue withdrawal procedures as outlined by the advisor.

Section 2-23.1 Voluntary/Involuntary Medical Withdrawal Policy

A goal of the CASC faculty and staff is to provide a safe and conducive environment for learning. The voluntary/involuntary medical withdrawal policy is established to encourage a student to withdraw voluntarily when medical, mental, emotional or psychological health conditions make a withdrawal necessary. When encouragement to the student to withdraw voluntarily has not been successful, involuntary withdrawal procedures may be initiated.

A. Emergency Orders of Detention

Nothing in the following policy will preclude Campus Police from carrying out their duties as prescribed in Title 43A of the Oklahoma State Statutes.

B. Voluntary Medical Withdrawal

A student may initiate a voluntary medical withdrawal from the college for medical, mental, emotional, or psychological reasons demonstrated to the satisfaction of the Vice President for Student Affairs (AVPSA). Withdrawal may be permanent, may be for a specified period of time, or may be pending satisfaction of certain conditions for readmission.

The AVPSA will develop a withdrawal agreement with the student which specifies the reasons for withdrawal and the conditions for eligibility to return to the college. The AVPSA will also place a hold on the student's future registration in classes. The agreement will specify the length of time for the withdrawal and detail conditions for reinstatement.

C. Standard for Involuntary Medical Withdrawal

The college may withdraw a student if it is determined, by a preponderance of the evidence (that it is more likely than not) that the student is engaging in or likely to engage in behavior that poses a substantial danger of causing imminent harm to the student, to others, or which renders the student unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others.

D. Involuntary Medical Withdrawal

If a student is acting in a way which is threatening to the student or others, or which interferes with the student's education or the rights of others, the Director of Campus Police or appropriate designee may initiate these procedures. The Director of Campus Police will use discretion to define within his/her professional judgment what is sufficiently threatening and/or disruptive to warrant invoking this policy.

Any member of the college community, who has reason to believe that a student may meet the standard for involuntary withdraw, may contact the Director of Campus Police. The Director of Campus Police shall conduct a preliminary, informal review and determine whether the matter should

be referred to the Behavioral Assessment Committee. If, in the Director's judgment, the student does not meet the standard for involuntary medical withdrawal, this process will terminate, and the Director may take any other action deemed appropriate, including disciplinary action or recommending the student seek treatment.

Involuntary withdrawal is not a substitute for appropriate disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation should not be diverted from the student disciplinary process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges, or does not know the nature and quality of the act in question. This policy should not be used to dismiss socially or politically "eccentric" students who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal college operations.

E. Interim Medical Withdrawal

An interim medical withdrawal may be imposed by the AVPSL through recommendation and consultation with the Director of Campus Police when necessary to protect the health and safety of a student or the college community.

The Director of Campus Police will arrange for a meeting with the student to discuss the following issues: the reliability of the information concerning the student behavior; whether or not the student's behavior poses a significant danger of causing imminent harm to the student, to others, or which renders the student unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others, an explanation of the policy and copy for the student, inform the student that a meeting with a mental health professional will be scheduled within a specific time for an evaluation, and inform the student that failure to meet with the mental health professional may result in conduct action under the CASC Student Handbook, Proscribed Conduct . The Director of Campus Police and the AVPSL may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (LPC, LCSW, etc.) chosen by the institution or selected by the student if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental/behavioral disorder will be introduced.

A student referred or mandated for evaluation will be informed in writing with personal and/or certified delivery, and will be given a copy of these standards and procedures. The evaluation, conducted at the student's expense, must be completed within 5 (five) business days from the date of the letter, unless an extension is granted by the AVPSL. A student who fails to complete the evaluation in accordance with these standards and procedures and gives permission for the results to be shared with appropriate administrators may be withdrawn on an interim basis, or referred for conduct action, or both. The next step is referral to the CASC Behavioral Assessment Committee.

F. Behavioral Assessment Committee

CASC has established the Behavioral Assessment Committee whose duties include assisting in evaluating whether a student meets the criteria for involuntary withdrawal. The Committee includes representatives from the Office of Student Affairs/Student Life and the Office of Academic Affairs, and a licensed mental and/or medical health professional. Other members may be added at the discretion of the Vice President for Student Affairs. The Director of Campus Police will serve as the Committee Coordinator.

G. Involuntary Medical Withdrawal Hearing Procedures

Upon receiving an evaluation from the mental health professional, the Behavioral Assessment Committee will either terminate the process or schedule a hearing. The AVPSL will notify the student in writing with personal and/or certified delivery, at least five (5) business days before the hearing as to the date, time, and place of the hearing. The student may waive the five (5) business day notice period in writing.

H. Hearing

1. At the hearing, the Coordinator will provide the Behavioral Assessment Committee evidence relevant to whether the student is subject to involuntary medical withdrawal according to the standard set forth in this policy. The evidence may include witnesses, written reports, documents, written statements, and must include the mental health professional's written evaluation.
2. Student's rights at the hearing: right to be present, unless the student disrupts the hearing; right to present relevant evidence; right to question witnesses at the hearing; and right to comment on documents presented. The student may not have legal counsel present. The student will be responsible for presenting his/her own case. Members of the committee may ask questions of any witnesses.
3. Formal legal rules of evidence will not apply; however, the Chair may exclude evidence that is not relevant or is cumulative.
4. The hearing will be closed to the public. Testimony and other evidence will be kept confidential.
5. The hearing will be tape recorded and the recording will be made available to the Committee, the student (upon written request), the Coordinator, and to any decision-maker involved in an appeal. The tape shall be preserved so long as the possibility of an appeal remains open. Following this period, the tape shall be destroyed.

I. Decision of the Committee

After the hearing, the committee shall deliberate in private (by majority vote) whether the student meets the standard for Involuntary Medical Withdrawal. A written decision will be rendered by the Committee within two (2) business days, stating the reasons for its determination. The decision will be delivered to the student personally or by certified means. If the student is withdrawn, the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement. The decision of the Committee is subject to appeal.

J. Appeal Process

Within five (5) business days from delivery of the Committee's decision, the student may request in writing, that the AVPSL review the committee's decision. The student shall state in writing the specific points the student wishes to be considered. Within five (5) business days of receiving the appeal, the VPSA will inform the student of the decision in writing. The AVPSL may confirm the Committee's decision, send the matter back to the Committee for further proceedings, affirm the Committee's findings but alter the disposition, or reverse the Committee and reinstate the student. The decision of the AVPSL is final.

At any point in the process the student may present a request for voluntary medical withdrawal to the AVPSL. If the request is granted, the involuntary medical withdrawal process will cease; however, voluntary withdrawal will not terminate any pending disciplinary action.

K. Readmission

A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission shall contact the AVPSL and provide appropriate documentation to comply with the conditions of readmission. The student may not re-enroll or be readmitted before the start of the next semester.

The Behavioral Assessment Committee must approve the student's re-enrollment or readmission. Approval for readmission may be granted only if the Committee determines, in its professional judgment that the student can participate in the college environment without detriment to other students or the safety of the student. The Committee may require any documentation or evaluation that is deemed necessary. The student is not entitled to a hearing on the determination. Readmission is situation specific and will be considered on a case-by-case basis.

(Board adopted 3-25-2014)

Section 2-24 Students Called to Military Duty

Students who are in the armed forces or reserves have the following options when ordered to report to active duty:

A. Receive full credit for tuition and fees to apply toward next enrollment cycle.
B. Receive full refund of tuition and fees.
C. Depending upon called date, a student may take the option to receive a grade of "W," finish assigned extra work, or take final test early and be awarded credit.
D. If the above options are not satisfactory, a student may meet with the following personnel: Office of Academic Affairs, Veteran Coordinator, Office of Student Affairs/Student Life, and Instructors and Advisors to arrive at a satisfactory solution.

Section 2-25 (Reserved for Future Use)

Article IV - Class Attendance

Section 2-26 Class Attendance, Expected; Responsibility of Student, etc.

Punctual and regular class attendance is expected of all students. This is considered the responsibility of the student. It is also the responsibility of the student to consult with his/her instructors when an absence must be excused. Instructors are given the prerogative of determining the excusableness of student absences. A student is also responsible for all class work covered during his/her absence from class, even in cases in which s/he is able to satisfy the instructor that the absence was unavoidable. Failure to attend class regularly may result in administrative withdrawal of a student from class or from College.

Section 2-27 Number of Excusable Absences, etc.

A. In general, the maximum number of allowable unexcused class hours of absences shall be the number of credits of the course. For example, a course worth three credits would have three clock hours of such absences. At the option of the instructor, unexcused absences in excess of the number of credit hours may result in a student being dropped from the class roster. Reinstatement in the class may occur only after the student secures permission from the instructor and the Vice President of Academic Affairs.
B. Some courses by their nature may demand different attendance standards than those outlined above. It is the responsibility of the instructor to advise his/her classes in writing of the attendance policy in such cases.

Section 2-28 Instructors Expected to Notify Students of Excessive Absences

In case of excessive absence, the instructor is expected to contact the student. Excessive absences and non-attendance will result in a final grade of “F”.

Section 2-29 Absentee Reporting System

A. The absentee reporting system for Carl Albert State College is called the Vike Alert Reporting System, designed to function as an aid to instruction. Students are expected to attend regularly all classes in which they are enrolled.
B. The instructor is in the best position to judge if an absence is detrimental to the student’s grades; therefore, instructors are generally charged with the responsibility of monitoring absences and their excusableness.
C. Class attendance is a student’s responsibility. It is also the student’s responsibility to clear his/her absences with each of his/her instructors.
D. Responsibility for the operation of the absentee reporting system rests with the Vice President of Academic Affairs.

Section 2-30 Classroom Cell Phone Policy

The use of cell phones for the duration of the class is not acceptable. **Use of cellular phones or any other electronic communication devices such as headphones, iPods, Bluetooth, etc. for any purpose during a class or exam session is strictly prohibited. A student may face a zero and/or failure in the class if an electronic device is used for cheating during an exam or quiz**. All such devices must be turned off or put in a silent (vibrate) mode, put away, and ordinarily should not be taken out during class. This includes using a mobile phone for sending out text messages, connecting to the internet, or any other application. At the instructor's discretion, electronic devices utilized in a learning context, such as laptops and language interpreters, in class should be used by students for course specific work only, not for social networking or any other activities. The instructor reserves the right to ban the use of cell phones or any other electronic communication device at any time.

As a member of the CASC learning community, each student and faculty member has a responsibility to other members of the community. When cell phones or pagers ring and students or instructors respond in class or leave class to respond, it disrupts the class. Therefore, the Office of Academic Affairs prohibits the use by students and/or faculty of cell phones, pagers, headphones, iPods, Bluetooth devices, or similar communication devices during scheduled classes, except as allowed below. Again, a student may face a zero and/or failure in the class if an electronic device is used for cheating during an exam or quiz. The term "cheating" refers to using or attempting to use -- or assisting or attempting to assist another to use -- unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).

EXCEPTIONS: Given the fact that these same communication devices are an integral part of the college's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. Further, in order to ensure notification from the Emergency Alert System by a text message, ***faculty members should leave one phone (faculty or student) "on" during class***. In some unavoidable situations the student may request the instructor for consent to keep their phone active for incoming calls.
(Board adopted 9-17-13)

Article V - Graduation and Retention Policy

Section 2-31 Graduation and Retention Policy

A student is expected to make satisfactory progress toward a degree, certificate, or other approved objective. Standards relating to retention of students pursuing study at Carl Albert State College are outlined in Appendix III of this Manual.

Sections 2-32 – 2-40 (Reserved for Future Use.)

Article VI - Transfer of Credit

Section 2-41 Transfer of Credit

A. Students attending Carl Albert State College may be eligible for transfer to other colleges and universities with their credits accepted per the transfer matrices published by the Oklahoma State Regents for Higher Education, or through other arrangements.
B. A student who is enrolled in a university parallel program should consult the catalog of the institution to which s/he plans to transfer or the proper officials of that institution in designing his/her course of study at Carl Albert State College. Transferability of grades or courses toward a certain curriculum should

also be determined in consultation with the Faculty Advisor and/or designated administrative personnel at Carl Albert State College.

C. Transfer students are expected to present, at time of original admissions, official transcripts to all colleges/universities attended.

Section 2-42 (Reserved for Future Use.)

Article VII - Student Records

Section 2-43 Student Records Introduction

It is the purpose of this policy statement to keep the student's educational record confidential and secure. The transcript is the official document showing a complete and accurate reflection of a student's academic career from all regionally accredited colleges and institutions the student has attended. The transcript is a document created from the student's academic record that is used to review the academic performance of that student.

Section 2-44 Types of Information

A. There are two types of educational records as defined under the Family Education Rights and Privacy Act of 1974 (FERPA) protected by Carl Albert State College
   1. Directory Information (Public), and
   2. Non-directory Information (Private)

B. When a student enters a college and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the college as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment. Any office gathering such information and/or having custody of it shall release it only in accordance with this policy.

C. While the College fully acknowledges the student's right of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes.

D. With these considerations in mind, Carl Albert State College adopts the following policy concerning the release of information contained in student education records.
   1. Directory Information.
      a. When a student is admitted to Carl Albert State College, s/he will be informed of what the College considers directory information. Directory Information is information not considered harmful or an invasion of privacy if disclosed. Directory information may be disclosed without the written consent of the student, and which includes:
         (i) student's name, local and permanent addresses, email address, and telephone listings
         (ii) date and place of birth
         (iii) major and classification
         (iv) current enrollment status
         (v) dates of attendance
         (vi) degree, honors, and awards received, and reference dates
         (vii) athletes weight, height and sport
         (viii) most recent previous school attended
         (ix) photographs
         (x) participation in officially recognized activities and sports
      b. Withhold Directory Information. Students may require that directory information be withheld from the public by making a written request to the Office of Admissions and Records. The "FERPA Withhold Information" form is available online.

   2. Non-Directory Information

a. Non-Directory Information is any educational record not considered directory information that may be released only with consent of the student. Non-directory information may include:
    (i) social security number
    (ii) student identification number
    (iii) race, ethnicity, and/or nationality
    (iv) transcript
    (v) grade reports
b. Exceptions. Written permission from the student is required in order to release any information from a student's education record considered non-directory information. However, the school may disclose those records, without consent, to the following parties or under the following conditions:
    (i) School officials within the educational institution who have legitimate educational interests;
    (ii) Other schools to which a student seeks or intends to transfer;
    (iii) Specified officials for audit or evaluation purposes;
    (iv) The Comptroller General of the United States, the United States Department of Education, the administrative head of an educational agency, or state educational authorities;
    (v) In connection with a student's application for, or receipt of, financial aid;
    (vi) State and local officials or authorities to which such information is specifically required to be reported under State statutes;
    (vii) Organizations or educational agencies conducting legitimate research for or on behalf of the school;
    (viii) Accrediting organizations;
    (ix) To comply with judicial order or lawfully issued subpoena;
    (x) Parents of a dependent student upon proof of dependency;
    (xi) In connection with an emergency when such information is necessary to protect the health or safety of the student or other persons.

E. In implementing this policy, it is recognized that:
1. The student's official educational record is entirely a record of his/her own creation. The official custodian of record is located in the Office of Admissions and Records and under the responsibility of the Registrar.
    a. Records may include: written documents/files, computer system databases and server, microfilm and microfiche, video or audio tapes or CDs; film; and photographs.
    b. Records not considered as educational records include: private notes of staff or faculty not kept in individual advising folders; campus police records; medical records; and statistical data compilations that contain no personal identifiable information about specific students.
2. FERPA gives the student the following rights regarding their educational records:
    a. The right to access their educational records kept by the school.
    b. The right to demand educational records be disclosed only with student consent.
    c. The right to amend educational records.
    d. The right to file complaints against the school for disclosing educational records in violation of FERPA.
3. When a student requests that his/her transcript be sent to another educational institution, the College shall have the right to supply such information, except when a Hold is placed on their record for financial indebtedness to the College; instructor or library obligations; or to the Office of Admissions for incomplete credentials. The transcript will reflect the student's cumulative academic record and his/her eligibility to re-enroll in the College.
4. The college is responsible for determining a student's eligibility, and in compliance with appropriate conference rules, must supply certain student information to the Athletic Department and the National Junior College Athletic Association.
5. Semester grade reports may be sent to the embassies of international students when the embassy, the student, or the Vice President for Academic Affairs requests that they be sent.
6. The Office of Admissions maintains educational records on each student and keeps record of those legitimate parties who have been granted access without the student's consent.

F. The Registrar is the officer of the institution charged with responsibility of maintaining the educational record's accuracy and safekeeping. Accordingly, the student's file folder housed in the Office of Admissions and Records is not available to anyone for removal from the Registrar's assigned depository.
G. While the release of an official transcript is limited to the student, or any party to whom she/he has assigned permission to request it, the student him/herself may withhold the release of his/her own transcript to anyone by filing a written request to "FERPA withhold information". (Form available online.)

Section 2-45 Custodial Care of Information

A. Although the student is entitled to make any inquiry she/he wishes about information contained in his/her admission or personal folder, the file is not given to him/her for examination. His/her inquiry about its contents is conducted only with a professional staff member of the office involved. The student does have the right to the opportunity of a hearing to challenge the data contained in these records. The student must present his/her request for challenge to the Vice President for Academic Affairs.
B. Credentials with which a student applies for admission or re-admission to Carl Albert State College become the property of the College, are assembled in a permanent file folder. and are not released to anyone. The file contents are made available only to those persons properly authorized to receive confidential information and only in consultation with a professional staff member in Office of Admissions and Records. Credentials include Application for Admission; ACT or other admissions test scores; high school transcript or GED; official transcripts from all other colleges attended; and other forms more or less for specialty enrollment categories.
C. Although the permanent record is a cumulative record compiled by the student, the registrar is the officer of the institution charged with responsibility of its accuracy and safekeeping. Accordingly, the admission file folder and the academic record card itself are not available to anyone for removal from the registrar's assigned depository.
D. While the release of an official transcript is limited to the student, or any party to whom she/he has assigned permission to request it, the student him/herself may place a hold on the release of his/her own transcript to anyone without his/her specific permission by filing a request in writing with the Registrar requesting the release of directory information be withheld .

Section 2-46 Confidentiality of Academic and Disciplinary Records

A. To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate, and the conditions of access to each, is set forth in this explicit policy statement.
B. Transcripts of academic records will contain only information about academic status and designate academic probation, suspension, or permanent suspension status, which affects his/her eligibility to re-register with the institution.
C. 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 express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved. No records will be kept for the sole purpose of reflecting the activities or beliefs of students.
D. Administrative staff and faculty members will respect confidential information about students that they acquire in the course of their work.

Section 2-47 Interpretation of Records

There is a serious potential danger in the misinterpretation of test scores that are included in the student profile. It is not an over-statement of fact to point out that most individuals should not attempt to draw their own conclusions from test scores, but rather should seek competent professional advice from the qualified members of the counseling staff. Operationally, the interpretation of standardized test scores must always be done by those competent to do so.

Sections 2-48 – 2-60 (Reserved for Future Use.)

Article VIII- Curricula

Section 2-61 Curriculum Development

A. Programs and courses: Direction and coordination of the curriculum development is the responsibility of the Academic Affairs Committee under the leadership of the Vice President for Academic Affairs. Course descriptions to appear in the college catalog must be approved by the appropriate division chairperson.

B. Divisional programs: Each divisional staff, under the leadership of the Division Chair, is responsible for considering the total program within the division and recommending those additions, revisions, omissions, or regroupings of offerings which they believe are necessary to meet the needs of the students.

C. Essential elements: Interest of each instructor, the total work of the College, and knowledge of the programs in other fields are essential elements in a realistic program of curriculum development. It is expected that instructors will invite and welcome visitation of other instructors to their classes.

D. Procedures in curriculum development: The procedure involved in the approval of newly developed courses or programs or modified programs require the following steps:
   1. Recommendation by the divisions of instruction of the Institution.
   2. Recommendation by the Vice President for Academic Affairs
   3. Recommendation by the President
   4. Notification of Board of Regents approval (when necessary)
   5. Approval by the Oklahoma State Regents for Higher Education (when required)

E. Approval for modification/addition/deletion should include:
   1. Requests for deletion, addition, or modification of programs are submitted to the Office of Academic Affairs.
   2. Considerations for modification/addition/deletion should include:
      a. Student demand for the program
      b. Industry demand for the program
      c. Governmental demand for the program
      d. Budgetary impact,
      e. Impact on student services
      f. Impact on current programs
      g. Impact on Faculty
      h. All additions, deletions, and substantive modifications require State Regents approval through the VPAA.

F. Further considerations regarding course/curriculum development include:
   1. Recommendations from the various division of instruction for new courses for curricula should include the following information:
      a. Title of course to be added or changed.
      b. Course description and general content.
      c. Unit value.
      d. Total number of hours the class is to meet and recommended number of hours per week.
      e. Need for the course.
      f. Manner in which the course would contribute to educational objectives of the College.
   2. Basis for approval of courses or curricula by the Vice President for Academic Affairs.
      a. Educational value
         (i) Course should contribute to one or more of the objectives of the College as set forth in this Manual.
         (ii) Courses should be of value to students as part of:
            (aa) General Education
            (bb) A technical curriculum in a field which offers a real possibility of employment for the graduate.
            (cc) Transfer curriculum.
            (dd) A continuing education interest
            (ee) Meet the needs of business and industry.

(iii) Courses should be of collegiate level but not of upper division level unless prior arrangements have been made through an educational partnership. Required high school curricular requirements and remedial courses should also be taught in a manner appropriate to college students.

(iv) The proposal to the Vice President of Academic Affairs should indicate clearly the educational purposes, the general content, and the unit value of the course.

b. Relation to the total program of the college

(i) The importance of the proposed course in relation to other possible additions.
(ii) The likelihood of inadequate student demand.
(iii) The degree of overlapping with existing courses.
(iv) The degree of competition with other classes.

3. Basis for approval of courses or curricula by College administration:
   a. Availability of sufficient funds to finance proposed course or curriculum.
   b. Evidence of sufficient enrollment to warrant offering this course or curriculum.
   c. Course is in accord with the purposes and basic philosophy of the College.

Section 2-62 Academic programs and courses in the College Catalog

The academic programs and courses of instruction of the College appear in the *College Catalog,* available online at: www.carlalbert.edu.

Section 2-63 Course numbering

The course numbers consist of four digits. The first digit indicates the level of the course: (0)—sub-freshman; (1)—freshman; (2)—sophomore. The last digit indicates the number of semester hours of the course. The middle two digits identify the course within the department or subdivision.

Section 2-64 Credit for courses

There are approximately 16 weeks in each regular semester at Carl Albert State College. The semester hour is the unit of credit given for attending one lecture hour of class each week for 15 weeks, or the equivalent as defined by OSRHE. A class meeting the equivalent of three times a week for sixteen weeks carries three semester hours of credit. Certain courses which require laboratory work or skill practice may meet for more hours per week than the number of hours they confer.

Section 2-65 Course Syllabi

A. All course syllabi for all courses offered at the College, shall follow the CASC Syllabus Template and be on file in the Academic Affairs office. These course syllabi frequently play a significant role in the determination of the image the College presents to other agencies. They may be used to secure approval from the Regents for Higher Education, to determine that the courses parallel those offered at a four-year institution, for research which deals with curricular development, to aid new instructors in their preparations, and as a reference for students.

B. The course syllabus template will indicate:
   1. Course title and number
   2. Course description
   3. Semester/Academic year
   4. Credit hours awarded
   5. Pre-requisites and Co-requisites
   ~~6.~~ Textbook: author, title, edition, publisher~~r~~
   7. Supplemental materials
   8. Methods of instruction/delivery
   9. Student Learning Outcomes
   10. Evaluation/Assessment Practices (Grading Policy, Expectations, and Attendance), Services, Policy, and Procedures (Institutional Policies: ADA, Email, Integrity, and Grievance)

(Board Amended 3-22-2016)

Section 2-66 Accreditation Reports

The President of the College shall furnish copies of all regular and interim reports concerning accreditation from both the North Central Association of Colleges and Schools and the Oklahoma State Regents for Higher Education to all members of the Carl Albert State College Board of Regents.

Sections 2-67 – 2-69 (Reserved for future use)

Article IX - Field Trips

Section 2-70 Field Trips

Field trips can be an important educational experience. These experiences should be carefully planned so that students will not have too much difficulty in making up work in classes missed. The following procedures are used in organizing field trips:

A. Approval from the Vice President of Academic Affairs, and if Sallisaw class--the Director of the Sallisaw Campus, must be obtained one week in advance of the trip if it is at a time other than regularly scheduled hours of the particular class or classes involved.
B. Name of faculty and students participating in the field trip are to be submitted to the office of Academic Affairs, and (if applicable) Director of the Sallisaw Campus, one week in advance of the trip in order that a list for distribution to all instructors may be prepared.
C. Arrangements to use a college vehicle must be made through the appropriate supervisor.
D. It is the responsibility of the faculty member planning a field trip to inform participants that it is their responsibility to contact instructors regarding make-up work necessitated by their absence before leaving on the trip.

Sections 2-71 - 2-75 (Reserved for Future Use.)

Article X – Grading

Section 2-76 Grading

The matter of determining grades is left to each individual instructor. Each instructor is expected to employ his/her best judgment and the fairest technique known to him/her in assigning student grades. Final grades are reported for each student for every course undertaken according to the following grading system:

Grade	Interpretation	Grade-Point per Hour
A	Excellent	4 Points
B	Good	3 Points
C	Average	2 Points
D	Poor	1 Point
F	Failing	0 Points
I	Incomplete	Not Computed
W	Withdrawal	Not Computed
AU	Audit	Not Computed
AW	Administrative Withdrawal	Not Computed
N	Not Reported by Instructor	Not Computed
P	Pass	0 Points

Students must earn a retention/graduation GPA of at least a 2.0 in the courses presented for graduation.

A. The student, however, should have a 2.0 grade-point average in all work attempted in order to qualify for unconditional entry into a four-year college or university.
B. "W" grade: An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during CASC's allowable withdrawal period. Withdrawal period for an automatic "W" shall begin after the tenth day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed twelve weeks of a sixteen-week semester or, in general, will not exceed three-fourths of the duration of any term. For any drop or withdrawal accepted after the deadline, a "W" or "F" will be assigned depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA, the "W" grade is not calculated in the GPA. The last day a student will be allowed to withdraw from a class is the last day of class work before the final examination.
C. "AW" grade: Administrative withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been withdrawn by the institution during the designated semester. Administrative withdrawals are not calculated in the GPA.
D. Audit: Audit status is used for the student who is not interested in obtaining a course grade but who is enrolled simply to obtain course information. Persons enrolled in courses for audit may not change their enrollment to credit after the add/drop period. With appropriate approval of the instructor, a student enrolled in courses for credit may change to audit status any time through the add/drop period. Further information for auditing a course may be found in the current *College Catalog*. AU is not calculated in the GPA.
E. Incomplete. An incomplete grade may be used, per instructor and Vice President of Academic Affairs' approval, to indicate that additional work is necessary to complete the requirements for a course. It is not a substitute for an "F", and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor, in consultation with the student, will determine remaining course assignments and deadlines, but all incomplete grades must be removed within *one regular semester* (e.g., a spring semester or summer term Incomplete should be completed by the end of the fall semester. A fall semester Incomplete should be completed by the end of the spring semester); otherwise, it remains as Incomplete on the student's permanent record. An incomplete grade is not calculated in the GPA.
F. "P-F" grades: Pass-Fail is used in specified courses as designated in the College Catalog. The P-F grade is not calculated in the GPA.
G. Grades for "0" level courses: Instructors may only assign an "A," "B," "C," or "F" for the zero level courses. To successfully complete any zero level course, a student must earn a "C" or higher grade.
H. Procedure for grade changes: A "Change of Grade" form may be obtained by the instructor from the Office of Admissions and Records. The form should be completed and signed by the instructor and returned to the Office of Admissions and Records.
I. Academic Forgiveness Provisions. Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention and graduation grade point averages are calculated. Specifically, for those students receiving academic forgiveness either by repeating courses or through academic reprieve or academic renewal, the transcript will reflect the retention and graduation GPAs excluding forgiven courses/semesters. The transcript will also note the cumulative GPA, which includes all attempted regularly, graded course work.
J. Academic forgiveness may be warranted in two specific circumstances l) For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention and graduation GPAs under the prescribed circumstances listed below; and 2) There may be extraordinary situations in which a student has done poorly in an entire enrollment due to extenuating circumstances, which, in the judgment of the appropriate institutional officials, warrant excluding those grades in calculating the student's retention and graduation GPAs.
K. Students may seek academic forgiveness utilizing these institutional procedures. The Office of Admissions and Records conforms to the "repeated courses" forgiveness provision. Students may petition the Academic Affairs Committee for academic reprieves or academic renewals as detailed below.

1. Repeated Courses: A student may repeat courses and have the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of four courses or 18 credit hours, and in courses in which the original grade earned was a "D" or "F". The first attempt shall be recorded on the transcript with the earned grade. The second course with its grade will be listed in the semester earned. Normally, the EXPLANATION OF GRADES section of the transcript will note that only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs. Students who repeat courses above the first four courses or 18 hours of "D"s or "F"s may do so with the original grades and repeat grades averaged. The repeated course(s) provision is typically an automatic feature in transcription. Students may request a course repeat recalculation when automation does not register. (See Office of Admissions)
2. Academic Reprieve: A student may request an academic reprieve consistent with these guidelines:
    a) At least three years must have elapsed between the period in which the grades being requested for reprieve were earned and the reprieve request;
    b) Prior to requesting the academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses. This course work must have been completed at any accredited higher education institution;
    c) The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollments. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester;
    d) The student must petition the Academic Affairs Committee for consideration of an academic reprieve according to institutional policy. The student must complete the Academic Forgiveness form from the Admissions Office. The Registrar will confirm that all conditions have been met and the request will be forwarded to the Office of Academic Affairs for determination; and
    e) The student may not receive more than one academic reprieve during his/her academic career. The EXPLANATION OF GRADES section of the transcript will note the courses and semester(s) reprieved. The Academic Affairs Committee retains the right to grant reprieve requests when student retention is in question.

L. Academic Renewal

Academic Renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under Academic Renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA.

A student may request Academic Renewal from public State System institutions with academic renewal policies consistent with these guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request;
2. Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
3. The request will be for all courses completed before the date specified in the request for renewal;
4. The student must petition for consideration of Academic Renewal according to institutional policy; and
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

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

1. 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.
2. The term "cheating" includes, but is not limited to:

a. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
c. 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 acknowledgment. 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.

3. If it is established that cheating or plagiarism has more than likely occurred,
   a. The instructor may take appropriate disciplinary action, which may include the awarding of an "F" on the particular assignment or in the course.
   b. The instructor will make a report of the incident and of action taken to the Vice President for Student Affairs and the Vice President of Academic Affairs.
   c. The student will receive a copy of the report is s/he desires and may appeal the decision of the instructor to the Academic Affairs Committee.

N. Grade Protests/Grade Changes - Students are given the opportunity to appeal a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for this purpose of challenging a final grade must be made within 90 days after the grade in question appears on the permanent record. The student and instructor may follow steps of Section O below to meet individually with the Grade Appeal Committee to present documentation pertinent to the appeal. Once the Grade Appeal Committee renders its decision, the appeal process is concluded. Instructors wishing to make grade changes may do so within 90 days of the end of the semester by completing the grade change form and submitting the form to the Academic Affairs Office. Instructors wishing to make grade changes may do so within 90 days of the end of the semester by completing the grade change form and submitting the form to the Academic Affairs Office.

O. Appealing a Final Grade**:**

Students may appeal any final grade or request the removal of a course grade within 90 days of receipt of final grade. In an attempt to fully disclose conditions and situations by which a student's course or letter grade may be modified or removed, the student has two actions available:

Grade Appeal- this may be used by the student and in situations where a final letter grade of A, B, C, D, F, I, P, N, NP, AW, or W was recorded to the transcript by the instructor, but the student has evidence for grade modification. The result of this action may involve modifying the letter grade posted to course and transcript record.

Course/Grade Removal- this may be used when the student has never attended a course but has received a failing letter grade. Students may be involuntarily withdrawn for failure to attend courses during the drop/add period. The student must provide a written statement validating the No-Show occurrence; submit copies of all supporting evidence (Dr.'s statement, hospital record, etc.) and sign below. The result of the grade removal action may involve the removal of the course and grade from the transcript record, the removal of all course-related charges, and the student may have to return to CASC financial aid monies disbursed to the student.

Grade Appeal Procedure:

1. Student must communicate with the instructor concerning changing a grade. If there is no satisfactory resolution, the student will have the instructor sign the Grade Appeal Form (A-10) and proceed to step 2. (Form available in the Office of Academic Affairs)
2. Student must communicate with the division chair concerning changing the grade. If there is no satisfactory resolution, the student will have the division chair sign the Grade Appeal Form (A-10) and proceed to step 3.
3. Request an Appeal:
   a. Student must submit the signed Grade Appeal Form (A-10)

b. Student must submit all documentation to support their grade appeal to the Academic Affairs Office.

4. Grade Appeal Committee:
   a. Vice President for Academic Affairs, or designee, will chair the Grade Appeal Committee. The Vice President for Academic Affairs will appoint three other members to serve on the committee. At least one committee member will not be an instructor.
   b. The Grade Appeal committee chair notifies the student of when the Grade Appeal meeting will take place. The Grade Appeal meeting will take place no sooner than 5 days after the student is notified.
5. Appeal Committee Meets:
   a. The student will have 10 minutes to address the Grade Appeal committee.
   b. The instructor will have 10 minutes to address the Grade Appeal committee.
   c. The Grade Appeal committee can ask questions.
   d. The student may not have a representative present.
6. Committee Decision: The committee will make a recommendation to uphold or change the grade. The decision of the committee is final, and no further appeals can be made concerning the grade.

(Board Amended 9-17-13, 9-15-15, 3-22-16, 9-15-20)

Section 2-77 Honor Students

Honor rolls contain the names of students who have completed 12 or more credit hours at the close of a semester, excluding zero-level and activity related courses. The President's honor roll is for students with a grade average of "A" (4.00); the Vice-President's Honor Roll is for students with a grade point average of 3.00-3.99 and no course grade below a "C."

Section 2-78 – 2-79 (Reserved for Future Use.)

Article XI - Security and Safety

Section 2-80 Security and Safety

The cooperation of all employees is requested with respect to the following regulations:

A. It is the responsibility of faculty members to instruct students as to the proper and safe use of all equipment.
B. When laboratories and classrooms are open, it the responsibility of the instructor involved to supervise student use of these facilities. If possible, the instructor should be present. Even though the instructor is not physically present in the laboratory, or classroom, s/he is responsible for the supervision of students in these areas.

Article XII - Advanced-Standing Credit

Section 2-81 Advanced-Standing Credit

The policy allowing a student to be granted credit by examination recognizes that academic learning often occurs outside the formal college classroom setting. Carl Albert State College will grant credit to students who present evidence of having passed the subject examination portion of the College Level Examination Program (CLEP), College Board's Advanced Placement (AP), DANTES Subject Standardized tests (Defense Activity for Non-Traditional Education Support-DSST), or institutional prepared or other accepted examination. Credit by examinations will be granted under the following policies and procedures:

A. **Eligibility -** Students eligible to receive advanced standing credit are those who are currently enrolled at Carl Albert State College.
   1. Advanced-standing credit awarded to a student must be validated by a successful completion of 12 or more semester hours of academic work before being placed on the student's transcript.

2. Payment for transcription fee at $5.00 per credit hour must be made before placement of advanced standing credit on transcript.

B. **Limitations**
   1. Work taken at propriety school, secondary vocational-technical school, institutions offering clock-hours' work, and other non-collegiate institutions must be evaluated and validated through examination or proficiency testing by the receiving institution.
   2. A Licensed Practical Nurse that holds a valid LPN license in good standing, practices as an LPN for a minimum of one year within three years prior to applying to the Associate of Applied Science in Nursing program, and who is a graduate of a practical nurse program which is accredited by the ACEN will receive credit for the first semester nursing course
   3. The amount of standing credit, which may be awarded, shall not exceed one-half (30 hours) of the total semester hours required for graduation from Carl Albert State College. All credit earned through correspondence and extension methods shall be considered as having been earned through the advanced-standing mechanism.
   4. Carl Albert State College may be award advanced-standing credit only in those academic disciplines and in courses in the approved curriculum of the college. Whenever possible, the Carl Albert State College course title and number will be assigned to the credit awarded. Credit for some courses may not apply toward a higher degree at another institution.
   5. Credit will not be given for a prerequisite to a course for which credit has been granted.
   6. A student may be awarded credit in a course that s/he has previously audited by either repeating the course or successfully completing it through advanced standing.

C. **Methods for evaluating advanced standing credit**
   1. If no standardized test is available, an institutionally-prepared examination may be used.
   2. Standardized national tests especially designed for establishment of credit shall be used when obtainable. Such tests as the College Level Examination Program (CLEP) subject, DANTES DSST, and the Advanced Placement Program of the College Board are examples of tests frequently used to establish advanced-standing credit.
   3. Carl Albert State College will utilize only the Subject Examination Board portion of the CLEP program tests.

D. **Grading and records**
   1. Institutions offering advanced-standing credit by examination shall require a minimum score at the mean level for both locally administered and national examinations in order to record credit in a particular subject.
   2. The neutral grade of pass (P) will be utilized to designate advanced-standing credit. Conventional letter grades shall not be used. All credit earned through advanced standing should be so designated by placing the letter "P" on the transcript following each course.

E. **Transferability** - Advanced-standing credit once recorded and validated, is transferable on the same basis as if the credit had been earned through regular study at the awarding institution.

F. **Charges -** Institutional charges for administration and recording of locally administered advanced-standing examinations shall be at the rate established by the national testing agency for the particular test in question. Other charges shall be made for the administration or recording of advanced-standing credit to the transcript.

G. **Approvals and Procedures -** A student desiring to test for advanced standing examinations should apply at the Learning Resource Center at the Poteau campus or the Tutor Center at the Sallisaw campus, where eligibility will be determined and detailed instructions given. Approval must be granted by the Testing Coordinator. The coordinator makes arrangements for administration of all examinations for advanced credit.

Section 2-82 Credit by Examination: Procedure

A. The student will pick up an application for advanced credit in the Learning Resource Center at the Poteau campus or the Tutor Center at the Sallisaw campus, one application per course.

B. The student will complete the top part of the application and obtain endorsements of the following persons, in order:
   1. Student's Instructor
   2. Division chairperson of department in which the course is offered.
   3. Testing Coordinator

C. The student will pay for the examination and the proctor fee at the time of the test in the Business Office.
D. The student then takes the receipt to the Learning Resource Center or Tutor Center where the test will be scheduled. Upon completion of the examination, the Testing Coordinator will provide the following information at the bottom of the application, as approval of advanced standing credit: date of the examination, department abbreviation, course number, course title, grade, statement of satisfactory completion of the examination, and signature of the Testing Coordinator. The Testing Coordinator will return the form to the Admissions Office for placement of course to transcript.
E. Satisfactory completion of the examination will be posted to the transcript file.

Sections 2-83 – 2-85 (Reserved for Future Use.)

Article XIII- Credit for Military service; USAFI Courses

Section 2-86 Courses in Military Service

A. Two hours of physical education and two hours of personal health, (generally HPER 1113 Personal Health and Wellness) will be awarded to veterans who submit a DD214 form with a listing of basic training. This credit will be awarded to students after 12 hours are completed with CASC. No grades will be assigned.
B. Non-degree seeking students and those planning to transfer will not have their military records evaluated, as this will be done by the institution to which they are transferring.
C. Evaluation of military service and schools will be made only after 12 hours have been completed with CASC.
D. "A Guide to the Evaluation of Educational Experience in the Armed Services" is used to evaluate service schools, and recommendations are made by the Commission on Accreditation of Service Experiences of the American Council on Education. However, Carl Albert State College reserves the right to award college credit.

Section 2-87 United States Armed Forces Institute

Reviews and decisions about the granting of academic credit for USAFI courses are the privileges of Carl Albert State College. The Office of Admissions and Records maintains an USAFI Catalog listing courses, their descriptions, and the recommendations for credit made by the Commission on Accreditation of Service Experiences of the American Council on Education.

Sections 2-88 –2-89 (Reserved for Future Use.)

Article XIV - Divisions, Departments, and Instructors

Section 2-90 Division Organization

The Academic Affairs Department consists of eight academic divisions that offer certificates, Associates in Arts, Associates in Science, Associates in Applied Science, and other approved academic programs and formats. The eight divisions are:

Health Sciences
Business
Environmental & Industrial Technology
Health, Physical Education & Recreation
Communication & Fine Arts
Mathematics
Science
Social & Behavioral Sciences

Section 2-91 Responsibilities of Divisional Chairpersons

Division chairpersons have the following responsibilities and duties:

A. Personnel. In concert with the Vice President of Academic Affairs and the President to perform the following:
   1. Recommend faculty and adjunct instructors
   2. Supervise on a consistent basis both probationary and permanent members of the staff.
   3. Recommend teaching assignments to the Vice President of Academic Affairs.
   4. Evaluate members of the teaching staff per policy.
   5. Arrange for all necessary substitute instructors for all classes in the Division.
   6. Report all faculty absences to the Office for Academic Affairs, the Director for Sallisaw for Sallisaw faculty, and to the Human Resources office.
   7. Stimulate instructional improvement
   8. Encourage innovative and creative approaches to teaching.

B. Budget.
   1. In cooperation with division personnel, formulate and prepare budgetary implications of all federal programs and exercise direct supervision over all elements of the E & G division budget throughout the college year.
   2. In cooperation with all teaching staff members, prepare for the presentation to the Vice President for Academic Affairs the total division budget request for each fiscal year.

C. Program Development.
   1. Recommend a schedule of classes for the Division.
   2. Exercise direct leadership at the Division level for all curriculum development, textbook selection, and library book selection.
   3. With the help of the faculty members in the Division, develop syllabi for all courses offered in the division, and place them on file in the Office for Academic Affairs.
   4. In concert with the Vice President for Academic Affairs, develop all necessary specifications for special projects, such as federal and summer school programs and workshops.
   5. Assist the Vice President of Academic Affairs with the development and preparation of the college catalog.

D. Provide the necessary leadership to assure direct divisional involvement in the total ongoing co-curricular student government and student activity programs of the college.
E. Serve on committees.
F. Teach classes in area of specialization.
G. Assist in student academic advisement.
H. Submit annual written assessment and program reports to the Vice President of Academic Affairs.
I. Maintain a minimum of twelve required office hours per week in addition to a regularly scheduled teaching load.
J. Work closely with all areas of campus regarding current and potential academic offerings.

Section 2-92 Instructors

Instructors have the following responsibilities and duties.

A. Teach assigned courses in accordance with the course outline and the schedule of classes.
B. Talk with students concerning any problem that is presented. Instructors are in a position to render effective counseling and should be responsive to student needs.
C. During pre-registration and where applicable during registration, serve as advisor to students in instructor's major field.
D. Maintain attendance records of students to the extent necessary for notifying students when their attendance reaches a point of adversely affecting their achievement in that class.
E. Emphasize to all classes the importance of prompt, regular, and continuous class attendance.
F. Maintain accurate scholastic records of students enrolled in classes and submit grade reports according to schedule to the Office of Admissions and Records.
G. At the close of each grade-report period, inform all students of their scholastic standing.
H. Assist, as assigned by Vice President of Academic Affairs, as members of faculty committees in developing the instructional program and the educational program and the educational philosophy of the college.

I. Assist as needed in working with student activities, student clubs, and other out-of-class activities.
J. Attend all scheduled faculty meetings.
K. Maintain a minimum of twelve office hours (or hours as appointed) per week in addition to regularly scheduled teaching load. Office hours should be evenly distributed through the five-day academic week.
L. Submit to Division chairperson, upon request, a brief outline of each course taught with statement objectives.
M. Report to counselors and Division chairpersons any problems involving students who need special consideration.
N. Present all problems and recommendations involving their work to appropriate Division chairpersons for consideration.
O. Assist Division chairpersons with the development of syllabi for all courses offered in the Division.
P. Cooperate with other instructors in carrying out instructional procedures agreed upon.
Q. Recommend textbook changes to the Division chairperson.
R. Report excessive absenteeism, as required by current attendance policy.

(Board amended for clarification 9-15-15, 6-5-17)

Section 2-93 Teaching Load

An instructor's appointed teaching assignment will normally be thirty credit hours of lecture classes per year. (Lab hours will be equated on a two-for-one basis, with the exception of clinical lab hours equated on a three-for-one basis.) Exceptions may be made in any given semester if necessitated by college needs. The normal summer load should not exceed nine hours; the salary scale currently in force sets compensation.

(*Board amended 6-5-17)*

Section 2-94 Overload Policy

Instructor is determined and paid if the instructor's load exceeds fifteen hours (or appointed hours) during the fall or spring semester. Overload shall not normally exceed two courses per semester.

(Board amended 6-5-17)

Section 2-95 Academic Web Policy

CASC is committed to providing high quality virtual education. All CASC courses will be designed based on Quality Matters Rubric, a Higher Learning Commission recognized design template. Courses will be designed by discipline specific instructors and approved through a committee process (according to the Online, Blended Courses and Programs: Expectations, Guidelines, and Procedures Manual). All courses will be subject to the same assessment and evaluation process as traditional on-campus courses. CASC strives to promote a positive atmosphere for web-enhanced, blended and full-online student learning.

A. Expectations, Guidelines, and Procedures Manual is comprised of information and guidelines concerning design, faculty, student expectations, training, management, evaluation, and approval process for all blended and full-online courses.
B. Expectations, Guidelines, and Procedures Manual define the three formats of web-associated courses offered at CASC (Web-enhanced, Blended, and Full-online).
C. Expectations, Guidelines, and Procedures Manual will be maintained by the Coordinator for the Virtual Campus, Virtual Campus Committee, and the Vice President for Academic Affairs (assessable online and in the Academic Affairs office).
D. Issues concerning State Authorization records are maintained by the Coordinator for the Virtual Campus and the Vice President for Academic Affairs.

(Board amended 4-14-2015)

Section 2-96 Faculty Credential Policy

A. Introduction

The Carl Albert State College Office of Academic Affairs is dedicated to ensuring that all members of its faculty uphold the recommendations established by The Higher Learning Commission (HLC) and

Oklahoma State Regents of Higher Education (OSRHE). Carl Albert State College's policy adheres to the HLC recommendations while abiding by the policy of the OSRHE.

B. Requirements

Faculty member credentials must be appropriate to assigned duties and disciplines, including level of instruction (AA, AS, AAS, Certificate, remedial, etc.).

1. Faculty must hold degrees, certifications, and licenses from institutions accredited by agencies recognized by the U.S. Department of Education such as the Higher Learning Commission or from institutions with comparable status, certification, or recognition in other countries.

2. Faculty members teaching general education core courses are expected to hold at least a master's degree with 18 graduate hours in the teaching field. (A limited number of faculty may hold equivalent documented experience to meet educational qualifications.) ** *See section E. Evaluation of Credentials*

3. Typically, faculty members teaching remedial/developmental education courses hold a master's degree, but must hold at least a bachelor's degree in the teaching field.

4. Faculty members teaching in occupational skill areas (AAS) must hold at least a bachelor's degree or appropriate industry-related licensure/certification.

C. Full-Time and Part-Time Guidelines

The goal of Carl Albert State College will be to maintain the same guidelines for both full-time and part-time faculty members

D. Qualifications

Carl Albert State College strives to maintain good practices in determining qualified faculty and as a policy will establish periodic reviews to ensure the minimum qualifications and expectations of all full-time and part-time faculty teaching in all disciplines. An "official" copy of academic transcripts bearing the seal of the college or university should be provided to the Human Resources Office. While the official certified transcript will be housed in the employee's official personnel file in the Human Resources Office, a copy will also be maintained in the Office of the Vice President of Academic Affairs.

Qualifications of instructors teaching courses leading to an associate degree require a master's degree in the discipline or related field with a minimum of 18 graduate credits in the subject area; candidates pursuing a Master's Degree may be considered with the understanding that the degree must be completed expeditiously. A waiver may be requested for faculty or adjuncts that don't meet the minimum qualifications. This waiver must include a plan for completion of the requirements within an appropriate designated time frame. The Academic Affairs administration will indicate reasonable time frames for individual faculty compliance. Faculty will be asked to sign their individual plans, but each plan will go into effect immediately upon approval by the Vice President of Academic Affairs, regardless of whether the faculty member signs. The failure of an individual faculty member to maintain satisfactory progress on his or her qualification plan will be considered adequate cause for the college to place the faculty member on probationary status or dismiss him or her from employment.

Full-time and part-time faculty who are placed on a plan must submit updated transcripts at the beginning of each semester. The appropriate Division Chair is responsible for the evaluation of appropriate academic progress.

All references to degrees and semester hours in this and other College documents presume that credit comes from institutions that are fully accredited at the graduate level by one of the recognized regional associations or by another federally recognized specialized accrediting body. Degrees and

courses from foreign institutions must come from institutions generally acknowledged to meet requirements equivalent to regional accreditation in the U.S.A.

E. Evaluation of Credentials

1. Associate of Arts and Associate of Science Degree Programs (Academic Transfer Intention)

Required Qualifications:

Full-time and part-time faculty members are expected to hold a degree at least one level above that of the program in which they are teaching. For courses taught as part of an AA or AS degree, having the expectation of transfer to universities the generally accepted minimum faculty credential consists of a Master's degree with a major in the teaching field (or a very closely related subject) or a Master's degree in a related field along with at least 18 graduate hours in the specific teaching field (or a very closely related field).

Alternative Qualifications

a. When qualification is based on factors other than generally accepted graduate degree and hours credentialing, the faculty member must be able to make and document, and the Vice President of Academic Affairs must accept, a prima facie case that the alternate qualification would be persuasive to external peers. Examples might include high-level specialized training, advanced industry certification, professional licensing, publication in-field, workshops/seminars in field, recognition by in-field organizations, etc.

b. Degrees in Education
As a general rule, degrees and courses in education (EDUC or equivalent) are considered to be in a "related field" rather than in the major field. A Master's Degree in Education fields contributing to effective instruction (i.e. educational technology) will count toward 6 of the required 18+ hours in the field.

c. Exceptions:
• Cases such as child development or physical education or business education in which education is the field.
• Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy. Interdisciplinary Courses
such as general humanities necessarily require faculty qualifications that reflect the multi-disciplinary foundations of the particular course and must be evaluated on a case-by-case basis.
Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter courses requiring subject expertise not broad interdisciplinary courses even if they carry the HUM prefix. On the other hand, broader-based HUM courses, HONORS courses, and other interdisciplinary courses may be taught by interested, qualified, and prepared faculty members with a wide range of formal credentials.

d. Closely Related Fields
The determination of how closely related subjects must be in order to qualify faculty is a subjective one. Generally accepted academic practice and the informed opinion of qualified expert peers should be brought to bear in the determination. Explanation of qualification based on closely related field should be included in the faculty member's file.
Carl Albert State College can utilize "Tested Experience" where appropriate. Carl Albert State College will strive to utilize tested experience in addition to a strong and appropriate

educational background. “Tested Experience” can be demonstrated through application of professional experiences along with professional certifications that correspond with the required minimum formal education. “Tested Experience” shall be figured at a rate corresponding to 1.5 hours of graduate credit per 1 year of professional work experience (as determined by CASC administration) (i.e. 4 years of full-time job experience counts as 6 graduate credit hours).

e. A faculty member teaching courses in Native American or foreign languages may demonstrate his/her qualification through recognition of competence by tribal elders or thorough proficiency in the foreign language. Foreign language proficiency may also be demonstrated by a standardized exam equivalent to college credit at graduate level.

f. A faculty member teaching in technical and application disciplines (computer programing, networking, and business applications) is expected to hold a Master’s degree (preferred) in the area and/or Bachelor’s degree (required) in the area with substantiated professional working experience in field or discipline. In above areas Carl Albert State College will strive to ensure the full-time faculty member exceeds the minimum required qualifications.

g. Carl Albert State College will allow some flexibility in credentials for courses that could be dual prefixed. If the course has a prefix at other colleges which would put it under a different department, Carl Albert State College feels that a Master’s degree with the prefix of either department will suffice. For example, the introductory computer course at Carl Albert State College is CS 1113. This same course is listed with a business prefix at many other colleges, so Carl Albert State College allows faculty with Master’s Degrees in business to teach it.

h. Carl Albert State College allows faculty with a Master’s degree that is a focused part of a more general or broad course to teach. For example, Humanities I and II are overviews of history, art, architecture, literature, and philosophy, so a faculty member could have a Master’s degree in any of these areas and be qualified to teach humanities. Furthermore, philosophy is an overview of western philosophy, so any faculty member with a more focused degree in philosophy (i.e. theology) would be qualified to teach that course.

i. For non-accredited programs (currently all other than PTA and Nursing), exceptions to the minimum master's degree will be rare and will be granted only in fields for which a high level of proficiency can be verified through licensures, certifications, or professional experience, as illustrated by examples below approved by faculty within the discipline:

1. A minimum of two years of diagnostic laboratory experience in a hospital or government lab
2. Performing arts--bachelor-degreed applicant may meet two of the following to meet the qualifications for instruction in Music and/or Theatre.
    - Hold a chair in a symphony orchestra. Professional or semi-professional.
    - Soloist for a symphony orchestra, professional or semi-professional.
    - Perform in a national tour for two or more years.
    - Perform with major leading actors, recording artists, opera stars, etc., in a professional setting. i.e., Soloist, Canterbury choral, OKC Pops Chorale, Mormon Tabernacle Choir.
    - Play host to own broadcast, television or radio show, on regional or national scene.
    - Director of major productions, theatrical, on the regional or national scene.
    - Set design/construction for major productions on the regional or national scene.
    - Lighting/sound design for major productions on the regional or national scene.
3. Visual arts--a bachelor-degreed applicant must meet two of the following to meet the qualifications for instruction in Art.
    - Be recognized as an outstanding artist on a state or national level.

- Have art on exhibit in major galleries in the region.
- Be featured in publications as an outstanding artist.
- Have art published in peer-juried publications.
- Lectured on art at major events, conventions, or seminars.
- Brought new and/or inventive ideas to art in a regional or national workshop medium.

2. Associate of Applied Science Degree Programs (Workforce Intention)

a. Full-time and Part-time faculty members are expected to hold a degree at least one level above that of the program in which they are teaching. Carl Albert State College's policy stipulates that faculty members teaching Associate of Applied Science degree courses will hold at least a Bachelor's degree in the field of instruction.

b. Courses that count only toward completion of AAS or certificate and that do not transfer to universities (except in certain cases of applied bachelor's degrees, BAS, BAT, etc.): The generally accepted minimum faculty credential consists of a bachelor's degree in field (or closely related field) with appropriate work experience. A master's degree in the field or a related field is preferred. Some programs such as nursing require a master's degree in field.

c. Nursing
Carl Albert State College policy will follow the Oklahoma Board of Nursing Policy concerning instructor credentials. Oklahoma Board of Nursing Rule 485:0-5-5.2 states: "All programs leading to licensure as a Registered Nurse in this state shall establish comparable educational qualifications for the nursing faculty as required for other teaching faculty in the controlling institution. The minimum requirements shall be as follows:
    - a master's or higher degree in nursing; or a baccalaureate degree in nursing plus evidence of continued progress toward a master's or higher degree in nursing with completion of minimum of six (6) semester hours per calendar year;
    - at least one-half of the full-time faculty having a master's or higher degree in nursing; and part-time clinical instructors, regardless of title used, having a minimum of a baccalaureate degree in nursing."

d. As required by program (Nursing, PTA, etc.)

For accredited programs, such as PTA and Nursing, guidelines for faculty credentialing will meet the above guidelines plus any additional standards required by the program accrediting agency for degrees and/or experience. Examples: For the Nursing Program, all full-time faculty will have a minimum of an MSN degree, and will have at least 2 years of experience as a practicing nurse. Clinical supervisors must have 2 years of nursing experience and possess a minimum of an R.N. degree.

- Bachelor's (minimum) in field of instruction
- Practical experience in the field is preferred

e. Carl Albert State College can utilize "Tested Experience" where appropriate. Carl Albert State College will strive to utilize tested experience in addition to a strong and appropriate educational background. "Tested Experience" can be demonstrated through application of professional experiences along with professional certifications that correspond with the required minimum formal education. "Tested Experience" shall be figured at a rate corresponding to 1.5 hours of graduate credit per 1 year of professional work experience (as determined by CASC administration).

f. Faculty teaching technical classes in an applied science degree program may be considered credentialed with a bachelor's degree and relevant professional experience, certifications, or licensures, as determined by the division. Faculty teaching non-transferrable coursework (including physical activity courses and remedial coursework) may meet minimum credentialing guidelines with a bachelor's degree in field and master's degree in education and/or prior teaching experience, with additional qualifications determined by the division.

g. For non-accredited programs (currently all other than PTA and Nursing), exceptions to the minimum master's degree will be rare and will be granted only in fields for which a high level of proficiency can be verified through licensures, certifications, or professional experience, as illustrated by examples below approved by faculty within the discipline:
    1. A minimum of two years of diagnostic laboratory experience in a hospital or government lab

(Board Adopted 3-28-2017; amended 6-5-2017)

Section 2-97 – 2-100 (Reserved for Future Use)

Article XV – Textbooks

Section 2-101 Textbook Selection and Adoption

A. Carl Albert State College has the responsibility to select textbooks and other aids to learning which are the best basic tools that may be used in the quest for complete and efficient learning. The college recognizes that the selection of textbooks is the right and responsibility of the faculty. Instructors, because of their specialized training and thorough familiarity with the literature in their own subject fields, are best qualified to select these materials. However, the responsibility for selecting textbooks is not one to be taken lightly; rather, it is a task that must be frequently performed and frequently reviewed.
B. The policy of the College shall be to allow instructors the freedom of choice in instructional materials, including textbooks.
C. In following the procedures outline below, two or more instructors teaching the same course may appropriately use different textbooks if so approved by the Vice President of Academic Affairs.
D. Procedures to be followed in selecting or changing textbooks are as follows:
    1. Recommendations for textbook selection and change will be made to the Vice President of Academic Affairs by the appropriate Division chairperson.
    2. Textbooks selected must be appropriate to the adopted and filed course syllabus.
    3. An evening, online, or off-site instructor assigned to classes which parallel day offerings is expected to follow the recommendations of the Division. If s/he so desires, the instructor is encouraged to participate in textbook selection as outlined in (1) above.
    4. Once adopted, it is expected that a textbook will be used for at least two years. Exception to the above may be made through appeal to the Vice President of Academic Affairs.
    5. It is the responsibility of the Division chairperson to request a faculty committee of one or more to re-evaluate the continued use of adopted textbooks at least every four years.
    6. Textbook and equipment requests should be turned in to the Vice President of Academic Affairs by a date as determined by the bookstore manager. The bookstore will order required books and equipment after approval of the list by the Division chairperson. Since evening, online, or off-site instructors are required to use the same texts in parallel offerings, it is mandatory that they be aware of any changes in texts.
    7. Textbook orders must carry complete identifying information: author, title (as it appears on the title page), edition (either by number or by year), publisher, ISBN, and other courses in which the book is required.
    8. Division chairpersons should give ample notification to the bookstore of his/her intention to change a textbook requirement.

Sections 2-102 – 2-109 (Reserved for Future Use)

Article XVI - Library and Other Learning Resources

Section 2-110 Gift Policy

A. The library welcomes the donation of funds and resources that will enhance the library collection, facility, and services. The acceptance of gifts is weighted in accordance with the following criteria:
    1. Whether the gift meets the library's selection policy,
    2. Whether the subject of the gift is within the college curricula,
    3. Whether the gift is in good physical condition,
    4. Whether space for storage of the gift is available, and
    5. Whether newer editions of the gift are available, which would supersede older items.

B. The library director reserves the right to accept or reject gifts, or to seek outside consultation regarding the viability of the gift. The library cannot accept gifts offered with restricting conditions nor guarantee that items accepted will remain in the collection indefinitely.

C. The library does not possess the expertise to appraise gift materials. If desired, the donor could seek appraisals by a qualified third party. The acceptance of a gift, which has been appraised by the donor, is useful in determining the library's need for the gift.

D. Any items that are not retained by the library may be sold for the benefit of the library or sent to another library through duplicate exchange. The Joe E. White Library has benefited tremendously from the many gifts the library has received, both monetary and materials. Of course, monetary gifts are most preferred because of the college's selection policy. Donors will be recognized by nameplates in books or other materials, or on equipment.

Section 2-111 Selection of Library Materials

A. Instructors, librarians, administrators, and students may recommend the purchase of library materials. Factors used in making recommendation for the purchase of library materials are as follows:
    1. Procure competent review of judgment of value by one of the following methods:
        a) Read a review in a journal or one of the reviewing media.
        b) Make a personal review of the material.
        c) Accept recommendation of an expert in the fields who has reviewed the material.
        d) Give critical consideration to publishers' brochures.
        e) Consider the anticipated use of the material and whether or not it justifies the expenditure.
    2. Submit each library material order request to the librarian. Each request should be accompanied by complete bibliographic information as well as where the material was reviewed, if appropriate.
    3. Multiple copies are ordered only for demonstrated need. It is recommended that the instructor utilize reading lists with many selections rather than assigning the same title to the entire class.
    4. Materials intended solely for office or private use should be purchased by the instructor personally.
    5. Instructors who wish to order materials on approval must submit their requests directly to the publisher. The library will not take responsibility in this area.

B. If the librarian questions the purchasing of a particular title, the person recommending it should be able to justify his/her request.

Section 2-112 Use of Library Materials

A. Instructors are encouraged to return materials as soon as possible to make them available to others. There is a one-semester maximum limit on faculty checkouts. At the end of each semester, all materials are physically returned to the library.

B. Retention of materials beyond a semester is discouraged. Instructors who need certain titles for permanent use are encouraged to purchase them for their personal library. When a student requests an item that is checked out to an instructor, it is the duty of the instructor to return the book to the library.

C. Periodicals, DVDs, and reference books do not circulate. Exceptions may be made when special need is demonstrated.

D. All library material checked out to an instructor must be returned to the library upon termination of employment at Carl Albert State College. An instructor is financially responsible for all library material checked out by him/her and must pay for their replacement upon loss.
E. Instructors may request the library to obtain books and periodicals through interlibrary loan. There is no renewal on interlibrary loan materials, except under special circumstances and with the approval of the lending library.
F. In addition to the replacement cost for lost library books, there will be an additional $10 processing fee charged.

Chapter 3
BUSINESS AFFAIRS

Article I - Purchasing and Financial Procedures

Section 3-1 Purchasing

A. The college is authorized to purchase all necessary supplies, materials, services or equipment without advance presentation of purchase requisitions to the Board of Regents subject to applicable state law and subject to the exception that any single purchase in excess $25,000 shall be subject to formal bidding and must have the approval of the CASC Board of Regents prior to purchase. In all other cases where feasible, informal bids or quotes will be solicited from available vendors. Such limitations are not applicable to auxiliary enterprises and programs. In emergencies, the President may approve purchases exceeding $25,000 without prior approval of the Board of Regents. Such purchases will be submitted for approval at the next regular Board of Regents meeting.

B. Adequate documentation will be maintained to substantiate that the requirements of purchasing policies including both the formal and informal bidding process have been followed.

C. Contracts of State Central Purchasing, contracts of other System institutions and contracts of institutional consortiums may be used when the institution's need can be adequately and economically served.

D. Purchases from a sole source may be made only after reasonable efforts have been made to identify all possible sources. When purchases are made from a sole source, the requesting department head will sign a sole source statement and provide in writing the reasons justifying the purchase from a sole source.

E. All In-House Purchase Orders for purchase of supplies, materials, or equipment must be approved by the appropriate department head prior to submission of the request to the Business Office. The Business Office will consider no request unless it bears the department head's approval.

F. All In-House and State Purchase Orders must be approved by the Chief Financial Officer or designee.

G. Purchase orders will be issued by the department or division head and routed for proper approval. The amount of the purchase order will be charged to the appropriate departmental budget. Generally, one copy of the purchase order will be retained by the Business Office, one copy filed with the department head, one copy forwarded to the receiving area, and one copy sent to the vendor.

H. Each department head shall be responsible for notifying the business office of proper receipt of merchandise ordered.
    1. The person receiving delivery of merchandise shall sign the delivery ticket after noting thereon any discrepancies between the order, the delivery ticket, and the merchandise delivered.
    2. The receipt of delivery shall be reported to the responsible department head and signed delivery tickets shall be filed in the Business Office.

I. The department head shall be responsible for the acceptance of the delivered items. The department head, or receiving clerk, shall sign the itemized invoice covering the purchase after noting thereon any exceptions, and forward the signed invoice to the Business Office for payment.

J. Payment will be made upon proper delivery of goods and/or services.

K. The Chief Financial Officer or designee must approve any increase in cost over the amount of the approved purchase order. The additional amount will be charged to the responsible departmental budget.

L. The Business Office shall examine the invoices, delivery tickets, and other pertinent data, and compare them with the controlling purchase order. After determining that the transaction has been properly completed, the Chief Financial Officer, or designee, shall place the claim in line for payment.

M. All bids on contracts for materials, services, or equipment in excess of $7,500.00 and in which performance and statutory bonds are required shall be opened in the presence of a quorum of members of the Board of Regents. Such policy will not apply to purchases made through Central Purchasing.

Section 3-2 Claims

Claims against all institutional funds, including state appropriated and revolving funds, shall be properly prepared and reviewed by the College and shall be approved by the President and/or Chief Financial Officer of the College, or their designee.

Section 3-3 Payroll

Procedures for the encumbrance of funds and claims for payment processing may be found in the Office of State Finance Procedures Manual and the Pre-Audit Policies and Procedures Manual located in the CASC Business Office.

A. Payrolls shall be prepared based on employee appointments, payroll authorizations or teaching load report and authorization for pay. The Board of Regents will approve all full-time and part-time salaried employee appointments.
B. The President is authorized to submit new full-time employees on payrolls for an initial appointment period of one month or until the next regularly scheduled meeting of the Board of Regents.
C. A monthly payroll report will be submitted to the Board of Regents at the next meeting of the board following the issuance of the payroll. Student work-study payrolls and student tutor payrolls will not be normally included in this report, including Upward Bound Peer Counselors.
D. Emergency adjustments in salary rates for employees may be approved by the President of the College subject to later confirmation by the Board of Regents.
E. Payment for any salary, fee, wage, remuneration, expense allowance, or other compensation shall be made on the institution's prescribed payroll claim form. Exception is the reimbursement for travel claim form approved by state statute or as provided in agency special account policy.
F. The employment of hourly part-time or temporary personnel is at the discretion of the President. Such personnel shall be included in the monthly payroll report to the Board of Regents.

(*Board amended 6-5-2017)*

Section 3-4 Estate Claims – Payments to Employees After Their Death

A. Title 40, O.S., Section 165.3a. authorizes the accrued payroll due to a deceased employee, to be paid to the decedent's surviving spouse, or if no surviving spouse, to the decedent's dependent children, or their guardians or the conservators of their estate, in equal shares, in an amount not to exceed $3,000.00. Additionally, Title 74, O.S., Section 840-2.18, Subsection H.2., authorizes the proportionate share of any longevity payment which has accrued as of the date of death of an employee, to be paid to the decedent's surviving spouse, or if there is no surviving spouse, to the decedent's estate.
B. Any payment due to the spouse or dependent children under the above state laws must be paid as follows:
    1. Payroll must be issued to the decedent and under the decedent's social security number.
    2. All applicable employment taxes (exempt from federal and state income taxes) and withholdings must be withheld. If paying in the year following the death, FICA or MQFEwill not be withheld. (i.e., Employee dies in December and payroll not paid until January).
    3. If multiple payrolls are involved, the accumulated amount deducted must not exceed $3000.00.
    4. The payee on the withholding claim will be either the decedent's surviving spouse or dependent children, as appropriate.
    5. Such withholding payment to the surviving spouse or dependent children will not be subject to any tax withholding or reporting.
    6. Payments made to a deceased employee will be reported as follows:
        a. Gross subject to FICA/MQFE and the withholdings on Form W-2.
        b. The Gross wages amount on a Form 1099.

Section 3-5 Travel

All claims for reimbursement of travel expense incurred on state business shall be made provided by statute on approved travel claim forms. Such claims shall show the purpose of the travel, the claimant's Employee Identification Number, and have attached proper receipts when submitted to the Business Office. For student travel and intercollegiate athletics travel, refer to Sections 5-34 and 5-43.

Section 3-6 Financial Reports

Prior to a Board of Regents' meeting, the Business Office shall furnish the Board of Regents a financial report for the preceding month. The report shall contain such information as shall be desired by the Board of Regents.

Section 3-7 Budget Submission

When time permits, the annual College budget will be submitted to members of the Board of Regents in advance of the meeting in which the College seeks to have the budgets approved. Where the budget submission deadline is prior to the next CASC Board of Regents meeting, the budget will be presented at the next said meeting.

Section 3-8 Employment of Auditors

The Board of Regents shall employ professional auditors annually for the purpose of auditing all college financial records. Current state laws governing the employment of auditors shall be considered and observed.

Section 3-9 Authority to Negotiate for Surplus Property

The President of the college and/or his agents is authorized to enter into negotiation for the acquisition of surplus property from the Oklahoma State Agency for Surplus Property and other such surplus disposition agencies.

Section 3-10 Cash Receipts & Deposits

A. Purpose

The purpose of this Policy is to establish operational guidelines for the receipt and recording of all monies received by individual departments at Carl Albert State College. The guidelines set forth assist the departments in the safekeeping of the College's funds. Because of the sensitive nature of cash and near cash items, special attention must be given to safeguarding and recording it in the accounting system. In order to safeguard the financial position of the College Campus as well as the individual cash handlers, this policy must be followed. These procedures must be adopted by every authorized cash collection point and they will be subject to periodic audit by the Cashier, Business Manager, and Independent Auditors.

B. Policy

The Miscellaneous Cash Receipts and Deposit Policy provide procedures and guidelines to College departments handling cash transactions. Procedures have been established to encourage an effective administration and internal control of cash handling operations throughout the College. The College departments must ensure that transactions resulting in cash receipts are deposited in a timely manner.

Normally, all cash receipts are to be transmitted directly to the Cashiers Office. If a department needs to receive verification of cash that is received directly by the Cashiers Office, arrangements can be made with the Cashiers Office. The collection and handling of cash receipts by the department requires the approval of the Vice President for Business Operations.

C. Cash Receipts Collected and Handled by a Department

1. **General**
   a. The access to cash receipts is to be restricted to a limited number of persons.
   b. Remittance or registration forms should include the following statement: Checks are to be made payable to "Carl Albert State College" or "CASC." Checks may not be made payable to a department or special program. ***Checks are to be restrictively endorsed "for deposit only" to the credit of the College immediately upon receipt. Contact the Cashiers Office for an appropriate endorsement stamp.***
   c. Receipts are to be deposited "intact" with the Cashiers Office at least daily and more often when the amounts involved are large enough to justify the additional effort. "Intact" means that all cash collected since the last deposit must be deposited, and that no disbursements can be made from these not deposited receipts. All currency or checks kept overnight in the department are to be safeguarded from fire and theft.

d. Cash receipts are to be supported by other records. For example; major retail sales are to be supported by cash register tapes; minor in-person payments are to be supported by properly controlled pre-numbered receipt forms; mail receipts are supported by lists prepared by the mail opener; and ticket sales are supported by unused tickets, and reconciliation. The supporting records in a given department are to be appropriate for the type of cash collection activities it is engaged in. In all cases, the supporting records must show the nature, source, date and amount of each cash receipt.

e. A separate cash fund is not to be maintained to pay for cashier overages and shortages. All cash overages and shortages are to be recorded on a cash transmittal. They are to be computed and recorded as follows:

Control Total (For example, cash register tape)

Less:	Documented adjustments
Equals:	Actual sales
Plus:	Authorized change funds
Less:	Cash physically counted
Equals:	Cash over or short

Use the appropriate income purpose code and account code to record overages and shortages.

The entry on the cash transmittal form for a shortage is a debit and should be noted by putting a minus before the amount. In the case of an overage there would be no minus. The total on the cash transmittal should equal the total funds being deposited.

Overages and shortages are to be periodically reviewed by management to ascertain whether the discrepancies are significant and whether they are a recurring problem specific to a certain cashier.

f. **Segregation of Duties** - Duties are to be separated to the extent possible in any department handling cash. There should be a system of checks and balances in which tasks are performed by different individuals for adequate control. For example, the same person is not to collect money from students or other payees, post receivables and other accounting records, and prepare and make the deposit.

When complete segregation of duties is not possible, it is the supervisor's responsibility to scrutinize all documents to ensure that the amount being deposited includes everything that was collected.

g. Items C.1.a. through f. represent general College policy. Each department handling major cash receipts is to have its own written policies and procedures tailored to its specific organization. The departmental policies and procedures are to include, but not be limited to, the following topics: segregation of duties, deposits, and forms control including pre-numbered tickets, reconciliations, cash register procedure and physical security. Departmental policies and procedures are to be approved by the Vice President for Business Operations.

2. **Mail Receipts**

Mail containing payments is to be opened and recorded in one central location by someone who will have no further involvement with the deposit or accounting for cash receipts. The mail opener is to prepare a list of all payments received in a given day. An independent Manager is to verify that the deposit reconciles with the mail list.

3. **In-Person or Over-the-Counter Receipts**

Necessary initial control for in-person or over the counter receipts requires the person who receives the money to immediately prepare a record of the amount to establish accountability and a basis for proving that subsequent deposits include everything that was received. Cash registers and pre-numbered forms are acceptable methods of initial control.

4. **Definitions**

Cash/Check Receipts Log: Form to complete when recording and depositing cash and checks.
Receipt of Confirmation: Carl Albert State College Business Office notice of receipt of cash, check, or deposit information. Initials on Appendix A.

a. **Business Office -** The Business Office is responsible for establishing and enforcing policies and procedures governing the receipt, handling, custody, and disbursement of funds. To ensure adherence to this Policy, the Business Office shall perform periodic audits of departments with any cash handling operations.

b. **Supervisor -** The department's Supervisor is responsible for establishing and maintaining a proper environment of internal control and reviewing all cash receipts.
c. **Designated Department Staff Member -** Each department must have a designated staff member responsible for the assigned department's cash receipts. This person shall ensure that the steps outlined in this policy are followed.

5. **Procedures**

Records kept by individual departments should provide clear documentation of cash receipts from the time of collection to the time of deposit. This information should always be readily available for audits by the Business Office. Departments handling cash are responsible for the safekeeping of the College assets. Physical security should be emphasized to every employee involved in cash handling. The following general guidelines should be followed to help maintain the integrity of those areas handling cash:

a. All cash receipts must be attached to a Cash/Check Receipt Log (Appendix A), Count Sheet (Appendix B) and Department Deposit Log (Appendix C) and completed entirely. These forms are available on line at the Carl Albert State College website portal.
b. Departments that collect cash receipts must submit their deposit to the Cashier office by 3:00 pm on the day received or, by the next business day from receipt. Cash Bags issued by the Business Office must be deposited in the Bank's night deposit at the end of the day with receipt form included.
c. Cash deposits not submitted to the Cashier office by end of day must be kept in a secure locked box or safe. File cabinets or desk drawers are discouraged unless they can be totally secure. The secured lock box and/or safe must be in a locked room with key-entry to only a few designated staff members.
d. Checks should always be properly endorsed upon receipt. All checks must be stamped immediately with the departments "For Deposit Only" stamp. Checks drawn from U.S. banks only are accepted
e. A written or printed acknowledgment (receipt) must be made immediately for each transaction resulting in the payment to the College. The receipt must show the amount, date, and purpose of the transaction.
f. Checks, cash, and credit card payments should be listed on the Cash/Check Log in group order. The total on the Deposit Log should agree with the total of each payment type.
g. Cash should be counted and handled out of sight of the general public and deposited daily to avoid accumulation of large sums.
h. Cash should NEVER be unattended. This applies to cash registers, desktops, and cash drawers. If an employee leaves his or her workstation for any reason, regardless of how briefly, cash must be appropriately secured in a locked place. Doors should be locked at all times in areas where cash is handled. Safe doors should be kept closed during working hours and locked at times when it is not necessary to be in and out of the safe.
i. If a safe location is not available within the department, the cash and receipts should be brought to the Cashier office on campus for safekeeping. The revenue and receipts should be sealed in an envelope. The department name and responsible party should be noted on the outside of the envelope.
j. Under no circumstances should an individual keep College cash with their own personal funds, deposit College funds in a personal bank account, or take College funds to one's home for safekeeping.

(Board adopted 3-25-2014)

Sections 3-11 - 3-12 (Reserved for Future Use.)

Article II Construction

Section 3-13 Building Construction, Capital Improvements and Bond Issues

The Carl Albert State College administration and Board of Regents will follow applicable state laws and requirements of the Oklahoma State Regents for Higher Education in regard to building construction, capital improvements and bond issues. Appropriate documents, forms, and procedures applicable at the time of the project will be duly prepared and followed.

Section 3-14 Insurance on Buildings and Equipment

The College carries Oklahoma Risk Management insurance on all buildings throughout the central Campus and the branch campus at Sequoyah County.

Section 3-15 Public Contracts

For and in consideration of the right to bid upon a public building contract offered for bid by the Board of Regents of Carl Albert State College, all bidders must post a bid bond for five percent (5%) of the project.

Section 3-16 Change Orders on Construction Contracts

The President of the College shall not be permitted to enter into agreements with contractors on any change order until approved by the Board of Regents.

Section 3-17 Naming Buildings

Buildings on the campus of Carl Albert State College may be named for persons who have made an exceptional contribution to the progress of Carl Albert State College or contributed greatly to the state or national heritage. Such naming of buildings requires approval of the Board of Regents.

Section 3-18 Plaques on New Buildings

The plaque on each new building will be inscribed to include the names of the members of the Board of Regents as organized at the time of letting the contract for the building and the President of the College at the time of letting the contract for the building.

Chapter 4
PERSONNEL

Section 4-1 Personnel Divided into Classes or Groups

A. All college employees are divided into eight classes, or groups, as follows:
   1. Executive personnel: President and all members of the Executive Cabinet.
   2. Administrative Professional Staff: Members of the college staff whose primary function are to direct offices or to provide services that aid in the operation of the college but have no direct instructional/educational impact on students. A minimum of a four-year degree is usually required. These positions are paid through an annual salary, and receive a full benefit package.
   3. Educational Professional Staff: Members of the college staff whose primary function are to direct offices or provide services that aid and have a direct instructional/educational impact on students. A minimum of a four-year degree is usually required. These positions are paid through an annual salary, and receive a full benefit package.
   4. Classified Staff: Members of the college staff whose primary function is the service and support of professional personnel and offices. These positions that are full-time and salaried also receive a full benefit package.
   5. Full-time Faculty: Members of the college staff who have a full-time employee appointment as an instructor as approved by the CASC Board of Regents. The normal teaching load can vary from six to fifteen hours depending on the appointment. Faculty who have fewer than fifteen hours assigned to them will usually be assigned other responsibilities such as division chairs, athletic directors and coaches, construction supervision, landscaping design, etc. Summer semester hours will be based on college need.
   6. Probationary Faculty – members of the college staff who may not possess the full credentials expected of a full-time faculty member and/or not granted full-time faculty status. Employment is conditional according to appointment specifications.
   7. Adjunct Faculty: Community professionals or members of the college professional staff who usually teach a load of no more than nine hours (normally less than six) and receive overload pay for such teaching duties.
   8. Part-Time Faculty: Members of the college professional staff who are full time employees and as part of their normal salary teach a minimum of three hours.
   9. Part-time Salaried Personnel: All employees that are employed less than full-time and paid on a salary basis. These employees are paid an annual salary and will be offered one fringe benefit determined by requirements of the College.
   10. Part-time Hourly Personnel: All employees that are employed less than full-time and paid on an hourly basis. Part-time hourly employees working more than thirty (30) hours per week are entitled to medical/health benefits.

B. In case of doubt as to which class an employee belongs, the President of the College shall make the determination on appeal, on references, or on its own initiative.

C. Hourly employees who are subject to federal wage-hour laws may be employed by the President of the College without approval of the Board of Regents.

(Board Amended 9-17-13; 9-15-15, 7-19-16, 6-5-17)

Section 4-2 Fair Labor Standards Act Policy

Job Descriptions – Each position will be classified according to its functions, duties, responsibilities, and relationship to other positions. Supervisors, with assistance from the Human Resources office, develop descriptions for positions specifying the duties, responsibilities, supervision received, supervision given, and the education, training, experience, and essential physical abilities required for a person to function effectively in each position.

A. **Exempt and Non-Exempt Classifications** – The Human Resources Director shall determine and specify, subject to the provisions of the Fair Labor Standards Act, those classifications which shall be

exempt. All classifications not specifically determined to be exempt classifications shall be considered non-exempt classifications

1. Exempt Classifications are those classifications which shall neither be entitled to the earning of, accrual of, or credit for overtime and/or compensatory time. The department supervisor has the discretionary authority to arrange the work schedule of an exempt employee.
2. Non-Exempt Classifications are those classifications which shall be eligible for earning of, and credit for, appropriately authorized overtime and/or compensatory time. These employees, whose work must be documented and maintained in accordance with federal regulations, must maintain accurate, detailed records reflecting the actual time worked. The employee's supervisor must approve overtime work in advance, except in cases of emergency.

C. **Deductions from Salary** – It is the policy of Carl Albert State College to comply with the salary basis requirements of the FLSA. Therefore, the College prohibits all supervisors from making any improper deductions from the salaries of exempt employees. The College wants employees to be aware of this policy and that Carl Albert State College does not allow deductions that violate the FLSA.

1. If an employee believes that an improper deduction has been made to their salary, they should immediately report this information to their direct supervisor, or to the CASC Human Resources Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.
2. In case of a Disciplinary Suspension, the College's policy is that employees who have violated any workplace conduct rules may be disciplined by suspension of duty for one full day or more, without pay. Examples of workplace conduct rules that may result in unpaid disciplinary suspensions include, but are not limited to, safety rules, sexual harassment, workplace violence, and theft. Any deductions from employee's pay will be in accordance with all applicable state and federal laws and any related CASC policies.

Section 4-3 Pay Periods

A. The College, operating under the laws of the State of Oklahoma and the policies of the Oklahoma State Regents for Higher Education, will process payroll claims that will be available on the last working day of each calendar month.

B. All employees are required to participate in the Electronic Transfer of Funds (Direct Deposit). Employee compensation statements are available online on the CASC portal.

C. Faculty and staff who are employed on less than a twelve-month basis may, at their option, receive their salary over the period of the months worked or on a twelve-month basis. They should notify the Business Office of their preference of payment.

D. Overload pay pertains to the credit hours taught by adjunct and professional staff that may periodically teach a class. It also includes any hours taught by full-time faculty outside their primary job hours. The rate of pay is set forth by the CASC Board of Regents to be paid per credit hour. Pay for Fall overload is divided among four months: September, October, November and December. Pay for Spring overload is also divided among four months: February, March, April and May. Summer pay is divided among three months: June, July and August. There is no overload paid in January.

Section 4-4 Overtime & Compensatory Time Policy

Overtime is accrued when an eligible employee works more than 40 hours in any given workweek. The standard workweek is generally defined as 12:01 a.m. Sunday through midnight, the next Saturday. Exceptions to the workweek may be granted with written approval from supervisor.

A. All overtime worked must be approved in advance and in writing by the supervisor. All requests and approvals for overtime must be in writing and include estimated amount of time that will be accrued and the specific work to be accomplished during that period of time. Only in exceptional circumstances (e.g. learn about extra work that day, a pressing deadline, etc.) can this request be made at the last minute. Employees must notify supervisors of exceptional circumstances, in writing, that day or the following workday. The supervisor will evaluate last minute requests on a case-by- case basis.

B. Whenever feasible, efforts should be made by both supervisors and employees to avoid accruing overtime by adjusting the employees' work hours within the same work week. Employees should make

arrangements with their supervisor to leave early or arrive late in order to not exceed 40 hours worked in the same work week.

C. If compensatory time is accrued, it will be governed by the following guidelines:
   1. Comp time that carries over from one week to the next is accrued at time and one-half.
   2. There is a maximum comp time accrual of 160 hours (or 240 hours at time and one-half). Any comp time exceeding this limit is paid in cash.
   3. Accumulated comp time must be scheduled and taken as soon as practical.
   4. Supervisors have the right to schedule when comp time must be used.
   5. A written request for comp time leave must be submitted in advance of use.
   6. CASC maintains the option to use either cash or time off to pay for comp time accrued.
D. In order to properly calculate and record overtime, each week, all employees eligible for overtime should complete an accurate timesheet reflecting all overtime worked. Each month, supervisors shall submit a copy of all overtime requests and approvals to the Human Resource department, and attach a copy to the timesheet.
E. An employee who works overtime without prior supervisory approval is still eligible to receive overtime pay/ compensatory time. An employee who works overtime without prior supervisory approval may be subject to disciplinary and corrective action for non-authorization overtime worked.
F. Compensatory time may not be earned at the employee's discretion.

Section 4-4.1 Overtime/Additional Compensation Guidelines

Overtime will be processed for a non-exempt employee, physically working over 40 hours per week, per FLSA guidelines, at time and a half for each hour worked over 40 hours per week. Comp time may be issued in lieu of overtime pay if employee has designated that preference on the HR form signifying such designation.

Paid leave time (vacation, sick, comp time, emergency medical, bereavement, and jury duty) hours do not compute toward overtime hours. Actual hours worked at the job have to be over 40 to qualify for overtime wages. Paid leave time hours will compute toward straight-time (standard rate) pay in excess of 40 hours for regular work days.

Reduced-Staffing Periods:
Offices that are allowed and approved to work on a reduced-staffing schedule (i.e. Thanksgiving break, Spring break, Christmas break) will not be paid any additional amount above their base salary for work performed during the reduced schedule time period, unless they physically work over 40 hours per week. Regular salaried employees will receive their regular pay during these times, and no reduction of salary will be taken for hours not worked (according to schedule).

The salaried physical plant department and service workers who work under separate specifications, will be allowed to receive half-time rate of pay for the hours worked during break periods that are approved by Administration. Combined with their regular pay, this allows them to be paid one and a half the standard rate of pay for hours worked during break periods. Any hours worked over 40 physical hours worked per week will be paid at a rate of one and a half times the regular rate of pay. Physical plant and service workers include janitors, maintenance workers, custodians, groundskeepers, cooks, food service workers and campus police that are salaried, non-exempt employees.

Additional consideration when approving overtime should be given if there are any added duties being paid and which job duties the overtime hours are worked for.

Holiday Pay:

Any Physical Plant or service worker required by the CASC administration to work on a state and CASC approved holiday (i.e. Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day) may be eligible to receive a standard rate of pay for those hours worked on the holiday in addition to their base salary, if they are a regular full-time salaried employee.

Break periods or reduced working hours are not considered paid holidays or paid leave times for the purpose of these overtime procedures.
(Board approved April 15, 2014; amended 6-5-2017)

Section 4-5 Professional Beginning Salary Schedule

A. The College utilizes a salary schedule approved by the CASC Board of Regents for professional new hires. A professional position will usually require a four-year degree. Current entry level is $26,700 for Bachelor's degree, $28,200 for Master's degree, $29,700 for Doctorate. Additional consideration is given to those who have up to six years of prior experience at a rate of $500 per year. An exception to the starting salary policy is given in the case of professionals who are recruited in high demand areas such as Health Sciences, Math, Science, or other areas that may be deemed high demand by the President.
B. The College utilizes a separate starting annual salary schedule for faculty members holding a master's degree as set forth by the CASC Board of Regents: $32,000; $37,000 for Physical Therapy Assistants (PTA), and $35,000 for PTA nurses.
C. The College utilizes a separate starting annual salary schedule for the Nursing program set forth by the CASC Board of Regents: RN with Bachelor's degree $38,500; with Master's degree $40,000. Additional consideration is given to those who have up to five years' experience at a rate of $500 per year.

(Board Amended 9-15-15, 7-19-16, 6-5-17)

Sections 4-6 New Employee Trial Program

The purpose of a trial period is to ensure that employees are suitable for the position they were hired for and that they are capable of performing the job functions assigned to them. This policy designates a period of three (3) months (90-days/12 weeks), during which time the supervisor and/or department head will assess the potential and capabilities of the employee.

A. Assessment of new employee includes (but is not limited to) the following factors: work performance, work habits, attitude, attendance and productivity.
B. During the trial period, it is important that documentation be kept, to include a copy of the job description, performance appraisals, written memos, etc. All documentation should be able to justify any decision to reject during the trial period, which may include documentation around the following subjects:
    1. Work standards and performance measures - description of the nature of the work and standard expected of employees.
    2. Supervision and training - has proper and ample direction been provided?
    3. Evaluations of employee - this could include comments from other employees, customers, or performance reviews from the direct supervisor. Two performance appraisals should be submitted to the Human Resources department for the employee's personnel file: One performed six (6) weeks into employment, the other at the conclusion of the 12-week trial time.
C. At the conclusion of the trial period, the supervisor should be able to confidently recommend to the employer either that the employee is suitable for the position they were hired for or that they are unsuitable. If unsuitable, the recommendation could either be for rejection on the trial period (or dismissal) or possibly to place the employee in a position more suited to their skill set.
D. If the employee discovers they are not suited for this position at any time during the trial period, they are under no obligation to continue their employment.

(Board adopted 3-25-2014)

Sections 4-7– 4-10. (Reserved for Future Use)

Section 4-11 Retirement

Carl Albert State College and its employees participate in the Federal Social Security program and the Oklahoma Teachers' Retirement System as provided by law. The College encourages eligible employees to supplement these retirement programs through participation in tax-sheltered annuities, 403(b) or 457, as established by the Internal Revenue Code.

A. CASC pays the required matching Social Security contributions for all employees (except exempt student workers)
B. For eligible participants, the College pays a contribution to the Oklahoma Teachers' Retirement System. Institutional contributions to the Retirement System are subject to availability of funds and guidelines established by the College.
C. Post-retirement employees:
    1. Retirees who return to work in public education within 36 months of retirement are restricted to earning limits according to the OTRS regulations
    2. Employees that have retired through the Oklahoma Teacher's Retirement system and obtain post-retirement employment from CASC, will not be eligible for a retirement waiver as CASC will pay the designated OTRS mandatory fee.

(Board amended 9-18-2018)

Section 4-12 Group Insurance

Carl Albert State College provides health, dental, and life insurance benefits for regular full-time employees of the College, subject to the availability of funds, as follows:

A. A comprehensive group health insurance program is provided for each eligible employee of the College. Coverage for dependents is available at the employee's expense, and according the carrier's regulations.
B. A group dental insurance program is provided for each eligible employee of the College. Coverage for dependents is available at the employee's expense, and according to the carrier's regulations.
C. A group life insurance program which includes provisions for accidental death and dismemberment is provided for each eligible employee of the College in the amount equal to double their annual salary, rounded to the nearest even thousand-dollar figure. Life insurance is continued for retiring employees participating in the CASC life insurance program.
D. Carl Albert State College provides Workers' Compensation insurance in accordance with the requirements of applicable laws.

Section 4-13 Tuition Grants

A. Full-time employees that have worked for the college for twelve months are eligible for tuition waivers:
    1. Dependent children and spouses of full-time, salaried employees may receive a tuition waiver for up to 64 semester hours of credit. The course work must be completed within four regular, consecutive semesters. Student fees may not be waived.
    2. College employees may receive a tuition waiver for CASC classes. Again, student fees may not be waived.
        a. Enrollment of employees in college classes during an employee's workday will not be permitted.
        b. An Education Assistance application should be submitted and approved prior to participation.
        c. Once approved and enrolled, a Tuition Waiver form should be completed and submitted to the Admissions Office.
        d. Upon completion of degree, an official transcript should be forwarded to the HR office for employee's personnel file and processing of salary adjustment according to Sec.4-47.

B. In compliance with State Regent's policy, senior citizens may be allowed to enroll tuition free and receive an audit grade in college-level courses that are not completely filled by its regular, college students.

(Board amended 9-17-13)

Sections 4-14 - 4-18 (Reserved for Future Use)

Article - IV Leave, Absences, Holidays

Section 4-19 Vacation Leave

A. Full-time staff that are employed on a twelve-month basis, and are employed on July 1, shall receive ten (10) days of paid vacation annually; accrued at .83 days per month July-December, and 5 days accrued January 1.
B. Personnel with full-time faculty status shall receive vacation time as designed on the school calendar for students.
C. Vacation leave may be taken at any time the staff member chooses with the approval of his/her immediate supervisor. Vacation time may be scheduled in its entirety or in parts. Request should be made in writing on the established request form.
D. Vacation leave may not be used until the end of six months employment.
E. Earned vacation days must be used by the end of the fourth month following the end of each fiscal year of employment (October 31).
F. Vacation time may not be accumulated from year to year nor substituted with a payment of cash for vacation not used by the deadline.
G. Only non-exempt employees may be granted compensatory time by their supervisors, who will keep records of excess time worked by employees on institutional issued forms and record keeping documents. Compensatory time is granted at the period succeeding the period in which the excess time was worked. Compensatory time does not accumulate beyond the succeeding pay period.

(Board amended for clarification 9-15-15)

Section 4-20 Convenience Leave

Up to three days of convenience leave per year may be granted a regular full-time employee by the President. Application should be made through the processing of a Request for Leave form according to established attendance procedures.

Section 4-21 Sick Leave

A. All full-time employees in all classifications receive sick leave at the rate of one and one-quarter (1 ¼) days per month cumulative to one hundred and sixty (160) days.
B. Unused cumulative sick leave will be cancelled when employment with the College is terminated and will not be compensated for in terminal pay. If the employee leaves the service of the College after having used more sick leave than has been earned, a deduction for such excess sick leave shall be made from his/her final salary. If transferring to another Oklahoma college or university, sick leave can be taken with him/her with proper documentation.
C. Sick leave begins accruing from the first day the employee reports for work in each fiscal or school year, and is awarded at the first of the following month.
D. Any person absent because of illness will sign an absence report form, and a statement from a physician may be required at the discretion of the administration. Sick leave may be used for medical and dental appointments and emergencies or when it is not possible to have the appointments after duty hours.
E. In the case of brief illness, other members of the faculty or staff may absorb the faculty or staff member's work.
F. If absence because of illness extends beyond the number of days of accumulated sick leave, the academic employee may be paid the difference between his/her salary and that paid a substitute for a reasonable period upon approval by the Board of Regents. The President has the authority

to grant emergency medical leave without pay to employees who have used up their regular sick leave time. Fringe benefits will be continued during the medical emergency leave.

G. The President can grant up to six years (*90 days) of sick leave to new employees who have worked in organizations that grant sick leave and have accumulated with the former employer the amount of leave granted. (*Under CASC policy, an employee can earn up to 15 days of sick leave per year.)

H. CASC employees can gift portions of the sick leave to needy fellow workers who have been approved for the State Leave Sharing Program.

I. CASC employees can accumulate 160 days of sick leave. A "no cap" policy for Oklahoma Teachers Retirement purposes will be in effect retroactive to July 1, 2001.

J. Oklahoma Statute, Section 840-2.23 Creation of State Leave Program is included in the Policies of Carl Albert State College effective immediately (Appendix VIII).

(Board amended 1-21-2020)

Section 4-22 Bereavement or Medical Emergency Involving Family Members

A. A leave of absence due to the death or serious illness in the immediate family of an employee not to exceed three (3) days at one time shall be granted without loss of pay. This leave is granted at the discretion of the President and does not accrue.

B. Immediate family will be interpreted to mean the spouse, child, parent, sister, brother, grandchild, grandparent, of the employee or any person who occupies such position in the family, persons who acted or are acting in the role of parent or child during the child's minority, with step, adoptive, and foster-care relationships being equivalent to biological relationships.

C. This leave shall be limited to a total of six (6) days per fiscal year. In extraordinary circumstances, the President shall have the authority to grant extended leave at his/her discretion.

Section 4-23 Maternity Leave

An eligible employee's sick leave and/or vacation leave may be used as maternity leave by any full-time employee. CASC abides by the state and federal regulations for Family and Medical Leave for the birth or adoption of a child. [See Family Medical Leave section]

Section 4-24 Court and Jury Services

A. Regular full-time employees who are called to serve on jury duty are granted leave with pay. Employees summoned to jury duty (or other court order) must attach a copy of the summons to the Request for Leave form as a prerequisite for determining whether or not leave is to be taken.

B. This leave will not be counted against sick, vacation, or convenience leaves if requested in a reasonable time from receiving the summons. An employee who is not selected for jury duty after reporting each of the required days, must return to work for the remainder of the day. After completing jury duty, evidence of having served on a jury for the time claimed must be submitted to the department head.

C. No deduction in salary will be made if an employee must appear in court when subpoenaed as a witness by the Federal Government, State of Oklahoma, or political subdivisions thereof. Court cases involving an employee's personal business shall be taken as vacation leave, compensatory time, convenience leave (if applicable) or leave without pay.

D. Fees paid by the court in connection with the jury panel duty may be retained by the staff member.

E. When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual leave or sick leave, the paid court leave will supersede the other type of leave.

(Board Amended 9-17-13)

Section 4-25 (Reserved for Future Use)

Section 4-26 Attendance at Conferences, Meetings, or Events Off Campus

The College President or his/her delegate is authorized to approve attendance of college employees at conferences, meetings, or events off campus. When an employee is absent with prior written approval by

administration or assignment, no deduction of salary will be made. Employee must receive written approval before leaving campus.

Section 4-27 Faculty Absences to be Reported

Instructors are to report to the appropriate Division Chairperson or Vice President for the Sallisaw campus (for faculty at the Sallisaw campus) at the earliest possible time if they are to be absent from duties. A Leave Request form should be completed and submitted for approvals when paid or unpaid leave is being requested.

Section 4-28 Sabbatical Leave

The Board of Regents of Carl Albert State College has established a Sabbatical Leave Program.

To be considered for a sabbatical or in-residence assistantship from CASC to pursue a graduate program leading to a Doctor of Education Degree, the following procedures must be followed:

A. Submit a written request to the immediate supervisor.
B. If the initial request is approved, schedule an interview with the immediate supervisor and Vice President of your division to discuss the feasibility of your request.
C. If approval is obtained, a CASC Application for Doctoral Consideration is submitted to the President's Office.
D. The Doctoral Advisory Committee will review the applications and formulate a recommendation to the Board of Regents.
E. To receive consideration, all steps must be completed by July 1 for the following academic year.
F. The Board of Regents may grant a sabbatical leave to any employee, if the Regents so decide.

Section 4-29 Holidays

The President approves holidays and semester schedules annually. The College currently observes the following holidays:

A. Easter—two days. Administrative offices may be operated at less than full staffing with the approval of the proper administrative official.
B. Memorial Day—one day.
C. Independence Day—If holiday falls on Saturday or Sunday, the Friday before or the Monday after will be designated as the holiday.
D. Labor Day—one day.
E. Thanksgiving—five days (Monday through Friday). Administrative offices may be operated at less than full staffing with the approval of the proper administrative official.
F. Christmas—During the interval between Christmas and New Year's Day, the administrative office may be operated at less than full staffing with the approval of the proper administrative official.
G. Additionally, Spring and Fall Break—Developed as a part of the annual college calendar. Administrative offices may be operated at less than full staffing with the approval of the proper administrative official.

(Board amended 3-25-2014)

Section 4-30 Prohibited Holidays

Any holiday occasioned by the winning of an athletic game or other student activity victory is prohibited.

Section 4-31 Family and Medical Leave Policy

The college's Family and Medical Leave Policy (FML) incorporates provisions of existing leave policy and the federal Family and Medical Leave Act (FMLA) of 1993, as amended . It is designed to enable employees to balance their work responsibilities with the demands of caring for family members or in the event of serious personal illness or injury. To be eligible for FML, an employee must have one year of employment at least six months of continuous service at the college, and have worked at least one thousand two hundred and fifty hours during the twelve months prior to the start of FML. An eligible employee will be granted up to a total of twelve work weeks of leave (combined paid and unpaid) in a twelve-month period in accordance with the provisions listed below. The FMLA also allows eligible employees to take up to

twenty-six weeks of job-protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness. **Paid leave provided through employment with CASC applies under and runs concurrently with the provisions of the FMLA. This provision shall constitute notice by CASC that any leave appropriate under FMLA will be deemed FMLA leave, and will be considered paid FMLA leave to the extent that the employee has unused annual leave, sick leave, convenience and medical emergency leave.** When both spouses are employed by the college, they will be limited to a combined total of twelve work weeks of family leave for a birth, adoption, or placement of a foster child.

Family/Medical leaves of absence may be taken for the following reasons:

A. To care for the employee's child after birth, or placement for adoption or foster care (up to 12 weeks):

B. To care for the employee's spouse, son or daughter, or parent who has a serious health condition (up to 12 weeks): or

C. For a serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);

D. To care for a spouse, son, daughter, parent, or next of kin (nearest blood relative) family member who is a covered service member who received a serious injury or illness in the line of duty (up to 26 weeks), as described below:

   This leave is taken on a separate and distinct leave year from the fiscal leave year for other FML events. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

E. For a qualifying exigency for family members serving in the military (up to 12 weeks), as described below:

   Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. The Department of Labor's final rule defines qualifying exigency by referring to a number of broad categories for which employees can use FMLA leave: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

An employee does not need to use his or her leave entitlement in one block. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Advance Notice and Certification

. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable," and should be scheduled so that it does not unduly disrupt the employer's operations.

A. If 30 day advance notice is not possible, the employee must provide notice as soon as practical. Medical certification to support a request for leave due to a serious health condition may be required, as well as a fitness for duty report to return to work. The college reserves the option to request a second or third opinion, but when required, it will be at the college's expense.

B. Certification of Qualifying Exigency may be required to support a request for leave for military exigency.

Job Benefits and Protection

A. For the duration of FMLA leave, the employer will maintain the employee's health coverage under any existing "group health plan."
B. Upon return from FMLA leave, the employee will be restored to his or her original or equivalent position.
C. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Procedure

Requests for family or medical leaves of absence should be in writing and must include the reason for the request and the anticipated time period for the leave. All requests for family and medical leaves of absence shall be made at least thirty days in advance, to the extent practicable. If the leave is for planned medical treatment, the employee is expected to schedule the treatment so as to create minimum disruption for the employer. When leave is used for the employee's own serious health condition or to care for a spouse, son or daughter, or parent with a serious health condition, acceptable medical documentation from the health-care provider will be required. Leave could be denied if the employee fails to provide the required documentation.

A complete copy of the FMLA, which contains further definitions and requirements that may apply, is available from the CASC Human Resources office.

Sections 4-32 Unsafe Working Conditions

In accordance with Oklahoma Administrative Code (OAC) 530:10-15-71, eligible employees may qualify for paid administrative leave when an office is temporarily closed due to unsafe working conditions or hazardous weather; or when services are temporarily reduced due to hazardous weather.

A. If agency offices are closed because of an imminent peril threatening the public health, safety, or welfare of state employees or the public, or when state offices are temporarily closed or reduced due to hazardous weather conditions, the College Administration shall place employees who are scheduled to work in the affected work areas on paid administrative leave or, if applicable, shall assign them to work in another location. During their normal duty hours, employees on paid administrative leave due to unsafe working conditions are on stand-by or on-call status. College Administrators may call employees to return to their normal duties or respond to the demands of the situation as necessary.
B. As used in this Section, paid administrative leave means leave granted to affected employees if offices of agencies are closed because of an imminent peril threatening the public health, safety, or welfare of state employees or the public, or when state offices are temporarily closed or reduced due to hazardous weather. Examples of reasons for temporarily closing an office due to unsafe working conditions are: leaks of toxic fumes in buildings; life threatening damage to building structures; or emergency operations which would be disrupted by the presence of the usual work force; or any other condition which poses a significant threat to the safety of the work force.
C. The granting of administrative leave applies only to employees scheduled to work during the time period of the closure or reduced services. It does not apply to employees who are absent during the closure or reduction on any previously approved leave. Employees who are not eligible to accrue leave, such as temporary employees, shall not be granted administrative leave under this section when state services are temporarily closed or temporarily reduced due to hazardous weather conditions.
D. When the President of the College authorizes the agency or parts of the agency to maintain basic minimum services because hazardous weather conditions impede or delay the movement of employees to and from work, and students to and from school, employees responsible for providing such basic minimum services shall report to work. Employees who are considered responsible for basic minimum services and who are required to work when state services are temporarily reduced due to hazardous weather conditions may be entitled to accrue administrative leave on a straight-time basis up to eight hours per day for hours worked in their regularly scheduled work periods during such reduction. Administrative leave accrued under this provision must be taken within 180 days of its accrual or the employee shall be paid for the leave.
E. If the College Administrator has not approved a closure or reduction of services, employees are encouraged to use extreme caution during hazardous weather. If the employee feels unsafe commuting

to work, no matter how close or how far, the employee is encouraged to use his/her best judgment. Individual decision does not exempt the employee from proper notification of an absence to the supervisor or unit administrator. If the employee is unable to report to work, he/she may take accrued vacation or convenience leave, if eligible.

F. In certain instances, the administration of the College may make the decision to close all offices except those recognized as necessary to maintain essential services. A decision as to whether the college will be open is usually made before 6:30 a.m. In the event of the College closing, information will be posted to the CASC web site and a campus-wide e-mail message will be distributed. In addition, any decision will be communicated to radio and television stations, including KPRV 92.5 FM, KTCS 99.9 FM, KMAG 99.1 FM, KXMX 105.1 FM, KTNT102.5,and KZBB 97.9 FM; OK Welcome and LeFlore Co. Journal websites; and KFSM TV 5 and KHBS TV 40.

(Board Adopted 9-17-13)

Section 4-33 Faculty Growth

A. Faculty members are required to make continuous professional progress while on the faculty of Carl Albert State College. Supervisory personnel are required to review annually with each Division member the nature and progress of his/her professional development and file a written report. Instructors are encouraged to realize professional progress through such activities as the following: completion of additional graduate work, participation in professional organizations and meetings, seminars, workshops, special study groups, independent study groups, independent study or research, scholarly travel, publishing and presentation, leadership in civic organizations, and other learning experiences.

B. Professional growth will be considered a factor in the evaluation of teaching personnel.

C. Twenty hours of annual documented professional development is required for all faculty members.

D. Ratios for professional development experiences shall count on a 1-to-1 basis except in the following cases or as approved by the Vice President of Academic Affairs on an individual basis:

1. completion of additional graduate work (5 to 1 ratio- 3-hour class= 15 hours of progress);
2. scholarly travel, publishing, and presentation (up to 10 hours as approved);
3. independent study or research (up to 5 hours as assigned);
4. leadership in civic organizations (up to 5 hours as approved);
5. other learning experiences (up to 5 hours as approved).

(Board revised 3-27-2018)

Section 4-34 Faculty Supervision and Evaluation

A. The College administration will be responsible for developing and maintaining, with the cooperation of all-professional staff, procedures and criteria for the evaluation of all faculty employees. These procedures and criteria shall be the basis for recommended vertical reclassification on salary schedule, promotion and salary increases.

B. Immediate supervision of an instructor will be the responsibility of the Division chairperson. Division chairpersons may visit classes and hold conferences with instructors for the purpose of assisting him/her teaching effectiveness will be carried out periodically with each instructor.

C. Designated administration personnel will become sufficiently familiar with the progress of instructors to be in a position to make accurate written evaluations for the purpose of recommending retention or release. All final decisions on personnel retention or dismissal shall be the exclusive responsibility of the Board of Regents. These decisions shall be made after evaluating administration recommendations.

(Board revised 3-27-2018)

Section 4-35 In-Service Training

In-service training may be provided for employees when it is deemed necessary and upon approval by the President of the College. This training will be at no cost to the employee.

Section 4-36 Academic Freedom and Responsibilities

The ultimate school authority rests with the Board of Regents and it should be the responsibility of the faculty and administration to investigate, in a timely and competent manner, all questions relative to

academic freedom and responsibilities of the instructor and to recommend appropriate action to the administration and to the Board. The following guidelines are appropriate to this statement:

A. Society, to remain free, requires citizens not only well schooled in traditional knowledge, but more fundamentally, citizens capable of critical evaluation of both new and old ideas. An institution of higher education can best foster growth in a democratic society when both student and teacher can freely participate in the process of sifting and weighing traditional approaches and creating and evaluating new ones. Through the community and its college, society should provide an academic atmosphere in which questioning is encouraged, where alternatives can be explored, where one may follow where inquiry leads. It is, therefore, imperative that the instructor enjoy full freedom in the discussion of his/her subject and related matters both in and beyond the classroom, the ultimate purposes of such freedom being the pursuit of truth.
B. As a citizen, the instructor is entitled to all personal and civil liberties pertaining thereto and his/her legal exercise of these privileges should in no way prejudice his/her position as a member of the instructional staff.
C. As an instructor, his/her right to express himself/herself in matters of College policy shall not be denied or abridged, nor should such expression jeopardize his/her academic position.
D. When the instructor speaks of rights as a citizen, he/she should be entirely free from institutional censorship or discipline, but his/her special position in the community obliges him/her to remember that the public may judge his/her profession and his/her institution by the validity of his/her opinions and the manner in which he/she expresses them. When he/she speaks or writes as a citizen, he/she should strive to be accurate and indicate that he/she is not an institutional spokesman.
E. Whenever the instructor speaks or writes as a citizen or as a teacher, s/he should strive to be accurate and objective, to exercise appropriate emotional restraint, and to show respect for the convictions of others.

Section 4-37 Controversial issues and materials

A. Controversial problems and issues shall be studied from an impartial view, and the responsibility of instructors under this policy is as follows:
    1. To make certain that controversial issues are presented and discussed in an impartial and unprejudiced manner;
    2. To refrain from using personal privilege and prestige as an instructor to promote or emphasize a partisan point of view;
    3. To emphasize in their teaching the American heritage of democratic tradition and ideals as stated in the basic American documents, so that students are encouraged to develop a real love of country and of the rights and responsibilities of all individuals.
B. An issue or a material is deemed controversial when a marked difference of opinion exists among a substantial number of citizens regarding such issue or material.

Section 4-38 Appointment of Professional Faculty & Staff

The members of the professional staff are selected by the President of the College and submitted to the Board of Regents for final approval. The President does seek the advice of others in the selection process. Advisory and/or screening committees are used by the President in selecting all professional personnel. The Board of Regents utilizes an advisory committee of persons both within and without the institution in the selection of a President.

All appointments follow guidelines to include qualified members of minorities, women, and/or other groups in accordance with the Affirmative Action Policy.

Note: Tenure is defined in the academic world as the privilege which may be granted to a faculty member to continue in a position to which appointed, subject to the terms and conditions of the appointment. A positive view of tenure is presently under study by the Board of Regents of Carl Albert State College.

Section 4-39 Retirement Compensation

A. Retirement Age
   1. Normal Retirement. All faculty and administrators are no longer required to retire at the end of the annual appointment during which they reach the age of 70 years. A vested member can receive benefits after satisfying eligibility requirements. Retirement age and guidelines are determined by Oklahoma Teacher's Retirement System (OTRS), or as permitted by 70 OS 17-101.
   2. Optional Retirement. Eligible personnel who have been employed full-time in the Oklahoma State System of Higher Education for not less than five years immediately preceding the date of retirement may avail themselves of early retirement at the age authorized or permitted by the Oklahoma Teacher's Retirement System. (70 OS 17-105).

B. Retirement Benefits
   1. Social Security. All faculty and staff of Carl Albert State College are covered by social security.
   2. Teacher's Retirement System of Oklahoma. Membership in OTRS is mandatory for faculty members, executive officers, professional staff, supervisory staff, managerial staff, administrative staff, and administrative officers. Membership is optional for service and operations staff employees. At CASC, membership in OTRS is paid by the College for faculty members, executive officers, professional staff, supervisory staff, managerial staff, administrative staff, administrative officers, and participating service and operations staff.

(Board amended 6-5-17)

Section 4-40 Faculty Association

The Carl Albert State College Faculty Association was organized on January 30, 1978, and was sanctioned by the Carl Albert State College Board of Regents on March 21, 1978, (NOTE: See Appendix VI for the copy of the Faculty Association Constitution).

Section 4-41 Dismissal Policy

Employees may be removed from his/her position of employment at any time for the good of the College by the President or his designee.

A. Reasons for dismissal may include, but are not limited to:
   1. Responsibilities and obligations. Failure to fulfill one's responsibilities and obligations
   2. Illness or impairment. Permanent or chronic physical or mental illness or impairment that detracts from one's ability to perform his/her duties.
   3. Adverse actions or activities. Actions or activities adversely affecting the institution's relationship and rapport with outside agencies, offices, organizations, institutions, constituents, or the general public.
   4. Instructional policies and procedures. Failure to follow instructional policies and procedures or unwillingness to accept supervision or failure to follow administrative directives, written or oral, when such administrators are acting within their province of authority.
   5. Conduct. Personal misconduct, unethical or unprofessional conduct, or conduct which materially and adversely affects one's value or usefulness to the College. Further, the College President shall have the right to suspend, with or without pay, any employee formally accused of a felony and/or under internal investigation.
   6. Responsibilities or requirements. Failure or incompetence to perform the responsibilities or requirements of the position.
   7. Drugs or alcohol. Improper or illegal use of drugs or alcohol. (Note: Possession or use of medical marijuana anywhere on campus or while on duty is strictly prohibited even if the employee is in possession of a valid medical marijuana patient card.)
   8. Lack of need. Bona fide lack of need for one's services.
   9. Financial retrenchment. Bona fide necessity for financial retrenchment.

B. An employee shall have the right to appeal the decision of dismissal only if he/she believes the decision was based upon unlawful discrimination in violation of the CASC Discrimination Policy. The following process shall be followed (except in the case of layoffs and/or reduction in force, which will follow the appeal process set forth in Section 4-55: Reduction in Force Policy):
   1. An employee who chooses to appeal the dismissal must request, in writing, a Hearing within ten (10) working days from the date of notification of status. The written request must be submitted to

the Human Resources Director by email, certified letter, or other traceable means. The burden of proof is upon him/her, not the administration to show that the adverse action was for discriminatory reasons.

2. The written request of appeal should include all supporting documentation (sworn affidavits from witnesses, records, etc.) the employee would like the Hearing Panel to review.
3. The Hearing Panel shall consist of at least two members of the Executive Cabinet of the College, excluding any department head directly over the employee, or involved in the related situation, and at least one staff and one faculty member.
4. If the Hearing Panel meeting is properly requested, the Human Resource Director shall schedule a Hearing time for the employee and the qualified Panel members.
5. The Hearing Panel meeting shall occur at least five (5) working days, but no later than ten (10) working days after the written request for the meeting was made.
6. The employee may speak to the panel but may not receive and present witnesses (only written statements and sworn affidavits previously submitted). The employee may have a representative present at the meeting. However, the representative may only consult with the employee and may not address the cabinet panel.
7. If applicable, the supervisor or department head may speak, and may have a representative present at the meeting. However, the representative may only consult with the supervisor/department head.
8. The Hearing Panel may call for and receive for consideration further written statements or testimony from any other source as needed.
9. The Hearing Panel may deliberate to review and discuss. The Panel decides what action is to take place in regard to the appealing employee, including but not limited to: upholding dismissal, giving more opportunity, reinstating on probationary status, etc., based on the evidence presented. This decision, with the reasons for the decision, will be put in written form and forwarded to the President. Within five (5) working days after the conclusion of the Hearing Committee, the President shall consider all the evidence presented and render a decision on whether to affirm or reverse the decision of the Hearing Committee. The decision of the President shall be made in writing and shall be provided to the Board of Regents along with the written decision of the Hearing Panel. Both written documents shall be considered by the Board of Regents.
10. The employee shall not have the right to address the Board or submit documents to the Board.
11. The Board of Regents will consider the written documentation from the Hearing Panel and the President and may vote to affirm or reverse the decision of the President. The Board of Regents vote shall be final.
12. The decision of the Board of Regents will be provided to the employee by hand-delivery, certified mail, or by other traceable means.

C. This policy controls over any and all conflicts, contradictions, or statements contained in the CASC Policies and procedures, the Employee Handbook, the Faculty Handbook, or any other employee handbooks, employment applications, recruiting materials, or other materials provided to applicants or employees.

(Board Amended 12-13-2012, 3-22-2016, 6-5-2017, 1-21-2020)

Section 4-42 Employee Suspension

The Carl Albert State College (CASC) President may suspend any employee with pay and benefits at any time for good cause, and/or for the good of the college. A suspended employee will not be on campus, CASC property, or any CASC event while suspended, without the prior written permission of the President. The employee shall remain on leave until the President reinstates the employee or employment is terminated.

(Board Amended 12-13-2012)

Section 4-43 Anonymous Communications

It is the policy of the Carl Albert State College Board of Regents that any form of anonymous communication with the entire Board or any member, will not be accepted or acknowledged. Such communications are

generally destructive and potentially slanderous or libelous thereby lowering campus standards and employee morale.

It shall be grounds for termination of employment if, after an investigation and determination of the source and through due process, it is proven that any Carl Albert State College employee sent or in any way participated in the development or transmission of any anonymous communication to the Board of Regents or any member of the collective body.

Section 4-44 Academic Rank

Carl Albert State College has only one academic rank, that of instructor. It is customary in colleges to permit retired faculty members to hold emeritus status and title after retirement. When a member of the faculty retires under honorable conditions after ten (10) years of service, she/he shall be entitled to emeritus status and title., i.e., "President Emeritus," "Instructor of Math Emeritus," etc. Such status and title are wholly honorary and do not entitle him/her to any kind of compensation unless specific duties are assigned by the Board of Regents.

Section 4-45 Employee Educational Incentives

It is the policy of Carl Albert State College to encourage the self-development of employees in relation to their advancement at the college, and parallel with college needs. Consistent with this policy the CASC Board of Regents agrees to provide financial assistance to employees who wish to further their education while continuing as full time employees in accordance with the following procedures:

Section 4-46 Baccalaureate, Masters

A. Employees will become eligible to be considered for the employee scholarship program if they are full-time employees who have worked for CASC for 12 consecutive months. Consideration may be given if a special circumstance exists.
B. Approval is required by the employee's immediate supervisor, Department Head, and the President of the College, and is subject to availability of funds.
C. Upon approval and entering the Baccalaureate or Master's educational incentive program, employee will be required to sign a one or two-year work agreement respectively with the college, to begin upon completion of their degree.
D. Documentation of tuition must be provided in the form of receipts/statements as well as final grade confirmation with awarded amount of credit hours.
E. Reimbursement assistance for courses applied toward a Baccalaureate or Master's degree at an approved, accredited college will be follows:

   Grade of A or P- $300 per 3 credit hours
   Grade of B- $250 per 3 credit hours
   Grade of C- $200 per 3 credit hours

F. If an employee undergoes a divisional change while participating in the program, re-approval will be required from the new division supervisor.
G. If an employee should terminate employment with the college prior to the completion of courses and/or fulfillment of the one-year (for Baccalaureate) or two-year (for Master's) work agreement, educational expenses expended by the college on behalf of an employee will be annualized on a pro rata basis and will be due and payable on the date of termination.
H. Requests for grade reimbursement assistance should be requested upon completion of the class/semester. Requests not made within three months of completion, may not be eligible for assistance.
I. Scholarship assistance for a second Baccalaureate or Master's degree for an employee will only be considered based on need of and benefit to the college, funds available, and with approval of the President.

(Board amended 3-26-13)

Section 4-46.1 Additional Graduate Work

Current full-time faculty members may apply for the education incentive program to obtain nine (9) to eighteen (18) graduate credit hours in their discipline of instruction. Prior approval must be obtained to be eligible for the education assistance payments. Upon administrative approval, completion of the course/s/, and official documentation, the following assistance can be requested:

Grade of A or P - $500 per 3+ credit hours
Grade of B - $400 per 3+ credit hours
Grade of C - $200 per 3+ credit hours

Note: The Endowed Professorship Faculty Incentive Program, funded by the CASC Development Foundation, will supersede this policy as long as endowment funding is available. Application can be made through the Academic Administration office.

(Board adopted 4-14-15, amended 3-22-16)

Section 4-47 Financial Increments for Degrees Earned

Upon completion of the degree the following applicable salary increase will be made (upon receipt of transcript in the Human Resources office for personnel file and required approvals):

Degree Earned	Base Salary Increase	One-Time Bonus
Associate	$ 300	$ 200
Baccalaureate	$ 500	$ 500
Masters	$ 700	$1,000
Doctorate	$ 1,000	

If an employee is paid on the baccalaureate pay scale and completes a Master's degree while holding a position that requires or prefers a Master's degree (according to job description on file), the employee's salary increase will be in the amount of the difference between the base salary pay for a Baccalaureate and a Master's degree. If a Doctorate degree is obtained and is required or preferred for the position, the increase amount will be in the amount of the difference between the base salary pay for a Master's degree and a Doctorate degree. The degree requirement is based on the qualifications listed on the job description on file in the HR office.

If an employee is working in a position that a Bachelor degree is required or preferred (according to job description on file), the employee's salary increase for obtaining a Bachelor degree should be either the $400 as listed above or adjusted to the Board-approved base salary for a Bachelor degree beginning salary, whichever is greater.

(Board amended 3-26-13, 3-25-14, 9-18-18)

Section 4-48 Doctorate

1. Must be approved by the President of the College and Board of Regents.
2. Documentation of tuition must be provided at the beginning of each semester for tuition reimbursement. If the employee fails to complete the course/s/, the employee owes the college for any tuition and fees paid.
3. Documentation of completed courses (unofficial transcript or grade awarded) must be submitted to the HR department for personnel file upon completion of course.
4. Two options are available for reimbursement of courses applied toward a doctoral degree at an approved, accredited institution:
    a) Sabbatical – Employees pursuing a doctoral degree on a full time basis. Institution pays full cost of tuition and employee is granted a one year sabbatical with one half salary and full benefits paid;
    b) In-Residence – Employees pursuing a doctoral degree while retaining their present position. Leave time is granted for attending class sessions. Institution pays full costs of tuition and $500 per semester for travel and other relevant expenses.

Upon approval and entering the sabbatical or in-residence educational incentive program, the employee will be required to sign a three-year work agreement with the college to begin upon completion of their doctorate degree.

If an employee should terminate employment with the college prior to the completion of courses and/or fulfillment of the three-year work agreement, educational expenses expended by the college on behalf of an employee will be annualized on a pro rata basis and will be due and payable on the date of termination. *(Board amended 3-26-13, Board amended for clarification 9-15-15)*

Section 4-49 Doctorate of Education Degree Checklist

To be considered for a sabbatical or in-residence assistantship from CASC to pursue a graduate program leading to a Doctor of Education Degree, the following procedures must be followed:

1. Submit a written request to your immediate supervisor.
2. If the initial request is approved, schedule an interview with your immediate supervisor and Vice President of your division to discuss the feasibility of your request.
3. If approval is obtained, submit a CASC Application for Doctoral Consideration (available in HR or President's office) to the President's office.
4. The Doctoral Advisory Committee will review the applications and formulate a recommendation to the Board of Regents.
5. To receive consideration, all steps must be completed by July 1 for the following academic year.
6. Approved application will be sent to the HR department to be filed in the employee personnel file, along with the employee signed agreement.
7. Approval issued can only guarantee funding for that fiscal year, since assistance is based on availability of annual funds.
8. Employee should complete six (6) or more hours per semester.
9. If employee does not begin program within the fiscal year approval was granted, he/she will be required to re-apply for the new funding year.

(Board Amended 3-26-13)

Section 4-50 Administrative Policy for Managing Use of Hamilton Auditorium

The employee accepting the managerial duties for the Hamilton Auditorium prior to, during, and after special events shall:

A. Receive three hours of overload compensation at the Board's approved rate.
B. Be eligible for Work-study assistance for 100 hours per year. Hours are to be documented and reported monthly to the Business Office with authorized signatures.
C. Enforce institutional clean-up fee of $50 to $100, which may be refunded.

Section 4-51 Alcohol, Tobacco, and Drug Use on Campus

A. See Section 5-79 & 5-83 for alcohol and drug policies applicable to employees.
B. See Section 5-80 for Tobacco-free Campus policy applicable to employees.

Section 4-52 Consensual Relationships

A. It is the policy of Carl Albert State College (CASC) that employees respect the ethical and professional boundaries that exist in direct supervisory, teaching, advisory, and/or evaluative responsibility over students. CASC views consensual romantic and/or sexual Faculty/Student and Staff/Student

relationships as conflicts of interest and potential violations of professional ethics. These relationships impair the integrity of CASC's educational and employment decisions, create real or apparent conflicts of interest, increase the potential for exploitation of students, may disadvantage or appear to disadvantage third parties, and create potential liability for both CASC and the individuals involved.

B. Definitions:
   1. Consensual Faculty/Student Relationship: The term "Consensual Relationship" in the Faculty/Student context means a voluntary romantic and/or sexual relationship between a student who is enrolled in a credit course at CASC and a CASC employee serving in the capacity of instructing, advising, mentoring, coaching, counseling, or holding any position of authority or control over students, or making decisions or recommendations that confer benefits such as grading.
   2. Consensual Staff/Student Relationship: The term "Consensual Relationship" in the Staff/Student context means a voluntary romantic and/or sexual relationship where the staff member holds any position of authority or control over students, or any employee making decisions or recommendations that confer benefits such as financial aid awards, or other benefit. This includes but is not limited to supervisory relationships over student-employees.

C. Regulations:
   1. As a matter of sound judgment and professional ethics, CASC prohibits Consensual Faculty/Student Relationships (as defined in subsection B.1 above), and Staff/Student Relationships (as defined in subsection B.2 above).
   2. Under no circumstances may a faculty or staff member have a romantic and/or sexual relationship with a student who is a minor or potential student who is a minor. This prohibition applies whether or not the relationship is consensual.

D. Rationale:
   1. The teacher-student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.
   2. Romantic and/or sexual relationships between a faculty member and a student have the potential to pose risks to the faculty member, the student, or third parties. In such relationships, voluntary consent by the student is suspect because of the inherently unequal nature of the relationship. A faculty/student consensual relationship can lead to a complaint of sexual harassment when the student feels that he or she has been exploited. In addition, other faculty members, staff members, or students may express concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns are damaging whether the favoritism is real or perceived. They also arise in cases where the relationship between the faculty member and the student remains amicable, as well as in cases that lead to accusations of exploitation. Involvement in such relationships may subject the college to legal liability. The same risks may apply to a staff/student consensual relationship (as defined above). For all these reasons, the college prohibits faculty/student relationships and staff/student relationships (as defined in subsection B above). Whether or not the relationship is consensual, CASC will view the romantic and/or sexual relationship as a conflict of interest and whereby unethical.
   3. Students rely on staff for assistance and guidance in dealing with issues such as scheduling of classes, financial aid, tutoring, housing, meals, employment, educational programs, social activities and many other aspects of college life. Romantic and/or sexual relationships between a CASC staff employee or representative and a student has the potential to pose risks to the employee or representative and may subject the college to legal liability. Therefore, staff members not holding any position of authority or control over students or who do not make decisions or recommendations that confer benefits are still **strongly discouraged** from any romantic and/or sexual relationship with any student. Even when both parties have consented to romantic involvement, such consent does not preclude a subsequent charge of sexual harassment or any other discipline against the employee.

4. This policy applies to consensual romantic and/or sexual relationships between individuals of the same sex or of the opposite sex. Regardless of who initiates the relationship, the employee is responsible for complying with this policy.

D. Noncompliance with policy: Any credible allegation of a faculty/student or staff/student consensual relationship obligates the Division Chair, Department Head or other responsible person to conduct a prompt and thorough inquiry to determine whether the allegation is true. Where it is concluded that a consensual relationship (as defined in subsection B above) exists, the employee and/or the student involved must terminate the relationship or sanctions may be imposed against the parties involved.

E. Sanctions: Persons in violation of this policy shall be subject to sanctions ranging from verbal warning to dismissal or termination.

(Board Adopted 9-17-13)

Section 4-53 Positive Discipline

A. PURPOSE: Carl Albert State College ("CASC") recognizes that positive discipline is a corrective process designed to give employees the opportunity to overcome work-related shortcomings, strengthen work performance and achieve success, while maintaining standards of performance and minimizing disruption to the educational environment and CASC. To promote consistency and fairness in the application of discipline, supervisors are expected to follow the guidelines below.

B. EXPECTATIONS:
   1. The supervisor is expected to communicate work expectations to all subordinates.
   2. Employees who are unsure of work expectations should seek clarification from their supervisor.
   3. Where conduct and/or performance falls short of work expectations, disciplinary action under this policy is used to address conduct and performance deficiencies.

C. DETERMINING APPROPRIATE LEVEL OF DISCIPLINE: Levels of discipline described below are not steps in a progressive discipline policy and need not be applied in any particular order. The supervisor must determine the appropriate level of discipline. A Peer Review Panel may be appointed by the President to assist with evaluating the issue and making a recommendation for the level of discipline to be issued.
   1. In individual cases, repeating a level, skipping a level, or even moving to an immediate recommendation for termination of employment may be appropriate.
   2. In determining a level of discipline to be imposed, the supervisor should consider factors including but not limited to:
      a. the individual circumstances;
      b. the seriousness of the offense and/or performance deficiency;
      c. the prior discipline and/or performance record of the employee; and
      d. the treatment of other employees in similar circumstances.

D. LEVELS OF DISCIPLINE:
   1. Informal Discussion:
      a. An Informal Discussion is a discussion between the supervisor and the employee to address potential or minor performance and/or conduct deficiencies, and/or to clarify relevant policies, procedures or practices.
      b. The supervisor may document the Informal Discussion with a memo to the supervisor's file. The memo should contain the date of the discussion, a brief summary of the facts discussed, the supervisor's expectations, and the employee's response. A memo to supervisor's file is always recommended.
      c. If performance and/or conduct deficiencies persist, the supervisor may repeat this level of discipline or utilize another level of discipline.
   2. Formal Discussion with Memo to Employee
      a. Formal Discussion with Memo to Employee ("Formal Discussion") is a discussion between the supervisor and the employee to address repeated or more serious performance and/or conduct deficiencies. A Formal Discussion may also be used where a prior Informal Discussion failed to resolve the issue.
      b. The supervisor must document the formal discussion with a memo to the employee with a copy to the employee's personnel file in Human Resources. The memo should include at a minimum, the date, a clear description of the performance and/or conduct deficiency that

prompted the discipline, any prior discipline, and the action taken by the supervisor, how the employee's conduct or performance must change, and the consequences of continued deficiencies. (The Corrective Action Report form may be used.)

c. If performance and/or conduct deficiencies persist, the supervisor may repeat this level of discipline or utilize another level of discipline.

3. Written Reprimand
   a. A Written Reprimand formalizes the discussion between the supervisor and the employee regarding repeated or more serious performance and/or conduct deficiencies. The Written Reprimand communicates to the employee the urgency of correcting the performance and/or conduct deficiency.
   b. The Written Reprimand should include at a minimum, the date, a clear description of the performance and/or conduct deficiency that prompted the discipline, a reference to any policy, procedure, or performance standard implicated, a description of any prior discipline, the action taken by the supervisor, how the employee's conduct or performance must change, the consequences of continued deficiencies and the supervisor's signature. The Written Reprimand may or may not be accompanied with, or serve as, a Performance Improvement Plan. The Written Reprimand may include a final warning. The supervisor should have the employee sign and date the Written Reprimand acknowledging receipt. A copy of the Written Reprimand must be forwarded to the employee's personnel file in Human Resources. (The Corrective Action Report form may be used.)
   c. If performance and/or conduct deficiencies persist, the supervisor may repeat this level of discipline or utilize another level of discipline.

E. RECOMMENDATION FOR DEMOTION, DISCIPLINARY LOSS OF PAY, SUSPENSION WITHOUT PAY OR TERMINATION OF EMPLOYMENT
   1. For major offenses or where prior positive discipline failed to correct the performance or conduct deficiencies, a Recommendation for Demotion, Disciplinary Loss of Pay, Suspension without Pay or Recommendation for Termination of Employment ("Recommendation") may be appropriate.
   2. Before preparing a Recommendation, the supervisor must consult with their supervisor through the line of supervision to the employee's President's Cabinet member and Human Resources.
   3. All Recommendations, whether for Regular Full-Time and Regular Part-Time Employees outside their Introductory Period, or hourly employees, are forwarded through the line of supervision to the employee's President's Cabinet member. The President's Cabinet member reviews the Recommendation and presents a recommendation to the President.
   4. Recommendations for Termination of Employment may, but need not be, accompanied by a recommendation for administrative leave with pay pending resolution of the Recommendation for Termination. Administrative leave with pay is appropriate only when it is in the best interest of CASC, which will be determined by the President.

F. PERFORMANCE APPRAISALS:
   1. Conduct and/or performance deficiencies and disciplinary actions should be reflected in annual, semi-annual, and/or supplemental performance appraisals.
   2. Supervisors are expected to address conduct and performance deficiencies as they arise and not wait until the annual performance appraisal.
   3. Employees who receive a negative performance appraisal may be issued a Performance Improvement Plan (PIP). The PIP will address specific areas needing improvement, steps to take to aid in improvement, supervisor assistance (if any), and time frame to meet objectives, possible consequences if objectives are net met.
   4. Employees placed on a Performance Improvement Plan based on a negative performance appraisal may also be placed on probationary employment status, with the approval of the President. During a probationary status, the employee will be expected to correct certain problematic behaviors and/or procedures. A written notification of probation detaining the reason(s) for the probation, expected corrective actions, and a timeline for review of progress will be provided to the employee.

G. RECORDS RETENTION: CASC retains disciplinary actions in the Human Resources Personnel File according to the federal and state records retention requirements.
H. GRIEVANCES: An employee shall have the right to appeal disciplinary action issued pursuant to this section only if he/she believes the decision was based upon unlawful discrimination in violation of the CASC Discrimination Policy. Employees being recommended for termination should consult the CASC Dismissal Policy, Sec. 4-41.

(Board amended 6-5-17)

Section 4-54 Employment Guidelines

A. **Employment-at-Will:** Employment at CASC is "at will" for all Carl Albert State College employees and is not guaranteed and may be terminated at any time by the employee or the employer without notice or cause.
   1. If deemed in the best interest of the college, any person may be terminated from his/her position of employment or his/her services with the College upon the recommendation of the President, as addressed in the Dismissal Policy, Section 4-41 of the CASC Policies & Procedures Manual online.
   2. Normally, employees terminating the employment relationship will provide a minimum of two weeks' notice to the College in order to resign in good standing.
   3. Supervisors and all other College representatives involved in the hiring process shall not make any statement or provide any assurance of job security or continued employment to prospective or newly hired workers. Similarly, in their dealings with employees, supervisors will not make promises or assurance of continued employment in the event of satisfactory performance.
   4. In dealing with performance or misconduct problems, the college may follow the Positive Discipline policy in Section 4-53 of the Policies & Procedures Manual online; however, the college may decide that immediate termination of an employee is the proper course of action. Recommendation for termination will come from the appropriate Supervisor and/or appropriate Executive Officer.

B. **Letter of Appointment:** All salaried employees will receive a letter of appointment at the time of hire and covers the initial date of appointment, salary, and conditions of employment. If an employee receives a promotion or otherwise changes in position within the institution a new appointment letter will be generated. If the employee is to be released from the institution he/she will be notified by the Human Resources office. Any annual benefit changes will be documented on a separate confirmation notice.
C. Positions being eliminated due to institutional layoffs and/or reduction in force will be notified under terms addressed in Section 4-55.
D. **Grievances:** Carl Albert State College shall maintain a procedure by which employees may express grievances about terms of employment. A grievance is defined as an expression of disagreement or of dissatisfaction about conditions of employment and /or alleged violations of adopted institutional policies, rules and procedures which negatively affect the employee and which are brought to the attention of the administration. This procedure is separate from disciplinary and termination hearings. The purpose of a grievance procedure is to secure equitable solutions to the problems which may arise between employees and Carl Albert State College. To facilitate this purpose, the grievance procedure will be kept as informal as may be appropriate at any level of the procedure, and will be kept confidential to the extent possible. The grievance procedure can be pursued through the Campus Concern policy, Section 8-2 of the CASC Policies and Procedures Manual, available online.
E. CASC does not subscribe to, offer, or recognize tenure or de facto tenure of any of its employees.

(Board Adopted 9-17-13, amended 3-22-16, 6-5-17)

Section 4-55 Reduction in Force (RIF) Policy

A reduction in force is an involuntary termination of an employee's job assignment. Conditions beyond the College's control may necessitate a temporary (layoff) or permanent reduction of employment. The President and Board shall have the authority to suspend or terminate the services of an employee because of a lack of funds or a curtailment of work when such action becomes necessary for the good of the College. The President, in consultation with the Executive Cabinet and/or leadership group appointed by the President, may formulate a procedure guide for layoffs or reductions in work force, including a detailed order of layoffs/RIFS for employees and the establishment of appropriate criteria for determining the order of layoff and any recall/rehire rights. Factors that the College considers are the following:

1. Declining student enrollment for two consecutive years
2. Declining or flat legislature appropriations for two consecutive semesters and/or years
3. Maximum utilization of available resources
4. The best interests of the students of the College
5. Actual and projected enrollment in various programs
6. Financial savings to the College
7. The need to maintain an appropriate level of fund balance
8. Duplication of programs
9. Program review recommendations by the Oklahoma State Regents for Higher Education or by an accrediting agency
10. Any overlap of job functions, as well as any other relevant factors

A. The President then makes a written recommendation to the Board that addresses each of the applicable factors, as well as any other relevant factors.

B. The Board of Regents will review the President's recommendation and shall determine whether to accept the President's recommendation.

C. Following the Board of Regents decision on the President's recommendations, affected employees will be notified, in writing within 48 hours of the Board's decision.

D. Appeal of Board of Regents Decision for this process: An employee affected by the Board's decision to implement layoffs and/or reductions in force, may appeal the decision using the guidelines listed below (in place of the appeal process in Section 4-41):

   a. Appeal must be in writing
   b. Appeal must be delivered to the President within five (5) business days from receipt of the Presidential notice
   c. Appeal must specify the grounds for the appeal
   d. The College President shall deliver the employee's appeal to the Chair of the Board of Regents
   e. The Board Chair shall move to schedule a review of the appeal as soon as reasonable and practical

E. The decision of the Board of Regents on an affected employee's appeal of the decision to implement layoffs and/or RIF's will be final and binding on all parties.

Positions that are terminated for the above reasons will not be filled by a replacement for one calendar year unless the released employee has been offered re-appointment and given five calendar days within which to accept or decline the opportunity to return to work.
(Board adopted 3-22-2016)

Section 4-56 Emergency Teleworking Policy

The purpose of this policy is to provide a framework for telework as an alternative working arrangement.

1. Teleworking is a management option, not an employee right or benefit. Teleworking is an effort to mediate the impact of the COVID-19 virus or other declared state of emergency, and in no way alters the employee's employment relationship with Carl Albert State College (CASC) or the employee's obligation to observe all applicable CASC rules, policies and procedures. All existing

terms and conditions of employment, including but not limited to position description, salary, benefits, leave and overtime (where applicable) remain the same as if the employee worked only at the regularly assigned place of employment.

2. This ad-hoc telecommute policy is only effective for the duration of any COVID-19 related emergency or other declared state emergency. This is not intended to create a regular telecommute policy of the College in non-declared emergency situations. All emergency telework agreements created under this authority will be valid until May 15, 2020, and may be extended in increments on an as needed basis.
3. Departmental Planning: The supervisor and Executive Department Head will determine which employees are eligible for telework. Once the determination is made, the department supervisor should proceed as follows:
    - Plan within your department [IT is available for consultation] on how to best facilitate your workflow and operations with teleworking employees;
    - Develop and maintain a list of telework eligible and ineligible employees;
    - Notify your personnel as to whether they are telework-eligible or ineligible;
    - Distribute and collect ad hoc emergency telework forms from all employees eligible for telework under the COVID-19 response plan;
    - For employees who do not have remote access capability, but are otherwise telework-eligible, supervisors should immediately facilitate such access to the extent feasible.
4. Employee shall provide and maintain a healthy and safe environment at the remote worksite.
5. Employee will not permit non-work-related events and activities to disrupt or interfere with work at the remote work site. Employee is expected to maintain a regular work schedule, as designated on the agreement, and complete assigned duties. Employee will not use scheduled work time to provide dependent care. While work hours are somewhat flexible, telecommuting is not a substitute for dependent care. Employees needing time off to care for dependent children whose school or daycare has been closed related to COVID-19 may be eligible for expanded FMLA benefits under the Families First Coronavirus Response Act.
6. Employee may be required by supervisor to report in-person for work; employee's supervisor shall provide as much advance notice as possible. CASC may terminate the teleworking arrangement at any time.
7. Telework may be appropriate for some employees and some positions, however, telework is not an entitlement, is not suitable for all employees or all positions, and is not a College-wide benefit and may be discontinued at any time at the sole discretion of CASC.

    An employee is eligible for ad hoc telework during the COVID-19 emergency if the employee meets the following requirements:
    - Holds a regular full or part time position regardless of length of service;
    - Does not hold a position that requires the employee's physical presence at all times. e.g., involves full time hands-on contact with machinery, equipment, or vehicles, police duty, etc. If a portion of the employee's duties require physical presence and additional duties can be performed as telework, they should be considered for telework.
    - Has access to the internet (other than a public site);
    - Has the equipment necessary to remotely access all CASC systems necessary to perform his/her duties (e.g., a personal or CASC-issued computer, ability to access their CASC software, ability to receive calls from their CASC phone extension or alerted through email to return calls, ability to participate in Zoom meetings or an approved alternative contact plan). Supervisors should facilitate access capabilities to the extent feasible.
8. Employee remains subject to CASC's Information Technology Acceptable Use Policy in chapter six of the online Policies and Procedures Manual. Employee shall return any and all equipment as directed by CASC.
9. Employees cannot use telecommuting in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave. Time taken off during assigned telecommuting hours must be reported, in accordance with College requirements.

10. No employee shall telecommute without proper approval of supervisor, Executive Department Head, and President of the College.
11. Formal telecommuting or remote work arrangements require the completion of the Telecommuting and Remote Work Agreement.

(Board adopted 4-21-2020)

Section 4-57 COVID-19 Safety Policy

COVID-19 is a virus identified as the cause of an outbreak of respiratory illness that has spread globally into a pandemic. As the COVID-19 pandemic continues to evolve, CASC is actively monitoring best practices and updating guidance based on the recommendations of the Centers for Disease Control and Prevention ("CDC"), state, and local health authorities. As this guidance and local circumstances change, CASC leadership will regularly evaluate this policy to limit COVID-19 exposure to CASC employees and students. This is a temporary measure for the current crisis, and will only be in effect as long as is necessary to respond to the impact of COVID-19 on our employees.

The following protocols will be practiced upon the return to full operations and open to public:

A. Academic Operations
   1. Interim classes meet with modified social distancing: relocation to larger rooms, faculty required to wear facial mask
   2. Utilize course syllabi as method of communication for social distancing and healthy protocols
   3. Utilize Blackboard or VIKECONNECT portal for health and safety acknowledgements
   4. Students in the classroom will be assigned a seat to enable tracking if needed
   5. Course delivery will move totally online following Thanksgiving Break

B. Student Services
   1. Student Affairs (SA) will provide optional PPE for high-traffic SA office staff
   2. Student Affairs will maintain routine cleaning and sanitizing of high-traffic SA offices
   3. Student Affairs will resume in-person interaction with social distancing- utilize online intake forms for ADA/Counseling/Healthcare
   4. Online forms and processes will be utilized as much as possible

C. Masking Required
   1. Masks are required in all instances of campus patronage when six feet of social distancing is not possible, for employees, students, visitors, vendors, and guests. Masks shall be worn by the aforementioned persons when inside college facilities and vehicles, or when outdoors on campus and social distancing cannot be maintained.
   2. All persons inside CASC facilities must wear fabric or disposable surgical-style masks, covering the mouth and nose. Bandanas, scarves, shirts, socks, etc, shall not be permissible. Faculty and staff may wear face shields (must wrap around the sides of the wearer's face and extend below the chin) in place of face masks; faculty and staff must provide shields should they opt to wear them. Passengers in all CASC-provided vehicles shall wear masks, including the driver. The driver of said vehicle may remove their face covering if they are the only individual present in the vehicle.
   3. Employees (Faculty and Staff):
      a) Provision: CASC will provide masks to employees; Disposable masks shall be available in the Student Affairs Department on the Poteau campus, and in the Bookstore on the Sallisaw campus.
      b) Application: Masks should be worn appropriately in relation to the employee's description of duties. Employees will not be required to wear masks inside CASC facilities in the following cases: 1) the employee is alone in an enclosed room, and 2) the employee is engaged in activity during which a mask is not feasible, such as singing, eating, speaking (recording), or drinking.

c) Re-use and cleaning: Employees' masks shall be fabric and must be washed and dried daily. Each employee shall be responsible for cleaning their own mask.

4. Students
   a) CASC will provide masks to residential students. Non-Residential students may obtain one by request. Students will also be allowed to wear self-provided masks. Masks shall be available in the Student Affairs Department on the Poteau campus, and in the Bookstore on the Sallisaw campus.
   b) Fabric masks should be washed and dried daily. Each student shall be responsible for cleaning their own mask. Students may wear face shields (must wrap around the sides of the wearer's face and extend below the chin) in place of face masks; students must provide shields should they opt to wear them.
   c) Application: Students will not be required to wear masks inside CASC facilities in the following cases: 1) the student is alone in an enclosed room, and 2) the student is engaged in activity during which a mask is not feasible, such as singing, eating, speaking (recording), or drinking.
   d) Residential Housing Application: While students will not be required to wear their mask in their residence hall room, they are encouraged to continue wearing their mask, especially if guests and other visitors are present. The exception shall be activities during which wearing a mask is not feasible, such as eating, drinking, bathing, or sleeping.
   e) Guests: Students shall require their guests to wear a mask while visiting the CASC campus. Guests will be expected to provide their own mask.
   f) Student athletes: CASC will require masks or face coverings worn when in the presence of others, however NO masks or face coverings are allowed during physical activity, as it may cause physical harm to student athletes.
   g) Symptoms: Should any student begin exhibiting COVID-19 symptoms, they are asked to report immediately to the Office of Student Affairs.
5. Vendors, Visitors, and non-CASC affiliated persons:
   a) Any visitor to campus, regardless of purpose, must wear a mask while on campus. Visitors shall provide their own masks. However, a small supply of disposable masks will be available.
6. Special Events
   a) Masks shall be worn at all college-sponsored events and in compliance with NJCAA recommendations.
7. If an employee or student employee indicates compliance is not possible due to medical reasons, the individual should be referred to Human Resources to request accommodations on the basis of disability. Students (and student employees seeking accommodations on the basis of disability outside of a College work environment) should be referred to the online ADA intake form.
8. Non-compliance (without approved disability accommodation) to the masking requirement may result in disciplinary sanctions for both students and employees.
   a) In-class offenses should be handled through the Office of Academic Affairs;
      (i) First Offense: instructor shall ask the student to place mask properly on their face. The student's name shall be reported to the Office of Academic Affairs, regardless if the student complies with the request. If the student does not comply, the behavior will be considered a conduct violation and the student will be referred to the Office of Academic Affairs.
      (ii) Second offense: The student will immediately be removed from class/the area and be sent to the Office of Academic Affairs for evaluation of the violation. Consequences shall then be determined by the Vice President of Academic Affairs.
   a) All other offenses should be handled through the Office of Student Affairs:

i. First Offense: CASC faculty/staff shall ask the student to place mask properly on their face. The student's name shall be reported to the Office of Student Affairs, regardless if the student complies with the request.

ii. Second offense: The student will immediately be removed from the area and be sent to the Office of Student Affairs for evaluation of the violation. Consequences shall then be determined by the Vice President of Student Affairs.

iii. Third offense (In or Out of Class): The student shall be banned from attending on- campus classes and being present on-campus.

b) Violations are cumulative in nature, meaning that an offense either in-class or out-of-class shall be considered a first, second, or third offense. Violators will not receive multiple first, second, or third offenses.

D. Campus Events (Scholars, Trustees, Gala, Welcome Week, etc.)
1. Students and Employees are assigned online training on overall safety (i.e. COVID-19 Awareness, Cleaning & Disinfecting Your Workplace, Managing Stress & Anxiety, Face Coverings).
2. Events will continue, as long as CDC and state guidelines are met (currently 30 headcount), but with additional hand sanitizing stations available. Face masks should be worn; gloves (optional).
3. The Student Affairs department will encourage more online and outdoor activities until restrictions loosen.
4. Clubs and Organizations meeting count of less than 10, or via Zoom
5. Provide sanitation cart- daily clean and sanitize Viking Room

E. Stivers Center
1. Reservations are strongly encouraged to use the Center
2. Reduce capacity to maximums below until restrictions lessen: 6 in dance, lounge, basketball, and wallyball; 5 max in weight room; 4 max + coach in indoor hitting area; 4 max in racquetball, pickleball, and ping pong; half of cardio stations will be shut down,
3. Daily cleaning and sanitizing by Physical Plant staff and Stivers Center staff will daily clean and wipe down equipment
4. Cleaning supplies made available for individuals to wipe down stations before/after use
5. Provide additional sanitizing stations
6. Utilize the Center for social media activities and engagement

F. Traffic Flow/Social Distancing
1. Social distancing will be required.
a) Stay at least 6 feet (about 2 arms' length) from other people;
b) offices should be arranged to accommodate as much distance as possible
c) Do not gather in groups
d) Stay out of crowded places and avoid mass gatherings
e) Departments with minimal space, should arrange alternate work schedules (staggered hours or designated shifts) with supervisory guidance. When full social distancing cannot be reached, masks should be worn.
f) Breakrooms are limited to single capacity
g) Common areas will be closed or at minimum limited to number of people to allow 6 feet of social distancing.
h) When social distancing of at least six feet is not possible in an indoor or outdoor public setting, common area, or shared space, a mask must be worn and additional mitigation, such as the following options, must be implemented where possible:

-staggered breaks or shifts

-re-configured physical space

-re-configured seating designations

-revised workflow processes (i.e. partitions, curbside pickup)

-flexible meeting formats, such as video or telephone conferencing.

2. Elevators are limited to double capacity as much as possible. Masks should be worn.
3. Desks and computer monitors will be removed from learning environments to ensure students sit at least six feet apart.
4. Implementation of large standing signage at the entrance to all buildings encouraging patrons to practice social distancing.
5. Implementation of floor decals with traffic directions and social distancing reminders.
6. Signage should be screened through the Office of Marketing.

G. Sanitization
   1. High traffic areas/surfaces will be cleaned and disinfected regularly.
   2. Elevators will be disinfected daily.
   3. Sanitizing machines will be used on the weekends.
   4. Additional hand sanitizing stations will be placed throughout campus, along with masks and gloves.
   5. Plexi-glass shielding will be installed in high student traffic areas, offices, and possibly classrooms.
   6. Encourage frequent hand-washing.

H. Gloves: All individuals on campus will be encouraged to wear gloves. They will be available upon request for faculty, staff, and students

I. WIFI/Connectivity --The expansion and availability of WIFI access from personal vehicles will be continued:
   1. Poteau Campus: Large parking lot between the Stivers Center and the Ollie Center.
   2. Sallisaw Campus: Parking lot between the Mayo and Mitchell buildings.

J. Personal Travel
   1. Employee & students are subject to the CDC's travel recommendations and any state executive orders related to COVID-19 travel.
   2. Any employee traveling out of state to a location with extreme COVID-19 activity and is exposed to the public there, may be required to use accrued paid leave for a 14-day self-quarantine time period before returning to the work site. If paid leave is unavailable, unpaid leave may be taken. Supervisors will have the discretion to make this determination based on the work environment and the level of risk for their specific department. Effected employee may contact HR to confirm leave options.
   3. Supervisor's have the discretion to deny a travel vacation request if the department workload is too heavy for the possibility of a three-week absence from duties for an employee wanting to travel out of state to an area with extreme COVID-19 activity.
   4. Students traveling out of state to a location with extreme COVID-19 activity and is exposed to the public there, should report their travel to the Student Affairs Office.

K. Emergency Telework Status (under the CASC Emergency Telework Policy) will be permitted only if:
   1. An increase in COVID-19 activity and the College President has declared a campus-wide remote work alternative for the positions that have duties that can be performed remotely and can maintain standard business operations, or
   2. The employee is subject to a Federal, State, and local quarantine or isolation order related to COVID-19 and remote work resources are available and duties can be done remotely, or
   3. The employee has been advised by a Health Care Provider to self-quarantine related to COVID-19 and remote work resources are available and duties can be done remotely, or
   4. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis, and remote work resources are available and duties can be done remotely, or
   5. The employee is caring for the individual subject to an order as described in K.2. or self-quarantine as described in K.3, or

6. The employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons, or
7. The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services, or
8. An Executive Department Head requests, and the College President approves of the alternate status as a safety precaution for the College.
9. Emergency Telework Policy applies and a signed and approved agreement will be required, as well as, weekly productivity reports should any telework arrangements be approved after re-opening to the public, with full operations in force.

Note: Numbers 2-7 above are guided by the Federal Families First Coronavirus Response Act and will require supporting documentation. Refer to the HR website for more information. The Act provides paid Emergency Family Leave in limited circumstances as well as, Paid Sick Leave for people affected by COVID-19 (for regular part-time and full-time employees—student workers excluded). Employees can read the poster provided by the federal Department of Labor posted in each campus mailroom or at this internet address: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

L. Residential Housing
1. Residential housing will re-open with single and double rooms.
2. RA's will implement room cleaning training at regular residential meetings.
3. Housing Check-in:
   a) Students will be allowed to have one guest only to assist the with move-in.
   b) Student must pass prescreening with medical professionals on site, prior to move-in.
   c) There will be a staggered 2-day check-in to maintain social distancing; use visual floor markings
   d) Housing Orientation will be conducted online
   e) Dorm rooms will be sanitized prior to move-in
   f) A mask will be given to each student upon check-in

M. Screenings
1. Screenings shall consist of a survey and temperature.
2. Screenings will be conducted for all employees working on campus prior to the start of semester (done by medical professionals on campus, free of charge to employees).
3. Screenings will be conducted for all residential housing students prior to move-in (done by medical professions on site, free of charge to students).
   a) Self-screenings (or symptom monitoring) should be conducted daily by each employee and student coming to campus. You must be free of ANY symptoms potentially related to COVID-19.
      (i) Cough
      (ii) Shortness of breath or difficulty breathing
      (iii) Fever
      (iv) Chills
      (v) Repeated shaking with chills
      (vi) Runny nose or new sinus congestion
      (vii) Muscle pain
      (viii) Headache
      (ix) Sore throat
      (x) Fatigue
      (xi) New GI symptoms
      (xii) New loss of taste or smell

If you have a combination of two or more of the listed symptoms, you should stay home and seek medical advice. If you are concerned for availability of leave time, please contact the Human Resources office.

N. Exposure

1. CASC will maintain documentation on any COVID-19 related cases/situations in the workplace for OSHA reporting purposes.
2. The CDC identifies exposure to COVID-19 as being less than 6 feet away, for greater than 15 minutes, to someone that has COVID-19 symptoms or has been tested positive. A 14-day self-quarantine is recommended for people that have had this direct contact/exposure. Some situations may not rise to this level of self-quarantine, but may warrant altered working arrangements, as assigned by supervisors.
3. Employees who were exposed to a laboratory-confirmed COVID-19 positive individual are expected to notify their supervisor, Human Resources (HR), and either their Healthcare Provider or Department of Health and follow the direction provided by the health department involved (if any). If an isolated work station cannot be arranged, a 14-day self-quarantine will be initiated, either on a telework agreement or a leave arrangement. If the employee is directly exposed and is awaiting results from a COVID-19 test, he/she may be eligible for Families First Coronavirus Response Act benefits.
4. Students are expected to contact their instructors and Healthcare Provider or Department of Health and follow the direction provided. That direction may require certain actions, such as to remain away from College property and from on- and off-campus events for a designated length of time and/or CDC recommended guidelines. Residential students who have been exposed will be required to isolate in a designated dorm until test results are obtained. If tested positive, student will be required to stay at home according to healthcare instructions and/or CDC guidelines (usually no temperature and no evidence of symptoms for 72 hours).
5. See Oklahoma State Department of Health : https://coronavirus.health.ok.gov/what-do-if-you-are-sick
   See CDC isolation guidance at: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
6. Experiencing Symptoms- Employees and students experiencing symptoms that could be consistent with COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, and/or extreme fatigue, must contact their health care provider regarding specific symptoms. Stay home if experiencing these symptoms. Do not return to work or class until after:
   - 3 days with no fever **and**
   - Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
   - 10 days since symptoms first appeared
     Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.
7. Positive Test
   a) If an employee or student tests positive for COVID-19, they and CASC will cooperate with the appropriate health department in its contact tracing efforts.
   b) Employees and students who test positive for COVID-19, but had no symptoms may not return to campus until after 10 days of being tested, or after receiving two negative tests in a row, at least 24 hours apart.
   c) Employees and students who test positive for COVID-19 with evidence of symptoms, follow instructions in #6 above.
8. Positive Household Member – Employees and students with a household member who has tested positive for COVID-19 and have had close contact with the household member, should self-quarantine for 14 days from the date of last close contact or submit a negative test result document. Close contact is considered as:

(a) You were within 6 feet of someone who has COVID-19 for at least 15 minutes
(b) You provided care at home to someone who is sick with COVID-19
(c) You had direct physical contact with the person (touched, hugged, or kissed them)
(d) You shared eating or drinking utensils
(e) They sneezed, coughed, or somehow got respiratory droplets on you

O. Food Service
1. Food Service will operate through a modified structure.
2. Tables will be removed from the dining hall to create six feet of distance between groups.
3. To go meals will be offered.
4. All food service tools and utensils will be disposable.
5. Salad bar or buffet will not be offered. All salads will be pre-made.
6. Employees will regularly wipe down tables. Students won't have to touch anything in order to receive their meals.
7. Catering will be paused to focus on students.
8. Student to-go lunch meals on Friday and Saturday

P. Individual Responsibilities
1. Individuals are responsible for cleaning their personal and shared spaces and office equipment.
(a) Workspace - Individuals are encouraged to disinfect their individual workspaces (desk, phone, keyboard, etc.) daily.
(b) Students should clean any public surfaces prior to and after their use.
(c) Shared Items - Individuals must avoid using others' phones, desks, offices, computers, work tools, etc., when possible. Individuals using shared office items, such as copiers, must clean and disinfect the items before and after use.
(d) Food Preparation - Individuals may prepare food in common areas, only one person at a time and must clean the area after their use.
(e) Individuals should practice frequent handwashing (for at least 20 seconds), use of hand sanitizer that contains at least 60% alcohol when soap and water are not available; refrain from touching eyes, nose, and mouth; cover mouth and nose when sneezing; avoid close contact as much as possible; wear cloth face covering when around others.

Q. Enforcement

Employees and students who refuse to comply with this Plan/Policy are subject to disciplinary action, in accordance with the CASC Policies & Procedures Manual, or Student Handbook, or as outlined above. If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate College office to request accommodations on the basis of disability office (Human Resources for employees; Learning Resource Center for students). Vendors, visitors, and patients who refuse to comply with this Plan/Policy are subject to having their access to campus suspended or terminated.

R. Resources
1. Should any student feel they need to be evaluated by a physician, please contact the Office of Student Affairs. Carl Albert works closely with the Health and Wellness Center, and the Center has agreed to evaluate students virtually should the need arise.
2. Employees with CASC medical benefits can obtain COVID-19 information and additional benefits at:
https://omes.ok.gov/pages/information-healthchoice-members-and-providers-covid-19
3. Employees without medical benefits may qualify for services through Stigler Health & Wellness and the Oklahoma State Department of Health.
4. Oklahoma State Department of Health can be contacted at:
https://govstatus.egov.com/oklahoma-coronavirus-information
COVID-19 Call Center: 2-1-1
Oklahoma State Capitol

2300 North Lincoln Blvd
Oklahoma City, Oklahoma 73105

5. LeFlore County Health Department:
   https://www.ok.gov/health/County_Health_Departments/LeFlore_County_Health_Department/
   1204 Dewey Ave
   Poteau, OK 74953
   Clinic #918-647-8601

(Board Adopted 7-14-2020)

Section 4-58 Telecommuting Policy (Non-emergency)

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Carl Albert State College considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement, and such an arrangement will be a benefit to the College. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Carl Albert State College. When telecommuting is utilized as a response to a pandemic or other state emergency situation, the separate Emergency Telework Policy will apply.

A. **Procedures**
   1. Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement, with approval of the Executive Department Head and President of the College.
   2. Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the College. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible. There may also be instances when the telecommuting arrangement is only temporary.

B. **Eligibility**
   1. Normally, individuals requesting formal telecommuting arrangements must be employed with Carl Albert State College for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. The College may waive the employment requirement when it is in the best interest of the College.
   2. Before entering into any telecommuting agreement, the employee, supervisor, and department head, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

      - Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
      - Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
      - Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.
      - Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

3. If the employee and supervisor agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period or a temporary designated time period will commence.
4. Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings (which may be held through video-conferencing) to discuss work progress and problems, and weekly productivity reports will be submitted for work file. At the end of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance for exempt workers. A weekly productivity report may be required. Non-exempt workers will work on time-based performance, with time and productivity record keeping. Some work arrangements may require a designated call availability time. Employee will not permit non-work-related events and activities to disrupt or interfere with work at the remote work site. Employee will not use scheduled work time to provide dependent care. While work hours are somewhat flexible, telecommuting is not a substitute for dependent care.
5. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.
6. Employees cannot use telecommuting in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave. Time taken off during assigned telecommuting hours must be reported, in accordance with College requirements.

C. **Equipment**

1. On a case-by-case basis, Carl Albert State College (CASC) will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Carl Albert State College accepts no responsibility for damage or repairs to employee-owned equipment. Carl Albert State College reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all CASC property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.
2. Carl Albert State College will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. CASC will not reimburse the employee for business-related expenses, such as phone calls and shipping costs, unless prior approval and/or a Purchase Order has been processed and expenses are reasonably incurred in carrying out the employee's job.
3. The employee will establish an appropriate work environment within his or her home for work purposes. Carl Albert State College will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

D. **Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Telecommuter remains subject to CASC's Information Technology Acceptable Use Policy in chapter six of the online Policies and Procedures Manual.

E. **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Carl Albert State College will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

F. **Time Worked**

Telecommuting employees who are not exempt (non-exempt per job description) from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Carl Albert State College's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

G. **Ad Hoc Arrangements**

1. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather or special projects. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
2. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.
3. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

(Board Adopted 12-1-2020)

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Chapter 5
STUDENT AFFAIRS/STUDENT LIFE

Article I - Students' Freedoms and Obligations

Section 5-1 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 at CASC assume an obligation to conduct themselves in a manner compatible to 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.

Section 5-2 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
- 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, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and other Federal Laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, genetic information, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Section 5-3 Family Education Rights and Privacy Act

See Section 2-44 in the Academic Affairs chapter of this manual for the guidelines of The Family Educational Rights and Privacy Act of 1974, as amended, (FERPA).

Section 5-4 Freedoms 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, age, 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.

Section 5-5 In the Classroom

A. **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.

B. **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.

C. **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.

D. **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.

Section 5-6 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 student academic records 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

Section 5-7 Student Freedom Standards

In Student Affairs/Student Life, 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 Carl Albert State College shall have the freedom to organize and join associations to promote either 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 Office of Student Affairs/Student Life.

6. All student organizations will be open to all students without regard to race, religion, creed, sex, age, culture, physical ability, languages, national origin, sexual orientation, life style, or physical or mental disabilities, mental retardation, 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 interests 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 institutions 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**

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 life.

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 should 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 should 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 should 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**

Students shall adhere to financial policies relating to student fees and costs (including meals and housing costs), as published in the CASC catalog.

G. **Retained Right.**

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.

Section 5-8 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 Carl Albert State College, a student has indicated that he/she 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 opportunity 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.

Section 5-9 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 Students Bill of Rights & 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.

Section 5-10 Grievance Procedures

Carl Albert State College believes a strong system of mediation of disputes will encourage reporting and resolution of complaints. Mediation is appropriate when all parties involved (accuser(s) 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 grievance procedure.

Section 5-11 Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints

A. Pre-Filing Procedure

Prior to filing a written complaint, the student or employee is encouraged to visit with a Vice President, Federal Programs Director or other administrator who has administrative responsibility for the Grievant and the Respondent in an effort to resolve the problem or complaint.

B. Filing and Processing Complaints

Policies and procedure processes are listed in other chapters of this manual and are posted on the CASC website. The following grievance policies are addressed:

1. Campus Concern/Grievance Policy (addressed in chapter 8)
2. Discrimination Policy (addressed in chapter 8)
3. Sexual Harassment Policy (addressed in chapter 8)
4. Student Conduct Grievance Policy (addressed in chapter 5)
5. Grade Appeal Policy (addressed in chapter 4)

Section 5-12 Title IX Policy

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, but is not limited to, 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. **Complainant** shall mean an individual who is *alleged* to be the victim of conduct that could constitute sexual harassment.
2. **Respondent** shall mean an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
3. **Actual Knowledge** shall mean notices of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any official of the College who has the authority to institute corrective measures on behalf of the College. The College will recognize the following administrative positions as Officials with authority to institute corrective measures:
   Title IX Coordinator
   Deputy Title IX Coordinator
   Vice President for Student Affairs
   Vice President for Academic Affairs
   Human Resources Director

4. **Advisor** shall mean 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.
5. **College** shall mean Carl Albert State College**.**
6. **Formal Complaint** shall mean 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.
7. **Investigator** shall mean 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.
8. **Investigative Report** shall mean **t**he report of investigation prepared by an investigator after a formal complaint is filed, processed, and investigated.
9. **Parties** shall mean the Complainant and Respondent collectively.
10. **Sexual Harassment** shall mean conduct on the basis of sex that satisfies one or more of the following:
    (i) An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e. *quid pro quo*);
    (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity, or
    (iii) Sexual assault (as defined in the CLERY Act), or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). (see definitions below)
11. **Supportive Measures** shall mean 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**.** Supportive measures are kept confidential as much as possible.
12. **Serious personal injury** shall include physical injuries, psychological stress, or other physical or mental trauma, pregnancy, disease, or loss of impairment of a sexual or reproductive organ.
13. **Personal injury** shall include minor physical injuries, psychological stress, or other physical or mental problems resulting from the assault.
14. **Dating Violence** shall mean violence committed by a person who has been in a social relationship of a romantic or intimate nature with another person. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
15. **Stalking** shall mean a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
    a) 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.
    b) Reasonable person means a person under similar circumstances and with similar identities to the victim.
    c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
16. **Domestic Violence** shall include asserted violence misdemeanor and felony offenses committed by the victim's current or former spouse or intimate partner of the victim, person with whom the victim shares a child in common, current or former cohabitant as a spouse or intimate partner, person similarly situated to a spouse of the victim under domestic or family violence laws of Oklahoma, or anyone else protected under domestic or family violence laws of Oklahoma.
17. **Consent** shall be considered effective consent when 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 the use of drugs or alcohol. The determination regarding the presence or absence of consent shall be based upon the totality of the circumstances present in a particular case, including the context in which the alleged incident occurred.

18. **Coercion** shall mean the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. 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.
19. **Force** shall mean the use of violence or intimidation to overcome an individual's free will to choose whether to participate in an activity. It can also include threats, intimidation (implied threats) and coercion that is intended to overcome resistance or produce consent. Sexual activity by force is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent.
20. **Incapacitation -** occurs when an individual is incapable, whether temporarily or permanently, of appraising or controlling their conduct due to the influence of drugs or alcohol, unconsciousness, being asleep, or for any other reason that makes the individual physically or verbally unable to communicate willingness to act.
21. **Intimidation** shall mean unlawfully placing another person in reasonable fear or bodily harm through the use of threatening words and/or other conduct.
22. **Written Notice of Allegation** shall mean the notice provided to the complainant and respondent (after receipt of a formal complaint), informing the parties of the College grievance process and providing sufficient details of the sexual harassment allegations being investigated.

C. **Violations**

Incidents defined in subsection B as sexual harassment, dating violence, stalking, domestic violence, or sexual assault will be considered a violation of policy. Due to the sensitive and often violent nature of incidents involving sexual assault, the following definitions are provided for informational use by students and for guidance in the investigation and adjudication of alleged cases of sexual assault. It is possible a particular action may constitute sexual assault even if not specifically mentioned in the examples.

1. 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;
2. 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 her/her age or because of his/her temporary or permanent disability;
3. 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 his or her consent, 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;
4. Sexual battery shall mean - the intentional touching, mauling, or feeling of the body or private parts of any person for the purpose of sexual gratification, in a lewd and lascivious manner and without the consent of that person. Sexual battery includes, but is not limited to, the touching of a person's genitalia, buttocks, or breasts.
5. Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
6. Statutory rape – sexual intercourse with a person who is under the statutory age of consent.

D. **Jurisdiction**

1. Only those alleged sexual harassment incidents falling within the above definition of Sexual Harassment will be investigated and, if appropriate, brought to a live hearing with Cross-examination through this Title IX Grievance Policy.
2. This policy only applies to sexual harassment in an education program or activity of the College against a person in the United States**.**
3. This policy includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment

occurs. This includes any building owned or controlled by a student organization that is officially recognized by the College.

4. The Complainant must be participating in, or attempting to participate in, the College's educational program or activity at the time of filing a Formal Complaint.
5. The Respondent must be a member of the College's community for its policies to apply.
6. Off-Campus conduct is covered under this policy if any of three conditions are met:
    a. The off-campus conduct occurs as part of the College's operations;
    b. The College exercised substantial control over the respondent AND the context of alleged sexual harassment that occurred; or
    c. The incident occurred at an off-campus building owned or controlled by a student organization officially recognized by the College.
    d. This may include online misconduct that effectively deprives someone of access to the College's educational program.
7. If a Respondent is unknown or not a member of the College Community, the Title IX Coordinator will assist the Complainant in identifying appropriate resources and support options. Supportive measures and resources may be accessible to the Complainant.

E. **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 referrals 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.

F. **Report**

A Complainant or any other person can report an alleged sexual harassment incident to an administrator who has the authority to institute corrective measures (Vice President for Academic Affairs, Vice President for Student Affairs, Director of Sallisaw Campus, Human Resources Director or a Title IX Coordinator). Reports will be forwarded to the Deputy Title IX Coordinator and the Title IX Coordinator for student-to-student reports, and to the Title IX Coordinator for a report involving an employee. A report can be made to: title9@carlalbert.edu or by mail to: Carl Albert State College, ATTN: Title IX Coordinator, 1507 S McKenna, Poteau, OK 74953.

1. The report can be an oral report, written report, personal observation, newspaper article, an anonymous report or any other various means.
2. A report does not trigger a Title IX investigation or hearing process.
3. The College is considered to have actual knowledge of sexual harassment or allegations of sexual harassment when one of the above-named administrators and/or a Title IX Coordinator has received a report, and the College will respond promptly, without being deliberately indifferent:
    a) A Title IX Coordinator will provide information to the complainant:
        1) Availability of supportive measures;
        2) The right to file a formal complaint; and
        3) How to file a complaint
    b) Supportive Measures are offered and 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

G. **Formal Complaint**

For the purpose of this policy, a report is information about an alleged Sexual Harassment violation communicated to the Title IX Coordinator or Deputy Coordinator who will notify a Complainant about

supportive measures and discuss the formal complaint process. The Complainant may choose to sign a formal complaint of an alleged violation of this policy.

1. The Complainant should fill out the Campus Concern/Grievance Form which includes the Complainant's name and contact information, identify the complained-of individual (to the extent possible), and describe the complained-of conduct, along with the Complainant's preferred outcome for resolving the matter. The formal complaint may be submitted by other written form (i.e. email or mail) as long as it is physically or digitally signed. The complaint should be turned into the CASC Human Resources Office or a Title IX Coordinator.
2. A Title IX Coordinator can file a formal complaint when they believe an investigation is required in order to not be deliberately indifferent and Complainant does not wish to participate. Factors that will be considered:
    i. Pattern of alleged misconduct by a particular respondent
    ii. Use of violence
    iii. Use of weapons
    iv. Other similar factors
3. 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.
4. The College may facilitate an informal resolution process that does not involve a full investigation and adjudication process, provided that the College:
    a. Provide to both parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and, any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shares;
    b. Obtains the parties' voluntary, written consent to the informal resolution process; and,
    c. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
    d. An informal resolution can include three different approaches: 1) When the parties agree to resolve the matter through an alternate resolution mechanism (mutually agreed upon); or 2) When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or 3) When the Title IX Coordinator or Deputy Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.
5. 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. 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/s/. 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.

If an emergency removal is imposed, the student will receive notice and have 48 hours to request a meeting with the Title IX Coordinator/s/ to object to the emergency removal and show cause why it should not be implemented or should be modified. The Title IX Coordinator or Deputy 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 Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on both parties.

6. 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 allegation, the administrative leave may be with or without pay.

H. **Initial Assessment**

Upon receipt of a report or a formal complaint if an alleged violation of the Discrimination and Harassment Policy, the Title IX Coordinator and/or Deputy Coordinator conducts an initial assessment, which is typically one to five business days. Assessment can include:

1. Determination if a formal complaint will be made – either by Complainant or Title IX Coordinator if there is a risk of violence or threat to health and safety.
2. Complaint is sufficient to be processed as a Title IX complaint.
3. Offer of supportive measures and right to an Advisor.
4. Title IX Coordinator works with the complainant to determine if the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
   i. 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.
   ii. If an informal resolution 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.
   iii. 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 not, the matter will be referred for resolution under the Discrimination, Harassment, or Student Conduct Policy.

I. **Grievance Procedures**

The CASC Title IX Grievance procedure will foster the equal treatment of complainants and respondents by providing remedies to a complainant if a respondent is found responsible, and by following the prescribed grievance process imposing discipline on a respondent. Remedies should be designed to restore or preserve equal access to the school's education program or activity, and can be punitive or disciplinary against the respondent.

J. Any individual designated by CASC as a Title IX Coordinator, investigator, decision-maker, or any person designated by the college to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. These individuals must also be trained. The materials used to train Title IX personnel must promote impartial investigations and adjudications, and will be posted on the CASC website (required as of August 14, 2020).

K. Gathering Evidence: The College, or its appointed representatives, will foster and expect an objective evaluation of all relevant evidence – including inculpatory (showing respondent is responsible) and exculpatory (showing respondent as not responsible) evidence.

L. Privileges:

1. No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it.
2. Neither a party nor the college is allowed to seek, permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.
3. Individuals can always opt to waive their own privileges, if the want, but they don't have to.

M. Timeframes: The college will resolve formal complaints of sexual harassment in reasonably prompt time frames. Temporary delays are permitted only for good cause. Good cause can include law enforcement activities, the absence of a party or witness, the absence of a party's advisor of choice, or the need to provide a disability accommodation.

N. Standard of Evidence: reflects the degree of confidence that a decision-maker has in correctness of the factual conclusions reached. The preponderance of evidence is the standard used in all formal complaints, whether student or employee. It shall mean it is more likely than not that a violation occurred.

O. Mandatory Dismissals: Under federal regulations, the College **must** dismiss a complaint:
   i. That does not describe conduct that meets the definition of sexual harassment;
   ii. That alleges sexual harassment that did not occur in the school's education program or activity;
   iii. That alleges sexual harassment that did not occur in the U.S. at all;
   iv. Schools can still address these complaints under their code of conduct, even if the misconduct is not sexual harassment under Title IX.

P. Discretionary Dismissals: The College may dismiss a complaint:
   a) If the complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations;
   b) If the respondent is no longer enrolled or employed by the college; or
   c) If specific circumstances prevent the college from gathering evidence sufficient to reach a determination about the allegations.

Q. Dismissal Procedures: Whenever the college dismisses a formal complaint, or any allegations in it, the college has to promptly send written notice of the dismissal and the reasons to the parties.

   Both parties have the right to appeal a school's dismissal decision. Either party can submit a written appeal to a Title IX Coordinator, who will submit it to the Title IX Committee or a Decision-Maker to review and reverse or uphold.

   The appeal basis must include:
   a) Procedural irregularity,
   b) New evidence, or
   c) Conflict of interest or bias on the part of the Title IX Coordinator, investigator, or decision-maker.

R. Investigative Reports:
1. An investigation will begin once a Title IX Coordinator has received a signed formal complaint.
2. An investigative Report on the allegations of the formal complaint is prepared.
3. Before the investigator issues their report, the parties have ten (10) days to review any relevant information directly related to the allegations.
4. The parties have a right to submit a written response at the end of the ten (10) days of review of relevant evidence.
5. The college must consider that response before finalizing the investigative report.
6. The investigative Report can then be finalized and provided to the parties.
7. The parties will have another ten (10) days before any determination of responsibility, or 10 days before a hearing, if a hearing happens.

S. Hearings

A Title IX Coordinator will schedule a live hearing to determine responsibility (if Informal Resolution is not obtained). A single decision-maker may be used.
1. The college will provide written notice of the date, time, location, participants, hearing procedure guidelines and purpose of the hearing with sufficient time for the parties to prepare.
2. A live hearing shall include virtual hearings, as long as the parties can see and hear each other.
3. An audio or audiovisual recording or transcript of any live hearing (but not any deliberations) will be recorded and made available to the parties for inspection and review by arrangement of the Title

IX Coordinator. No copies of the recording are permitted without permission of the Title IX Coordinator.

4. The hearing shall be closed to the public. No unauthorized audio or video recordings may be made of the hearings or interview processes.
5. The Complainant and Respondent will need to name an advisor who can accompany their party to interviews, meetings, and the hearing and will perform the cross-examination at the hearing. The person serving as advisor can be a parent, other adult, friend, or licensed attorney (at the student's own expense). Counsel may consult or advise and cross-examine, not conduct the hearing.
6. The college will provide an advisor to either or both the Complainant and Respondent if they do not have one of their own, solely for the purpose of conducting cross-examination on that party's behalf.
7. A Title IX Coordinator will coordinate and facilitate the hearing.
8. A live hearing will include an oral cross-examination of each party and witnesses in real time.
    a. Cross-examination simply means that a party's advisor asks questions that might challenge the other party's denials or allegations.
    b. Cross-examination questions must be relevant, and the decision-maker must decide if a question is relevant BEFORE the party or witness responds.
    c. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; proved, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
    d. The federal guidelines protect every person's right to choose to participate, or not participate, in any part of a grievance process.
9. Decision-Making
    a. The decision-maker/s/ will objectively evaluate the relevant evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment.
    b. The decision-maker/s/ will use independent judgement; must be free from conflict of interests or bias for or against complainants or respondents, and must receive training about how to be impartial and how to decide what evidence is relevant.
    c. After the evidence has been weighed, the written determination will to be submitted to a Title IX Coordinator, within seven (7) business days, unless an extension is granted by a Title IX
    d. Coordinator. It will include a rationale and evidence for the determination of responsibility, the determination, and any sanction/s/ to be imposed.
    e. Using the written determination, the Title IX Coordinator or Deputy Coordinator will work with the Decision-maker to prepare a Notice of Outcome to distribute, within seven (7) business days, to the parties simultaneously. It must include:
        i. The portion of the school's policy that was violated
        ii. A description of the procedural steps that were taken by the college
        iii. A findings of fact section
        iv. A section draws conclusions after applying the facts to the portion of the school's policy that applies.
        v. A statement and rationale for the ultimate determination of responsibility
        vi. Any disciplinary sanctions that the college will impose on the respondent, and state whether the college will provide remedies to the complainant.
        vii. A statement and rationale for any remedies for the complainant, addressing how those remedies will restore or preserve equal access
        viii. A statement of the college's procedures, a statement that the parties have a right to appeal the initial determination regarding responsibility, and the permissible bases for appeal
        ix. Procedures and basis for available appeal process

T. **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.

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

1. **Written Warning:** An official written notice of violation of college policies.
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.
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.
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, community service, evaluation of any referral assessment, or counseling, as deemed appropriate.
5. **Class Removal:** A student may be removed from a course or moved to another section of a course.
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.
7. **Job Reassignment:** An employee may be moved temporarily or permanently to a different position or to a different location.
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.
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 re-instate the privilege by submitting documentation of their significant proactive efforts and engage in responsible, productive behavior.
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.
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.

12. **Expulsion:** Permanent termination of student status without possibility of readmission to the College. 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. .
13. **Termination**: Removal of employment for a full or part time employee including work-study students.

U. **Appeal**

The complainant or respondent may file an appeal request, in writing, to a Title IX Coordinator seven (7) business days of the decision determination of the Decision- Maker/s/ only on the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. 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
3. 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 individual complainant or respondent that affected the outcome of the matter.

The Title IX Coordinator will notify the hearing participants of the grounds of appeal and give them sufficient time to respond. The college President will consider the matter on the basis of the written appeal and responses, hearing recording, determination, investigation report, and the Notice of Outcome. The President may request a personal interview with the Complainant and Respondent prior to making a decision. The President will then determine whether there is reasonable cause to believe sexual harassment took place. If the President concludes that sexual harassment occurred, the President will uphold the decision of the Decision-Maker. If the President concludes that sexual harassment did not occur, the case will be dismissed. The decision of the President is final and cannot be appealed.

V. **Retaliation**

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 Sexual Harassment is subject to discipline, up to and including termination of employment, suspension, or expulsion from CASC, even if no Harassment is found.

1. No person shall retaliate against another for exercising rights under Title IX.
2. Any person retaliated against can file a complaint with the College.
3. Identities of the Complainant and Respondent and any related witnesses should be kept confidential, unless disclosure of someone's identity is required under other laws or is necessary in order to conduct the grievance process.
4. Any form of intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with the Title IX process shall constitutes retaliation.
5. It will not be considered retaliation if the College issues sanctions to someone for making a bad-faith, materially false statement during a Title IX grievance process, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.
6. The exercise of rights protected under the First Amendment does not constitutes retaliation.

W. **Consensual Relationships**

It is the policy of Carl Albert State College (CASC) that employees respect the ethical and professional boundaries that exist in direct supervisory, teaching, advisory, and/or evaluative responsibility over students. CASC views consensual romantic and/or sexual Faculty/Student and Staff/Student relationships as conflicts of interest and potential violations of professional ethics. These relationships impair the integrity of CASC's educational and employment decisions, create real or apparent conflicts of interest, increase the potential for exploitation of students, may disadvantage or appear to disadvantage third parties, and create potential liability for both CASC and the individuals involved.

See the complete policy for Consensual Relationships in Section 4-52 of the Policies & Procedures Manual posted on the Human Resources website.

X. **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 Policies & Procedures Manual.

Y. **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 as needed. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. 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 August 14, 2020.

(Board Amended 7-14-2015; Revised for clarification 9-15-2015; Revised 11-28-2017, 9-15-2020)

Section 5-13– 5-15 (Reserved for Future Use)

Article - II Guidance and Counseling

Section 5-16 Guidance and Counseling Services: General

A. At Carl Albert State College a qualified staff of counselors is available for consultation with students. In any complex, modern society, it is often helpful for students to discuss and clarify their feelings and attitudes prior to embarking on decisions which may affect their lives for years to come. Counselors at Carl Albert State College are prepared to assist students in clarifying basic values, attitudes, interests, and abilities; in making educational and vocational choices; in dealing with personal and emotional difficulties; and in identifying and resolving problems that interfere with the learning process. When necessary, staff will refer students to appropriate agencies.

B. As one portion of Carl Albert State College's counseling and guidance program, academic counselors will assist students in planning their programs of study. Each student who enrolls in either day or evening classes may consult with an academic counselor. Fall enrollees may receive program advisement during the summer.

Section 5-17 Guidance and Counseling Services: Purposes; Pre-registration

A. Counseling services at Carl Albert State College serve to facilitate the learning process of students by assisting them in clarifying basic values, attitudes, interests, and abilities; in making educational and vocational choices; in dealing with personal and emotional difficulties; and in identifying and resolving problems that interfere with the learning process.

B. The student advisement function of counseling consists of information regarding course selection, transfer requirements, improvement of study habits, scholastic standing, and occupational prerequisites.

C. Pre-registration counseling is one of the major functions of Carl Albert State College. Each student who enters the College for the first time will receive counseling in regard to major fields of study, occupational goals, course selection, and enrollment procedures.

Section 5-18 Counseling: By Faculty Members; by Counseling Staff

An important function of each faculty member is educational advisement within his/her particular discipline. A faculty member should be available to students to share with them the faculty member's knowledge in

his/her field of scholarship. The counseling staff has primary responsibility in helping the student develop his/her total educational program.

Section 5-19 Student Responsibility for Catalog Information; Right of College to Change Regulations, etc.

Each student is responsible for knowledge of the information appearing in the college catalog.

Sections 5-20 – 5-25 (Reserved for Future Use.)

Article – III Student Extracurricular Activities and Programs

Section 5-26 Student Activities

Extracurricular programs are an important part of the educational experience at Carl Albert State College and complement the academic program of studies. To further those activities that stimulate the intellectual, recreational, social, political, and moral life of the campus, the CASC Board of Regents extends the opportunity for self-governance to students. Students have the opportunity to participate in numerous extracurricular activities. These activities include clubs/organizations, intramural sports, drama productions, forensics, publications, 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 for Student Affairs/Student Life maintains a calendar of all scheduled events and activities by each student organization or division on campus. A copy of the Event Calendar is also available at www.carlalbert.edu.

Section 5-27 Clubs and Organizations

Student clubs and organizations, under College sponsorship, may be formed whenever a worthwhile purpose and sufficient interest is indicated. Information concerning organizational procedures may be obtained from the Vice President for Student Affairs.

Section 5-28 Procedure for Establishing a New Organization

A. Student clubs and organizations, under college sponsorship, may be formed whenever a worthwhile purpose and sufficient interest is indicated.
B. At least one student should attempt to get the names, addresses, zip codes and phone numbers of interested students. A convenient meeting day and time should be provided.
C. The club or organization should attempt to locate at least one faculty or staff member who agrees to serve as advisor. The Office for Student Affairs/Student Life will help in the task if difficulties are encountered.
D. The list of interested students, along with a statement of purpose of the organization and its membership requirements, should be presented to the Vice President for Student Affairs. This document is then presented to the Student Government Association for its initial approval.
E. The Office for Student Affairs/Student Life will help the club or organization members locate a meeting place and will schedule the meeting on the Events Calendar.
F. Upon initial approval of the Vice President for Student Affairs, the new organization will have 90 days in which to draw up a formal Constitution and present it to the Student Government Association for final approval. The Constitution should contain the following:
    1. Official name;
    2. Purpose of the club or organization;
    3. At least one regular meeting date per month listed;
    4. Officers and duties of each officer;
    5. Election procedures;
    6. Requirements for membership;
    7. Procedures for amending the constitution.

G. All officers in each student organization must be in good standing with CASC. Students on scholastic or disciplinary probation are normally not eligible to hold office.

Section 5-29 Conduct

Conduct at all student activities is the responsibility of the sponsoring group. If property damage should occur during the activity, the person or persons responsible for damage will be assessed for the repair or replacement of the damaged item. If the person or persons responsible cannot be identified, the sponsoring group will be assessed for the damages.

Section 5-30 Financing Clubs and Organizations

Funds are allocated to those student organizations that have a Constitution and a list of current activities on file in the Office for Student Affairs/Student Life. A request for funding should be made through the Office for Student Affairs/Student Life. Each club and organization is encouraged to raise additional funds to supplement the funding. All fundraising activities must receive authorization through the Vice President for Student Affairs.

Section 5-31 Meeting Times

To aid each club and organization in planning events, an Event calendar is maintained in the Office of Student Affairs/Student Life located in Hemphill Hall (HH140). All student events, including meetings and social events, must be placed on the calendar, including events both on and off campuses.

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

Section 5-32 Organizational Reports

Recognized and registered student organizations will file a report with the Office for Student Affairs/Student Life 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 for Student Affairs/Student Life by September, detailing program activities that are planned for the upcoming school year.

Section 5-33 Requirements for All Clubs and Organizations

A. Organizations officially recognized by CASC are allowed the privilege to:
   1. Use campus facilities;
   2. Set up campus accounts;
   3. Qualify for participation in the Student Government Association;
   4. Participate in other CASC activities; and
   5. Have the latitude to use “Carl Albert State College” as part of the organization’s name
B. In order for a club or organization to be recognized on campus, certain procedures are necessary. Clubs and Organizations must:
   1. Adhere to the policies of the college and be approved by the Student Government Association;
   2. Be initiated by a student or faculty/student group;
   3. Be composed of students, faculty, or staff of Carl Albert State College;

4. 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;
5. 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;
6. Notify advisors as far in advance as possible (and have their approval) for all meetings, functions, parties, etc;
7. Have at least one advisor present at all functions and meetings;
8. Complete an application at least two weeks in advance for any off-campus activity. These forms are available from the Office for Student Affairs/Student Life;
9. Obtain the approval of the Vice President for Student Affairs for any outside speaker and make arrangements as far in advance as possible;
10. Schedule all meetings, socials, etc., in the Office for Student Affairs/Student Life, located in Hemphill Hall (HH 150). The Academic Affairs Office must clear the use of any instructional space, such as classrooms, first. Sallisaw scheduling should be made with the Vice President for the Sallisaw campus or designee;
11. Any major event using campus facilities should be placed on the Event calendar at least two weeks in advance.

Section 5-34 Student Activity Travel

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

A. Reimbursement for actual expenses incurred and documented, or
B. For travel money advanced with the amount to be determined based on the circumstances of the trip and approved by the Vice President for Student Affairs. The option selected shall be at the discretion of the Vice President for Student Affairs.

Section 5-35 Use and Scheduling of CASC Properties (Including Expressive Activities)

A. **Purpose**

Carl Albert State College ("CASC," or, the "College") is a public institution of higher education established to carry out the College's mission to provide affordable, accessible, and exceptional education that fosters student success. College facilities exist for the primary purpose of supporting that mission and related educational activities. The facilities and grounds of CASC are intended primarily to support the institutional needs of students, faculty, and staff. The purpose of this policy is to ensure that College interior and exterior spaces are used efficiently and responsibly, and in ways consistent with the priorities of the College. After meeting the space needs of College students, faculty, and staff, internal space may be rented to other individuals and groups at the discretion of College officials so long as the use does not interfere with College activities. In all cases, the College may impose reasonable conditions on the time, place, and manner in which facilities, both indoor and out, are used.

B. **College Priority**

The property of the College is primarily dedicated to academic, student life, and administrative functions, including the sovereign function of providing higher education. Except as provided by Oklahoma law, College property is not a place of unrestricted public access. Activities of the College itself have precedence over all extracurricular events and all activities of other users. Activities of

recognized student organizations and groups have priority over those of other users except the College. Occasions may arise when, in order to accommodate official College activities and functions, an official College activity takes precedence for use of an already scheduled space. Additionally, use of College facilities are subject to reasonable time, place, and manner restrictions that take into account, among other considerations, the direct and indirect costs to the institution; environmental, health and safety concerns; wear and tear on the facilities; appropriateness of the event to the specific facility; and the impact of the event on the campus community, surrounding neighborhoods, and the general public. In reviewing conflicting requests to use College facilities, primary consideration is given to activities specifically related to the College's mission to provide affordable, accessible, and exceptional education that fosters student success.

C. **Access to Indoor and Schedulable Campus Facilities**

1. Faculty and staff of the College and College affiliates may use campus facilities in the course of advancing the College mission and must follow applicable College policies when doing so.
2. College groups, such as registered student clubs & organizations, may reserve and use campus facilities, and must follow applicable College policies when doing so.
3. Invited guests of faculty, staff, and registered student organizations may use College facilities, provided that the sponsoring employee or student organization member(s) is/are present at the event to ensure that all applicable College polices are followed.
4. Non-College groups may request to use the College facilities as outlined below only by:
    a. Renting space and obtaining services through the College under the terms and conditions established by the party who is in charge of scheduling the area by using the "CASC Facilities Form".
    b. Using the campus designated unscheduled expressive outdoor space under the conditions described below in section D.

CASC-Poteau Campus Schedulable Space for Non-College Groups

1. Student Center: Ballroom, Viking Room
2. Hamilton Auditorium
3. Mick Thompson Foyer & Gym

CASC-Sallisaw Campus Schedulable Space for Non-College Groups

Stites Center

D. **Unscheduled expressive outdoor events and activities**

CASC embraces the sharing of knowledge and ideas through public discourse and free speech. As part of this community devoted to learning, CASC students, faculty, staff, and visitors are encouraged to engage in respectful dialogue.

Any member of the College campus community or the public may use unrestricted generally accessible outdoor areas for non-commercial expressive activities on a first come, first served basis without giving prior notice if:

1. The activity does not materially and substantially disrupt the function of the College, as defined by state law, including but not limited to the following:
    a. engaging in fighting, violent, or other unlawful behavior;
    b. violating state or federal law;
    c. committing any act likely to create a health or safety hazard;
    d. engaging in destruction of College or personal property or in the physical harm to others;
    e. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity;
    f. interfering with or impeding the institution's scheduled classes, events, ceremonies, or normal and essential operations; or,

g. interfering or blocking the flow of vehicular or pedestrian traffic, or the entrance or exit of any building.

2. Use of unscheduled expressive outdoor space may only occur during business hours of operation and when the College is open. All use of unscheduled expressive outdoor space must be held at least 20 feet away from buildings that normally hold classes.
3. When an unscheduled activity conflicts with an event which was previously scheduled for the same time and space, the unscheduled activity shall be allowed to continue in its existing location until it needs to be relocated to allow for the prior scheduled activity or preparations for it. When relocation is necessary or desired by those engaging in the unscheduled activity, upon request, the appropriate College official will assist in relocating it to a space where the activity can continue or in scheduling it for a different time.
4. Unscheduled activity participants will not use sound amplification equipment or equipment requiring use of electrical power connections. Due to the proximity of offices and classrooms, the College does not permit excessive noise during any event. The sound level should not disturb the occupants of buildings or interfere with normal College activities. Amplified sound outside is permitted daily between 12 pm - 1 pm only and only by hand-held megaphones if used so as to direct the sound away from nearby buildings that normally hold classes. Signs or banners will be carried or personally attended at all times by at least one participant. Unattended displays may not be used.
5. Vehicles and heavy equipment may not be used in unscheduled expressive outdoor space.
6. No items (e.g., signs, equipment, décor, etc.) may be attached in any manner to trees, bushes, benches, light poles, buildings, or permanent signs.
7. No free-standing structure may be constructed for any event not specifically sponsored by the College. Freestanding removable displays are permitted as long as the display occupies a space of less than 200 cubic feet, has a footprint of not more than 100 square feet, weighs less than 300 pounds, is accompanied at all times by an individual responsible for the display, and is removed in its entirety daily. If a group chooses to secure its display to the ground, it must only be affixed using a water ballast system, no stakes or other affixtures or bases are allowed.
8. Non-commercial pamphlets, handbills, circulars, newspapers, leaflets, magazines, fliers, and other written materials may be distributed on a person-to-person basis in open areas outside of buildings if done in a way to avoid substantial littering on the campus.
9. Access to any ponds, standing water, fenced areas, the exterior, roof, and sides of campus buildings is prohibited, except by authorized personnel. Rappelling off, climbing on, and the dropping of objects from campus buildings are expressly prohibited.

The following outdoor areas are especially conducive to non-commercial expressive activities because they are located centrally and in high-traffic areas. These areas are located at:

CASC-Poteau Campus
Dunlap Oval
CASC-Sallisaw Campus
Outdoor Pavilion (limited space)

For more information about conducive areas for expressive activity or questions regarding the above time, place, and manner restrictions for unscheduled expressive outdoor space please contact the following:

1. Vice-President for Student Affairs, 918-647-1370 (Poteau or Sallisaw)
2. Director of Sallisaw, 918-775-6977 Ext. 2217

E. **Additional Requirements for Off-Campus College-Related Groups and Non-College Organizations**

1. Unless using an outdoor space as outlined above, all College properties used by off-campus groups and non-College organizations and individuals must have prior approval from the appropriate scheduling office.
2. If the organization is offering instruction, the instruction cannot duplicate any CASC programs or courses and must be open to CASC students and employees. The request must be approved by the Vice-President for Academic Affairs.
3. Financial Liability and Insurance: Off-campus organizations, public service agencies, and off-campus College or College-related groups sponsoring campus events and meetings must complete the "CASC Facility Form" prior to an event or meeting, pay the rental agreement, and provide a one-million-dollar existing liability insurance policy for the date(s) of the event. Campus events are reviewed and approved **according to liability and risk** factors. Additional insurance requirements may be imposed following consultation with campus Risk Management and the Chief Financial Officer.

F. **Activities at an Event**

1. Organizations, departments or individuals who have outstanding payment balances to the College are not permitted to reserve any campus property.
2. Event organizers shall contact the CASC Office of Community Relations and Marketing prior to recording an event for radio broadcasting, or filming, broadcasting, or photographing any scenes in which identifiable College properties appear.

G. **Solicitation of Funds and Donations**

1. College properties cannot be used by faculty, staff, or students for commercial purposes or personal financial gain.
2. Groups are prohibited from selling credit cards, or newspaper subscriptions. Other merchandise-type items will be evaluated on a case-by-case basis. Sale of clothing or apparel, books, and food are subject to approval by the CASC College Store and/or Café 1507.
3. Off-campus organizations are not permitted to charge admission or collect monies for an event held in College space for which no rental fee is being charged. Costs incurred for the rental of tables, chairs, and/or other additional equipment items must be covered by other means.
4. Off-campus noncommercial groups such as charitable organizations, public service agencies, and College or College-related groups may engage in fund-raising activities on campus only if they comply with campus regulations as to the time, place, and manner of solicitation.
5. Fundraising by commercial off-campus groups is prohibited.

H. **Serving Food and Beverage**

Café 1507 is the sole and responsible party for all CASC campus food and beverage operations, catering, and any applicable health and safety laws and rules.

I. **Digital Signage**

CASC uses on-campus digital signage to promote events hosted by recognized student organizations, College departments, and important announcements from College administration.

1. The CASC Outdoor Digital Sign is not a public forum and is for College use only. All messages must adhere to the CASC Acceptable Use Policy (Sec 6-10). Messages may not include or promote commercial activities, or advertisements from non-College organizations. Personal or political statements, links or information may not be included in digital signage messages. Messages may not include use of copyrighted materials or content without permission or license.
2. Campus digital boards are not a public forum and are for College use only.
    a. Digital signage reservation requests, images, and format must be submitted two weeks before the requested run date to the CASC Office of Marketing and Community Relations.
    b. CASC reserves the right to accept or reject any materials submitted for posting, and the right to modify or edit all materials. All messages submitted are subject to space availability and appropriateness of content.

c. Reservations will be accepted on a first-come, first-served basis, pending approval of the image and parameters outlined herein. Only one digital signage ad per event will be approved.
d. Cancelations must be received three days prior to the beginning of your requested start date. Failure to cancel an ad within the requested timeframe may result in loss of future privileges.
e. The complete name of the sponsoring organization must be prominently displayed. The event name, location, time, date and other necessary information (costs, registration location, etc.) must also be included. If information exceeds allotted character count, website URL and/or contact information must be provided where full details can be accessed.
f. All submissions must be proofread; any grammar or spelling errors will cause your request to be denied. You will not receive a proof of your image prior to posting on the digital board.
g. Any use of the CASC brand must be in compliance with the CASC Style Guide.

(Board adopted 1-21-2020)

Sections 5-36 – 5-40 (Reserved for Future Use.)

Article – IV Sports and Athletics

Section 5-41 Intramural

The intramural sports program at Carl Albert State College provides opportunities for all students, both men and women, to enjoy satisfying experiences that are related to their particular physical, mental, and emotional needs. Emphasis is placed upon the student so that s/he can accomplish his/her level of aspiration. There are many additional opportunities for the students to learn the importance of group spirit, to develop their responsibilities to the group, to participate in and enjoy activities under supervision according to an established set of rules, to accept their physical and neuromuscular limitations and abilities, to recognize and accept the individual differences of their friends, to catch a vision of the importance of physical fitness as a part of good health and to acquire desirable health habits, to select recreational goals that are attainable, and to learn sports skills necessary to continue participation in activities during and after school years.

Section 5-42 Intercollegiate Athletics

A. Intercollegiate athletic competition is governed by the National Junior College Athletic Association and the Oklahoma College Athletic Conference (Oklahoma – Arkansas).
B. Current competitive sports include women's basketball, men's basketball, baseball, and women's fast pitch softball.
C. Students with a valid CASC ID are admitted free of charge to all home athletic events.

Section 5-43 Student Athlete Expenses

A. Employees/coaches must file a written travel request and estimated expenses for each trip with the Athletic Director, which must be forwarded to the Vice President for Student Affairs. Coaches must file receipts showing justification of all expenditures that must be approved by the Athletic Director and Vice President for Student Affairs and filed with the Business Office. Coaches may be reimbursed for meals and lodging from the Viking Club. If a coach uses his personal vehicle rather than a school vehicle, he will be reimbursed for the cost of gasoline only, upon presenting receipts, from the Viking Club.
B. Coaches will present a written memo to the Athletic Director for authorization of cash advancement for meals and lodging for student athletes. The coaches shall state the number of people traveling and

estimated cost of meals and/or lodging. When possible, arrangements with restaurants and motels will be made so that purchase orders can be issued. When cash advancements are made, coaches are responsible for turning in receipts and proper documentation on all monies. The Vice President for Student Affairs will have final approval of these arrangements.

C. Coaches, upon written request, may use monies raised from athletic camps to fund scholarships and travel for student athletes with approval of the Athletic Director and the Vice President for Student Affairs.

Section 5-44 Athletic Scholarships: Requirements; Accounting Procedures

A. The College is authorized to award athletic scholarships and to rescind scholarships based on a lack of academic progress.

B. An athletic scholarship shall not exceed room, tuition, and the free use of textbooks for one regular semester. Athletic scholarships are approved by the Board of Regents.

C. If a student receiving an athletic scholarship is employed in a College work-study program, an appropriate description of the job to be performed by the athlete shall be prepared and appropriate records of the hours worked shall be maintained by his immediate supervisor.

D. College records should be sufficient to clearly identify the computed cost of an athletic scholarship. An appropriate addition should be made for any out-of-state students. Records also shall be adequate to indicate clearly that total disbursements to a student athlete do not exceed the above-referenced computed amount.

E. Operation of concessions at College athletic events is part of the operation of the College, and income and disbursement in connection therewith shall be accounted for by the Business Office in the same manner as are accounts for all other College operations. Appropriate tests should be made by the Business Office to determine that gross concession income and disbursements reconcile. Supplies should be paid for by check. Applicable taxes shall be paid when due.

F. Tickets for athletic events shall be pre-numbered and shall be in the custody of the Business Office. Controls shall be maintained by the Business Office on the number of tickets issued and the number of tickets returned unsold. Accurate records shall be maintained on the number of tickets issued as complimentary.

Section 5-45 (Reserved for Future Use.)

Article - V Student Financial Aid

Section 46 Student Financial Aid: General Information

A. Carl Albert State College assures that no individual with the ability to benefit is denied access to post-secondary education because s/he lacks the financial resources to pay the cost. A complete program of financial aid is offered including grants, scholarships, loans, and employment opportunities. A descriptive brochure is available from the Office of Financial Aid or by accessing the Financial Aid website at www.carlalbert.edu.

B. Financial assistance, based on need and academic goals, is an important part of the total student personal program, and efforts are continually being made to increase the scope of this activity.

Section 5-47 Applicants must be admitted to the College

Applicants for financial aid must be officially admitted to CASC, be working toward a degree or certificate program and have all previous school records on file in the Office of Admissions before financial aid application can be approved.

Section 5-48 Employment of Students by the College

Procedure for employing Federal Work-study students on the campus is as follows:

1. Students must make application for campus employment through the Office of Financial Aid on the Student Data Form.

2. All requests for student help are made to the Office of Financial Aid by Division chairperson or other appropriate directors, in writing.
3. A Division chairperson or supervisor may name/request students who have worked for him/her previously or whose talents and abilities are particularly appropriate to the employer's needs.

Section 5-49 Scholarships and Grants

A. Scholarships and/or grants are available annually for many students who require financial assistance to attend college and have demonstrated above average academic ability. Funds are provided by the College, the federal government, and individual and organizational donors. Most scholarships and grants are awarded on the basis of financial need; others are awarded for academic achievement or other significant contribution to the College. A Scholarship Committee is responsible for the selection of students to receive scholarships. All funds are processed through the Business Office.
B. Applications for scholarships are available in the Office of Financial Aid or by accessing the financial aid website at www.carlalbert.edu.

Section 5-50 Stafford Guaranteed Student Loans

Borrowing to finance a college education is an investment in the future, which will increase one's earning potential. Long-term loans at low interest rates are usually available. These loans need not be repaid until the student leaves college.

Section 5-51 Federal Perkins Loan

Provided by the federal government and administered by the Office of Financial Aid, the Perkins Student Loan program is based on the availability of funds. These loans are awarded on a first-come, first-serve basis to undergraduate students who demonstrate financial need. Repayment of these funds does not begin until nine months after the student completes or terminates his/her education. Students must complete a financial aid application at www.fafsa.ed.gov for consideration of this loan.

Section 5-52 Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG grants are made available by the federal government and administered through the Office of Financial Aid. These grants are based on the economic need of the student with preference going to those students coming from low income families. Students must complete the FAFSA application online at www.fafsa.ed.gov to be eligible for this grant.

Section 5-53 Federal Work-Study Program (formerly College Work-Study)

A limited number of students may find work on campus through the federally sponsored college work-study program. The economic need of the student is the determining factor in the awarding of these work scholarships. Application forms for the work-study program are available from the Office of Financial Aid.

Section 5-54 Bureau of Indian Affairs (BIA)

These funds are provided through the Bureau of Indian Affairs/Tribal Offices for students who qualify to receive educational assistance. Applications for these funds are available from the BIA/Tribal area office nearest the student's home.

Section 5-55 Veterans' Administration (V.A.) Benefits

A. Carl Albert State College is approved for students who are eligible for VA benefits. Assistance is given to the student completing the necessary forms. For details and instructions, the student should contact the Office of Veterans' Affairs, in the Office of Admissions.
B. In addition, the College provides other services for those receiving V.A. educational benefits. Some of these services are counseling, employment, and tutoring when necessary. For details and further information, the student should contact the Office of Veterans' Affairs, in the Office of Admissions.

Section 5-56 Vocational Rehabilitation

The Oklahoma State Board of Regents for Higher Education, through the Vocational Rehabilitation Division, offers assistance for tuition to students who have certain physical disabilities provided the vocational objective selected by the disabled person has been approved by a representative of the division. Applications for Vocational Rehabilitation assistance should be made to the nearest rehabilitation office, or the Vocational Rehabilitation Office at Carl Albert State College (HT Bldg. Room 504A).

Section 5-57 Short-Term Loan Funds

Short-term loans are available for Carl Albert State College students through the Office of Financial Aid. These loans are for emergency situations and must be repaid within thirty (30) to sixty (60) days. Applications for these loans are available at the Office of Financial Aid.

Section 5-58 Federal Pell Grant Program

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Financial need is determined by the U.S. Department of Education using a standard formula, established by Congress, to evaluate the financial information reported on the Financial Aid application (FAFSA). Applications are available at www.fafsa.ed.gov.

Section 5-59 Oklahoma Tuition Aid Grant Program (OTAG)

OTAG Grants are made available by the Oklahoma State Regents for Higher Education and administered through the Office of Financial Aid. These need-based grants are awarded to Oklahoma undergraduate students as an effort to help meet the cost of attendance in an Oklahoma institution. Funding is limited and preference is given to students who apply before March 15th. Applications are available online at www.fafsa.ed.gov. Current regulations and guidelines are posted in the CASC Student Handbook.

Section 5-60 (Reserved for Future Use.)

Article – VI Student Health Services

Section 5-61 Student Health Services

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 coverage provided by their families or other agencies such as DHS so that medical emergency services can be arranged for students in emergency situations. The college primarily serves its students through health education, disease prevention, and fitness programs.

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.

Health care is considered largely the responsibility of the student's families through local family physicians. The Office for Student Affairs/Student Life acts as a referral source to licensed physicians for students requesting general services during a school year. Referral information for health insurance and substance assistance is also available in the Office for Student Affairs/Student Life. Students with special needs are also referred to area agencies.

In order to assure that a student's academic career will not be endangered by a major expense due to illness or injury, the school will make information available to all students concerning insurance programs. Addresses and phone numbers of insurance providers will be given to interested students at the Office for

Student Affairs/Student Life located in Hemphill Hall (HH150). Information from insurance companies is placed in offices and racks around campus. The institution does not endorse any particular insurance company.

Section 5-62 Meningococcal Compliance

Oklahoma Statutes, Title 70. sec 3242, requires all students who are first time enrollees in any public or private Oklahoma postsecondary educational institution, participant of CASC athletics, and who reside in on-campus student housing shall be vaccinated against meningococcal disease. CASC will provide students and parents or other legal representatives 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 of 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.

Section 5-63 Other Student Vaccinations

Student vaccination requirements and requirement to provide students with educational information regarding certain diseases:

Beginning with the 2004-2005 academic year in order to enroll as a full-time student at Carl Albert State College, an individual shall provide written documentation of vaccinations against hepatitis B, measles, mumps, and rubella.

The requirement shall 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.

Beginning with the 2004-2005 academic year, Carl Albert State College shall notify students of the requirements of this Board of Regents and provide students with educational information on hepatitis B, measles, mumps, and rubella upon enrollment. Such information shall also include the risks and benefits of the vaccination. Carl Albert State College shall not be required to provide ~~to~~ or pay for vaccinations against hepatitis B, measles, mumps, and rubella.

A written statement from a licensed physician indicating that a vaccine is medically contraindicated shall exempt a student from the vaccination. A student shall be exempt from the vaccination if the student submits a written, signed statement declaring that the administration of the vaccine conflicts with the student's moral or religious tenets.

The Board of Regents, in its discretion, includes exceptions 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 this state 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 Regent 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 of who are currently on active duty in a branch of the United States military. The administration shall adopt procedures

for the implementation of the Board of Regents Policy.

Sections 5-64 –5-65 (Reserved for Future Use)

Article - VII Student Housing

Section 5-66 College Housing

A. Carl Albert State College provides the opportunity to experience the unique academic and social environment of on-campus living through the Scholars Center, Residential Program Housing and Athletic housing. Each room includes a 12'x19' spacious bedroom and study area; a 8'x 8' bathroom with two vanity sinks, bathtub, shower, and toilet; and a 4'x 8' walk-in closet; free internet service; and cable television and telephone services are available to students who want to contract for them. No satellite dishes are allowed.
   1. The Bill J. Barber and the W.D. Hoffman Scholars Centers are ultra-modern live-in facilities on campus for 76 honors students. 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.
   2. The Residential Program Housing (Kate "Katie" Ollie, George and Rosemary McBee, Dr. E.A. "Jack" Gedosh and Nell and Lattie Hoyle Dorms) provides 200 students a unique base for leadership development.
   3. CASC also maintains Athletic housing for student athletes.
   4. The Office for Student Affairs/Student Life keeps residents informed of all current residence policies by providing each residential student with a copy of the Residential Housing Handbook. Information on housing can be obtained by contacting the Office for Student Affairs/Student Life. A copy of the Residential Housing Handbook is also available on the CASC Website (www.carlalbert.edu) under the Current Student page.

B. **Campus Police**
   1. The Office of Student Affairs/Student Life and Campus Police are responsible for the welfare of the student body. This creates almost a daily need for the exchange of information. The Office of Student Affairs/Student Life must be advised promptly of any serious incident involving students occurring on or off campus. Incidents could include, but would not necessarily be limited to crime victim, accident and serious injury, attempted suicide, demonstrations, and/or violations of campus regulations or criminal law, whether or not charges are filed. The Office of Student Affairs/Student Life also should receive a copy of all such incident reports.
   2. Campus Police also should bring to the Office of Student Affairs'/Student Life's attention any student or student affairs concerns that require corrective action. This may involve a high-crime area, excessive false fire alarms, prank 911 calls, or uncooperative dormitory staff.
   3. Overall, there should be a harmonious, daily working relationship between Campus Police and the Office of Student Affairs/Student Life. This does not mean that disagreements will not arise, with the Office of Student Affairs/Student Life taking a counseling or nurturing position, while Campus Police takes an enforcement position; however, all matters must be addressed unemotionally, professionally, and in a continuing cooperative spirit.
   4. The Board of Regents commission police officers pursuant to Oklahoma Statue Title 74, Sections 360.15, 360.16, 360.17, 360.19, 360.20, and 360.21. These officers perform the duties of professional law enforcement officers.
   5. Officers serving in the CASC Campus Police Department shall have all police powers, liabilities, and immunities established by law for police officers. CASC police officers' primary mission shall be the protection of persons and property on the campus of CASC. Attention shall be directed

toward the prevention of unlawful or otherwise improper conduct and trespassing on college property. As defined by statute, "campus" shall include all real property, buildings, and improvements within the state of Oklahoma, which are owned, leased, or rented by CASC. Officers are authorized to issue summons or to make arrests and take into custody persons guilty of unlawful conduct or trespassing. CASC police officers shall have jurisdiction over all parts and aspects of the CASC campus and any other areas as authorized by law or pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

A. A pamphlet of Campus Security Statistics is posted on line each year for students, faculty, and staff concerning the accounting of criminal incidents, which occurred on the CASC campus.

B. **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 Carl Albert State College 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. Carl Albert State College 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 our Campus Police website at www.carlalbert.edu.

F. **Law Enforcement Assistance**

Carl Albert State College has a limited number of police personnel; therefore, it may be difficult at times to contact Campus Police. 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 and in non-emergency situations call 918.647.8620 for Poteau Campus and 918.775.4141 for Sallisaw Campus. If a situation does not require immediate law enforcement attention, students and/or CASC personnel may contact the Director of Campus Police or a campus officer for assistance.

G. **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. Carl Albert State College 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.

H. **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 and could cause problems for a student. Campus Police, therefore, recommend that all individuals requesting such information be sent to the Office for Student Affairs/Student LIfe, which in turn may contact Campus Police for assistance. Normally, the CASC Public Relations Office handles all news media contacts and/or screens requests before authorizing a response. All personnel authorized to speak to the media must keep in mind the institution's image, a department's image, and the relationships with the community and other agencies. Unprofessional or unnecessary comments can seriously affect CASC's image and working relationships for long periods of time.

Article – VIII Campus Police

Section 5-67 Employment of Campus Police Officer

The College Board of Regents employs campus officers. The following regulations apply:

A. Campus officers have all powers and duties vested by law as outlined in Oklahoma House Bill No. 1536 (6/12/91) in the protection and guarding of grounds, buildings, equipment, and other property of the College. They shall direct their attention to the prevention of improper or unlawful conduct or action and trespassing on the property of the College; shall administer traffic and parking regulations on college grounds; and, if necessary, shall make arrests and take into custody persons guilty of improper or unlawful conduct or action or trespassing on college property.
B. The uniform of campus police officers of the College shall be, as nearly as may be, like the uniform worn by police officers of the City of Poteau, by the Sheriff's force of LeFlore County, or by the Highway Patrol, as the President may determine.

(Board amended for clarification 9-15-15)

Section 5-68 Electronic Control Devices

It is the policy of CASC and its Police Department to use only the level of force that is reasonably necessary and, in furtherance of that policy, the use of the TASER X26 is authorized to safely and effectively subdue violent or potentially violent individuals and thereby minimize the likelihood of injury to officers and suspects. Electronic Control Devices may be used by authorized and trained personnel in accordance with this policy and police departmental established procedural guidelines.

Article - IX
Sub-Article - 1 Student Disciplinary Code

Section 5-69 Preamble

The purpose of student disciplinary procedures is two-fold:

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

A student disciplinary case is not considered a case for criminal law, nor is 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 violation 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.

Section 5-70 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 the person designated by the college President to be responsible for administration of the Student Disciplinary Code.
I. The term “policy” is defined as the written regulations of the college as found in, but not limited to, the Student Handbook, Residential Housing 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.

Section 5-71 Grievance Procedure

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/Student Life) 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/Student Life as soon as possible after the event takes place, preferably within forty-eight (48) hours but no later than ten (10) working days .

A. Initiating A Complaint
   1. The Student Conduct Report must be sent in writing (Student Conduct forms are available in the Office for Student Affairs/Student Life 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/Student Life as soon as possible after the event takes place, preferably within forty-eight (48) hours, but no later than ten (10) working days after incident.
   3. Citations by Campus Police and Housing personnel are submitted by citation.

B. 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 action to be taken.

C. 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, student 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 Officer’s meeting.
      b. The Human Resources Office will verify student conduct issue and forward the appeal to the Vice President for Student Affairs (or designee).

D. 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 Vice President for Student Affairs office and online, within a reasonable time frame, but no later than ten (10) working days of the Student Conduct Officer's meeting.
2. Student 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 (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.

E. 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 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.

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.

Section 5-72 Sanctions Which May Be Imposed

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 of 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 regulation(s) 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 readmission may be specified.
I. **Suspension** – Exclusion from classes and/or all other privileges. A student may be suspended for a definite or indefinite period. Readmission 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 readmission 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.
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. A student who is expelled will normally not be allowed to re-enter college.

More than one of the sanctions listed above may be imposed for any single violation.

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.

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.

The following sanctions may be imposed upon groups or organizations:
A. Those sanctions listed above in A through E.
B. Deactivation – Loss of all privileges, including college recognition, for a specified period of time.

Section 5-73 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 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 interferes 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.

3. 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.
4. 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

Section 5-74 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 this 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.

Section 5-75 Student's Obligation

Each student, upon matriculation at the college, assumes an obligation to obey all college rules and regulations, to show proper respect to his/her instructors and other college authorities, to preserve faithfully all property provided by the state for his/her education, and to discharge his/her duties as a student with diligence, fidelity, and honor.

Section 5-76 Dress Code

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

Section 5-77 Honesty and Honor

Honesty and honor constitute measures of individual worth. Cheating, falsification of any official college record (including such records as enrollment records, addresses, motor vehicle registrations, 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.

Section 5-78 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 a gatherings, could be subject to disciplinary action.

Section 5-79 Alcoholic Beverages/Possession of Drugs

CASC is in compliance with the Drug-Free Work Place 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)

Section 5-80 Tobacco-free Campus

This policy is designed to promote the following:

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

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.

A. Definitions:
   1. 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.
   2. Tobacco use: includes, but it not limited to, smoking, chewing, dipping or any other consumption or use of tobacco products.
   3. 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.
   4. Students: includes but is not limited to all students enrolled in CASC classes and/or classes held on campuses, as defined above.
   5. Visitors: includes but is not limited to guests, spectators, contractors, vendors, volunteers, and anyone else providing any type of product or service to CASC.

B. Procedures:
   1. The use, sale or distribution of tobacco products is prohibited on the CASC Campuses.
   2. Advertising the sale of tobacco products is prohibited on the CASC campuses.
   3. 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.
   4. CASC shall make available a method of communication regarding tobacco use, prevention efforts on campus related to policy, prevention, and cessation.

C. 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:
   1. 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.
   2. Students who violate the policy shall be directed to and handled by the Office of Student Conduct.
   3. 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.

D. 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.
   1. Employees wishing to participate in tobacco cessation programs will be referred to HealthChoice of Oklahoma (1.800.543.6044), 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.
   2. Students wishing to participate in tobacco cessation programs will be referred to the 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.
   3. The Oklahoma Tobacco Helpline can also be accessed by visiting: www.okhelpline.com

   (Board amended 3-25-2014)

Section 5-81 Passing of Worthless Checks

The intentional passing of worthless checks, or the failure to immediately redeem a worthless check unintentionally passed, shall constitute a sufficient reason for disciplinary action.

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 Vice President of Academic Affairs.
   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.

Section 5-83 Items Forbidden on Campus

The following items are prohibited by college regulations and/or city ordinances on the person of any student, employee or visitor 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)

Sections 5-84 – 5-85 (Reserved for Future Use)

Article - X Student Handbook

Section 5-86 Student Handbook to be Prepared and Published

The Vice President for Student Affairs shall prepare and make available a Student Handbook. The Student Handbook shall contain such rules and regulations of the College and such other information as are deemed appropriate and of particular interest to students. Rules and regulations of the College included therein may be changed in phraseology and form, but shall not be changed in substance.

Section 5-87 Resident Halls Regulations

The Office for Student Affairs/Student Life shall prepare and make available, a Scholars Center Residential Housing Handbook from time to time as need arises. The Residential Housing Handbook shall contain such rules and regulations as are deemed appropriate and of particular interest to students residing in the residence halls. Rules and regulations of the residence halls included therein may be changed in phraseology and form, but shall not be, changed in substance. The Scholar Center Resident Regulation Handbook may be superseded in authority by the Student Handbook.

Article – XI Messages to Students

Section 5-88 Delivery of Messages

In extreme emergencies, the Office for Student Affairs/Student Life may be contacted. Every reasonable attempt is made to convey telephone or written messages to students while they are on campus.

Article - XII Student Debts

Section 5-89 Settlement of Debts and Grade Reports

Grade reports are issued to each student at the end of each semester. Before grades and transcripts are released, all financial obligations to the College must be satisfied.

Note: See Appendix IV for a copy of the student body government constitution.

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CHAPTER 6
TELECOMMUNICATIONS AND INFORMATION SERVICES

Section 6-1 Department Services

Carl Albert State College's Computer Services department was renamed in 1996 to the Telecommunications and Information Services (TIS) department. The name was changed to indicate a new focus in the area of wide-area connectivity including the Internet and distance learning. The department is dedicated to meeting all of CASC's technology needs. The missions of the department are as follows:

- Assist CASC's faculty community by providing technology, training, and support necessary to meet student needs.
- Ensure CASC students access to technology necessary for their education.
- Assist the CASC Telecommunications academic program with technology, training, and support needs.
- Provide CASC's administrative services with the technology, training, and support needed to increase their productivity and efficiency, thereby helping them to furnish the finest administrative services possible with the available resources.
- Promote the use of automation wherever practical.
- Support the usage of multimedia presentation techniques.
- Support distance-learning operations

Section 6-2 Support Issues

The TIS department supports all CASC technology with exception of the phone system. The TIS department assumes no responsibility for hardware or software selected outside of approved standards. The TIS department offers purchasing consultation to any CASC division.

CASC employees are responsible for backing up data from the computer assigned to them. The TIS department offers consultation at any time for backup strategies.

All requests for computer support should be created using the online Ticket helpdesk system:
http://support.carlalbert.edu/scp/login.php

Any requests for new services, new automations, new access or equipment should be made to:
http://support.carlalbert.edu/scp/login.php

Section 6-3 Computer Privacy

The TIS department treats matters of computer privacy seriously. All employee computer accounts are password protected. These passwords expire at regular intervals encouraging employees to select a new one. Employees are directed **to never** give their passwords to anyone. Improper usage of passwords is regarded as the weakest link in any computer security solution, and will be considered a violation of network security protocol.

The TIS department will not grant access to your departmental data to an external department without your permission. This includes all PX data, custom databases and network shares. The TIS will not give password information to anyone other than the account holder.

Section 6-4 Internet Issues

All CASC Internet and email users are subject to the CASC code of computer conduct.

Section 6-5 CASC Code of Computer Conduct

Carl Albert State College provides computing resources and Internet access to support education and/or research. Computer use must be consistent with the educational objectives of CASC and the Oklahoma State Regents for Higher Education. Users will comply with the Acceptable Use Policy set forth by the Oklahoma State Regents for Higher Education OneNet network (http://www.onenet.net/getting-started/new-customers/acceptable-use-policy/). Access to computer resources should be viewed as a privilege, not as a right. CASC reserves the right to cancel computer use privileges for uses deemed inappropriate by the Telecommunications Committee. The following guidelines shall be followed by any user of a CASC computer system and all CASC employees.

Section 6-6 Abide by Security Restrictions on all Systems to which you have Access

Do not distribute your 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 computer use privileges and possible college disciplinary and/or legal action.

Section 6-7 Assume Responsibility for Virus Detection

All CASC computers have virus detection software. Scan all attached storage devices before you use them in a CASC computer. Any files downloaded should be checked for possible contamination. Modifying files without authorization (including altering data, introducing viruses, or simply damaging files) will lead to suspension of computer use privileges and possible college disciplinary and/or legal action. Be cautious about all email communications you receive. If it appears to be a phishing communication, do not respond. Delete it. Do not click on any links listed in the email message, and do not open any attachments contained in a suspicious email. Do not enter personal information in a pop-up screen. Legitimate companies, agencies, and organizations don't ask for personal information via pop-up screens.

Board amended 12-5-17

Section 6-8 Respect Copyright and Other Intellectual/Property Rights

Copying movies, music, games, software, files or passwords belonging to others or to the college may constitute plagiarism or theft. Software licensed by the college or merely used on college equipment must be used in accordance with license agreements. The college may seek repayment of fines or damages from anyone who violates licensing and copyright terms, and the college may take disciplinary and/or legal action against any individual who fails to abide by licensing agreements.

Board amended 12-5-17

Section 6-9 Respect Others' Rights to Freedom from Harassment and/or Intimidation

Do not send patently rude, obscene, harassing or unsolicited material to others. This includes, but is not limited to, product advertising, political lobbying, any commercial transmissions, and transmissions of any material that are in violation of any state or U.S. law. It is not acceptable to use this network to threaten or harass others. Sexually explicit messages, images and cartoons will not be allowed. The College will not tolerate racial, ethnic, or gender-based slurs. Do not cause the work of others to be disrupted by your actions. Do not conceal or misrepresent your name or affiliation. Using identifiers of other individuals as your own constitutes fraud.

Section 6-10 Acceptable Computer Use

A. Overview

Carl Albert State College's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Carl Albert State College's established culture of openness, trust and integrity. IT is committed to protecting Carl Albert State College's employees, partners and the College from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, www browsing, and FTP, and all CASC data and related technology are the property of Carl Albert State College. These systems are to be used for College purposes in serving the interests of the College mission in the course of normal operations.

Effective security is a team effort involving the participation and support of every Carl Albert State College employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

B. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Carl Albert State College. These rules are in place to protect the employee and Carl Albert State College. Inappropriate use exposes Carl Albert State College to risks including virus attacks, compromise of network systems and services, critical student and employee data and legal issues.

C. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Carl Albert State College business or interact with internal networks and business systems, whether owned or leased by Carl Albert State College, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Carl Albert State College and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Carl Albert State College policies and standards, and local laws and regulations. Exceptions to this policy are documented in section 5.2

This policy applies to employees, work studies, contractors, consultants, temporaries, and other workers at Carl Albert State College, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Carl Albert State College.

D. Policy

1. General Use and Ownership
    a. Carl Albert State College proprietary information stored on electronic and computing devices whether owned or leased by Carl Albert State College, the employee or a third party, remains the sole property of Carl Albert State College. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Integrity and Security Policy.
    b. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Carl Albert State College proprietary information.
    c. You may access, use or share Carl Albert State College proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
    d. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental oversight on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

e. For security and network maintenance purposes, authorized individuals within the Office of Information Technology (IT) may monitor equipment, systems and network traffic at any time.
f. Carl Albert State College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

2. Security and Proprietary Information
   a. All mobile and computing devices that connect to the internal network must comply with this acceptable use policy and the DISC policy.
   b. System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited and considered a violation of this policy and the DISC policy.
   c. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. This should be automatically configured for you. You must lock the screen or log off when the device is unattended.
   d. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain system or network destructive malware.

3. Unacceptable Use
   a. The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).
      Under no circumstances is an employee of Carl Albert State College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Carl Albert State College-owned resources.
      The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.
   b. System and Network Activities
      The following activities are strictly prohibited, with no exceptions:
      1) Copyright Infringement
         i. What is copyright?
         Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited to: literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. Copyright protection extends into software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and use.
         ii. What is the current law concerning digital copyright?
            a) The Digital Millennium Copyright Act (DMCA), signed into law in 1998, recognizes that digital transmission of works adds complexity to the Copyright Law. The DMCA provides non-profit educational institutions with some protections if individual members of the community who violate the law. However, for Carl Albert State College to maintain this protection we must immediately block access to infringing material, whenever it is brought to our attention and whether or not the individual who is infringing has received notice, or is aware of their infringement. Colleges and individuals can be subject to the imposition of substantial damages for copyright infringement incidents relating to the use of College network services. In a civil action, the individual infringes may be liable for either actual damages or statutory damages of up to $30,000 and can be increased to up to $150,000 if the

court finds the infringement was willful. Individual infringes may be subject to criminal prosecution. Criminal penalties include up to ten years' imprisonment depending on the nature of the violation.

iii. What kinds of activities violate the federal law? Following are some examples of copyright infringement that may be found in a College setting:
   a) Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
   b) P2P File Sharing: Peer to Peer file sharing is the process of sharing and transferring digital files from one computer to another. In a P2P network, each 'peer' is an end-user's computer connected to the other 'peer' via the Internet – without going through an intermediary server. To participate, you must download and install a P2P software program.
   c) Using corporate logos without permission
   d) Placing an electronic copy of a standardized test on the department's web site without permission of the copyright owner
   e) Enhancing a departmental web site with music that is downloaded and artwork that is scanned from a book, all without attribution or permission of the copyright owners
   f) Scanning a photograph that has been published and using it without permission or attribution as the background of a web site
   g) Placing a number of full-text articles on a course web page that is not password protected, allowing the web page to be accessible to anyone who can access the Internet
   h) Downloading licensed software from non-authorized sites without the permission of the copyright or license holder
   i) Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner

iv. How do you get caught violating copyright law?
   a) Copyright holders represented by organizations such as the Recording Industry Association of America, the Business Software Association, and the Motion Picture Association of America are applying serious efforts to stop the infringing downloads of copyrighted music, movies, and software. The companies or their agents locate possible copyright infringements by using automated systems, or "bots" that search the networks looking to see if any of the common music, movie or software sharing programs are active on a port (e.g. KaZaA, Gnutella). The bot then asks the sharing program if it has a music title by a particular artist. If the sharing program answers positively, the bot reports the particular IP address and title to an authority, who then sends out the violation notices to the owners of the IP address.
   b) The CASC network has a range of IP addresses and all computers connected to the CASC network have an IP address. When CASC receives a violation notice, CASC locates the IP address and whenever possible, the user of that address. At that point, CASC is required to act on the notification.

v. If the IP address leads to my computer, what happens next?
   a) These notices come to the Chief Information Officer and assigned CASC IT staff from organizations that represent the artists and copyright holders. When CASC receives such a notice, the network administrator will look up the network IP address and stop network services to the computer that is connected to the network service and where the infringing material resides. At this point, the computer cannot use any CASC resources or Internet resources. Once the identity of the individual is known, they are notified that they must remove the infringing material from their computer and inform Information Technology of its removal before network access will be reinstated.

b) First-time Notifications: If this is the first notification that the College has received on an individual, Student Affairs for students, Human Resources for staff and faculty, and IT will verify that the infringing material has been removed from the computer. Once this is completed and the student has read and signed the CASC copyright infringement policy, the network connection will be reinstated and the computer can return to the network. A report about the violation of copyright will be sent by Student Affairs or Human Resources to the appropriate administrative staff. We will also notify our internet service provider OneNet about the steps taken to remedy the situation.

c) Second Notification Process for Students: If students are notified of copyright infringement a second time, their privileges to access the network from their personal computers, either through a wired port or through wireless, will be denied for four weeks after action is taken by Student Affairs to determine whether the violations occurred. Student Affairs will be notified when second infringements have occurred and may take appropriate action within the College's disciplinary process. If the student tries to connect his/her computer to the Internet from a College port that is assigned to someone else, through an open port in a classroom or through the wireless service, further disciplinary action may take place. During this four week period, students will be allowed to access the Internet only from College computers.

d) Subsequent Notification Process for Students: If students are notified of copyright infringement a third time, their privileges to access the network from their personal computers will be denied for a semester after action is taken by Student Affairs to determine whether the violations occurred. These subsequent infringements also will be reported to Student Affairs and may result in action taken within the College's disciplinary process. If the student tries to connect to the Internet from a College port that is assigned to someone else, through an open port in a classroom, or through the wireless service, further disciplinary action may take place. During the period when they cannot connect a personal computer to the network, students will be allowed to access the Internet only from College computers.

e) Second Notification Process for Faculty who are engaged in teaching functions are expected to understand and act in accordance with applicable copyright laws. The College is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals. There are potentially serious implications for both the individual and the College if the College receives more than two notices of infringement against an individual within a three-year period. For this reason, in an instance of a second notification of an individual's infringing activities, a meeting with the relevant administrators will be held to determine the action(s) to be taken.

f) Action Taken in Response to Subpoenas: Upon receipt of a valid subpoena, Carl Albert State College is obligated to turn over any electronic information regarding specific instances of infringing material that has been allegedly transmitted over its networks, in accordance with the standard procedures of legal Counsel. Accessing data, a server or an account for any purpose other than conducting Carl Albert State College business, even if you have authorized access, is prohibited.

2) **Prohibited Activity:** The following activities are strictly prohibited, with no exceptions:

i. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

ii. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

iii. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
iv. Using a Carl Albert State College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
v. Making fraudulent offers of products, items, or services originating from any Carl Albert State College account.
vi. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
vii. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes. (see definition link at the end of the policy).
viii. Port scanning or security scanning is expressly prohibited unless prior notification to IT is made. A port scan is a series of messages sent by someone attempting to break into a computer to learn which computer network services, each associated with a "well-known" port number, the computer provides.
ix. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
x. Circumventing user authentication or security of any host, network or account.
xi. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
xii. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
xiii. Providing information about, or lists of, Carl Albert State College employees to unauthorized parties outside Carl Albert State College.

4. Email and Communication Activities

   When using College resources to access and use the Internet, users must realize they represent the College. Whenever employees state an affiliation to the College, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the College". Questions may be addressed to the TIS Department

   a. Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
   b. Any form of harassment (verbal, sexual language and images, threats) via email, telephone or paging, whether through language, frequency, or size of messages.
   c. Unauthorized use, or forging, of email header information.
   d. Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.
   e. Creating or forwarding “chain letters,” “Ponzi” or other “pyramid” schemes of any type.
   f. Use of unsolicited email originating from within Carl Albert State College’s networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Carl Albert State College or connected via Carl Albert State College’s network.

5. Social Media

   a. Engaging in social media by employees, whether using Carl Albert State College’s property and systems is also subject to the terms and restrictions set forth in this policy. Limited and occasional use of Carl Albert State College’s systems to engage in social media is to be determined by department directors and supervisor policies, provided that it is done in a

professional and responsible manner, does not otherwise violate Carl Albert State College's policy, is not detrimental to Carl Albert State College's best interests, and does not interfere with an employee's regular work duties. Social media from Carl Albert State College's systems is also subject to monitoring.

b. Carl Albert State College's Confidential Information policy also applies to blogging, Vlogging, and social media. As such, Employees are prohibited from revealing any College confidential or proprietary information, trade secrets or any other material covered by the DISC policy.
c. Employees shall not engage in any internet activity that may harm or tarnish the image, reputation and/or goodwill of Carl Albert State College and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Carl Albert State College's *Non-Discrimination and Anti-Harassment* policy.
d. Employees may also not attribute personal statements, opinions or beliefs to Carl Albert State College (sexual or threatening) when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions through internet applications, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Carl Albert State College. Employees assume any and all risk associated with social media sites.
e. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Carl Albert State College's trademarks, logos and any other Carl Albert State College intellectual property may also not be used in connection with any personal social media activity

E. Policy Compliance

1. Compliance Measurement
   The IT team will verify compliance to the policy through various methods, including but not limited to, business tool reports, internal and external audits, and department feedback to the policy owner. Also, annual, mandatory security awareness training will be required of all employees to ensure everyone understands their role in keeping our college cyber-safe.
2. Exceptions
   Any exception to the policy must be approved by the IT team in advance.
3. Non-Compliance
   An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

F. Related Standards, Policies and Processes

- Data Classification Policy (DISC Policy)
- Data Protection Standard (DISC Policy)
- Social Media Policy (Acceptable Use Policy)
- Password Policy (DISC and Acceptable Use Policy)

(Board amended 12-5-17, 9-18-18)

Section 6-11 Be Aware of Warranty Limitations

CASC makes no warranties of any kind, whether expressed or implied, for the service it is providing. CASC will not be responsible for damages users suffer, including, but not limited to, loss of data resulting from delays, non-deliveries, mistaken deliveries, and service interruptions. Use of any information obtained via the CASC network is at the user's risk. CASC specifically denies any and all responsibility for the accuracy and/or quality of the information obtained through your use of the college's computer resources and services.

Section 6-12 E-mail Issues

All holders of CASC email accounts must complete and sign the established application and agreement which should include the following statements:

Electronic communication is provided for academic programs and college operations. Incidental personal use is tolerated; however, for extensive or recurring communication not related to college purposes, you should use non-college resources.

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.

Section 6-13 Data Integrity and Security

A) **Purpose**

This policy establishes the principles governing access to and the dissemination of information gathered and maintained through all of the Carl Albert State College information systems. This policy applies to all information collected, stored or used by or on behalf of any operational unit, department and person in connection with College operations. In the event that any particular information at Carl Albert State College is governed by more specific requirements under Oklahoma State Regents, State, or Federal policies or procedures (such as the policy concerning Student Education Records), the more authoritative and/or specific requirements shall take precedence over this policy to the extent there is any conflict.

B) **Scope and Applicability**

This policy applies to all Carl Albert State College faculty and staff, whether full or part-time, paid or unpaid, work-study, temporary or permanent, and 3rd party vendors as well as to all other members of the College community.

This policy shall apply to all data and information products created, collected and maintained by or for Carl Albert State College information systems, whether in electronic, paper or other format. When access to information is restricted by federal or state laws for confidentiality, privacy, or other authorized purpose, the information shall be processed (e.g., aggregated, summarized or characterized) as appropriate to provide access while meeting the requirements for restriction. This policy will adhere to restrictions on the releases of confidential information identified in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and its implementing regulations found in Title 34 C.F.R. Part 99, which established restrictions and penalties for the improper release of information contained within a student record.

C) **Background:**

Carl Albert State College manages information containing public and private higher education institutional data submissions which are used by CASC for day to day employee processing, student admissions, enrollment, financial aid, billing, graduation, federal reporting, policy analysis, and decision-making. Student and staff information systems contain Personally Identifiable Information (PII).:

1) Social Security Number
2) Birthdate
3) First and Last Name
4) Address
5) Mother's maiden name.

This information, when accessed by an unauthorized entity represent a data breach of Carl Albert State College information systems. It is the responsibility of Carl Albert State College to put into place policies that guard against unauthorized access to PII data and ensure access control measures are properly identified and communicated to all faculty and staff who have access to student and employee PII.

D) **Policy:**

Data collected and maintained in all of the Carl Albert State College information systems shall be

managed in a manner which will promote access to and dissemination of information that protects and improves the employment and education related decisions of administrators, staff, faculty, students, policymakers, and educational stakeholders as well as the general public. This policy articulates three privacy and confidentiality protections: Security, Access, Disclosure.

1) Security includes the measures in place to ensure that records are not lost, stolen, vandalized, illegally accessed, or otherwise rendered useless. Since the data are stored on computers, it is essential that there be a high level of protection that provides integrity and availability commensurate with the level of risk and magnitude of harm.
2) Access to the data is restricted by Carl Albert State College and significantly limits who can view the data and for what purposes. There are four access levels, each of which is consistent with a specific educational purpose.
    a) Data Classification/Access Level: Classification/Access levels are assigned to maximize public usage without risking disclosure of personally identifiable information.
        (1) **Public** - Data explicitly or implicitly approved for distribution to the public without restriction. It can be freely distributed without potential harm to the College, affiliates, or individuals. Public data generally have minimal sensitivity since by definition there is no such thing as unauthorized disclosure, but it still warrants protection since the integrity of the data can be important. Examples include:
            (a) CASC's public web site.
            (b) Directory information for students, faculty, and staff except for those who have requested non-disclosure (e.g., per the Family Educational Rights and Privacy Act (FERPA) for students).
            (c) Course descriptions.
            (d) Semester course schedules.
            (e) Press releases.
        (2) **Internal** - Data intended for internal College business use only with access restricted to a specific workgroup, department, group of individuals, or affiliates with a legitimate need. Internal data are generally not made available to parties outside the CASC community. Unauthorized disclosure could adversely impact the College, affiliates, or individuals. Internal data generally have low to moderate sensitivity. Examples include:
            (a) Financial accounting data that does not contain confidential information.
            (b) Departmental intranet. 3. Information technology transaction logs.
            (c) Employee ID number.
            (d) Directory information for students who have requested non-disclosure (e.g., per FERPA for students.
        (3) **Confidential** - Highly sensitive data intended for limited, specific use by a workgroup, department, or group of individuals with a legitimate need-to-know. Explicit authorization by DISC is required for access because of legal, contractual, privacy, or other constraints. Unauthorized disclosure could have a serious adverse impact on the business or research functions of the College or affiliates, the personal privacy of individuals, or on compliance with federal or state laws and regulations or University contracts. Confidential data have a very high level of sensitivity. Examples include:
            (a) Social Security Number
            (b) Student ID number (if it is the same as the Social Security Number)
            (c) Credit card number
            (d) Personal identity information (PII)
                Crimes involving violations of personal rights defines PII as including, but not limited to: an individual's name; date of birth; address; telephone number; driver's license number or card or non-driver's identification number or card; social security number or card; place of employment; employee identification numbers or other personal identification numbers or cards; mother's maiden name; birth, death or marriage

certificates; electronic identification numbers; electronic signatures; and any financial number, or password that can be used to access a person's financial resources, including, but not limited to, checking or savings accounts, credit or debit card information, demand deposit or medical information. For CASC's purposes, PII also includes a name in combination with a passport number.

(e) Passport number
(f) Personnel records
(g) Medical records
(h) Authentication tokens (e.g., personal digital certificates, passwords, biometric data)

(4) **Proprietary Data** - Classification of data provided to or created and maintained by CASC on behalf of a third party, such as a corporation or government agency, will vary depending on contractual agreements and/or relevant laws or regulations. The classification and security standards for proprietary data owned by the third party will be defined by the third party. Proprietary data owned by CASC must be classified and protected according to CASC's DISC Security Policy. Individuals managing or accessing proprietary data are responsible for complying with any additional requirements and security policies and procedures specified by the third party owner. Proprietary data includes data classified by the federal government as Classified National Security Information (confidential, secret, top secret).

E) **Disclosure of Data**

Private or confidential data on a CASC student or employee shall not be created, collected, stored, used, maintained, or disseminated by Carl Albert State College in violation of federal or state law and shall not be used for any purpose other than those stated. If Carl Albert State College enters into a contract with a private person or third party to perform any Carl Albert State College functions, that agreement shall require that the data be protected in the required fashion.

Under this policy, no private or confidential data will be released except under the following circumstances as stated in Section 99 of the FERPA regulations :

1) To Carl Albert State College employees who have been granted legitimate access in relation to their specific job duties.
2) When applicable, to comply with a subpoena or court order, under Section 99.31(a)(9)(A).
3) When applicable, to honor a request from a judicial order, or an authorized law enforcement unit, or lawfully issued subpoena, under Section 99.31(a)(9)(i). A law enforcement unit refers to all state and local prosecution authorities, all state and local law enforcement agencies, the Department of Corrections, and probation officers who are part of the Judiciary.
4) To educational officials in connection with an audit or evaluation of a federal or state supported education program, under Section 99.32(c)(3).
5) To appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, under Section 99.36(a).
6) In cases of health or safety emergency, the request for release must first be directed to Carl Albert State College that owns the data. DISC may also convene a meeting to evaluate the request to determine whether or not the person who would receive the information is in a position to deal with the emergency and the extent to which time is of the essence.
   If it is determined that personally identifiable information was disclosed in violation of this policy, all parties will be denied access to any Carl Albert State College' data for a period to be determined by the DISC committee, approved by the cabinet, and the Carl Albert State College President. In addition, all violations will be reported to the appropriate federal and state enforcement agencies. The Privacy Act of 1974 states that disclosure of individually identifiable information in any manner to any person or agency not entitled to it shall be guilty of a misdemeanor and fined not more than $5,000. Carl Albert State College will account for all disclosures. This includes the date, nature, and purpose of the disclosure, and to whom the disclosure was made. Data access provisions may

change at the discretion of the DISC committee, Executive Cabinet, and the Carl Albert State College President or if mandated by federal statute, state law, or administrative rules.

F) **Requirements for Security, Privacy, and Confidentiality**

Commercial use of any CASC data is prohibited. Recipients do not obtain ownership of the data. Such data may not be shared or distributed, and all copies must be destroyed when the researcher completes the analysis or report. All 3rd party vendors or contractors requesting and approved to access CASC PII are responsible for the security and integrity of all CASC data approved for access. Data, copies of data, and all reports must be maintained in a secure environment to prevent unauthorized access. A secure environment includes any electronic media, personal computer, server, or network on which the data reside. Compliance with these security requirements may be monitored by unannounced, unscheduled inspections of the user's work site by Carl Albert State College's staff or designated representatives. All users of the requested data must sign the online Data Request Form that explains how the data are to be stored, used, maintained, and disseminated. When the DISC committee approves a request pursuant to this policy, requestor shall be required to submit a copy of any analysis or reports created with the Carl Albert State College data system to the Carl Albert State College DISC committee.

G) **Requests for Data Access**

Pursuant to Carl Albert State College DISC Policy, researchers, education groups, and other parties who express legitimate educational interests in the data, as defined in this policy and consistent with FERPA, may submit requests for access to Carl Albert State College data systems. In reviewing requests for data, consideration is given by CASC when permitted by State statute, federal law, privacy concerns, security procedures, availability of staff to monitor the data release, and the perceived benefits of the research. Entities seeking access to the Carl Albert State College data system are required to submit a Data Request Form stating how the data will be used, and a description of the data needed. Release of data is subject to approval by and at the discretion of the DISC committee. Upon request of individuals under Section 552a(f)(1) of the Privacy Act of 1974 or Section 99.20 of FERPA to gain access to their records contained in the Carl Albert State College data system, Carl Albert State College will provide a copy of all or any portion in a comprehensible form and will consider requests to amend the record. In the event a request is rejected, specific reasons shall be given and if appropriate, may include information concerning possible alternatives. Requests may be rejected if information on the application form is incomplete.

H) **Role of the Data Integrity and Security Committee**:

1) Carl Albert State College has established the Data Integrity and Security Committee to formulate College-wide policy, procedures and guidelines concerning the collection, storage, use and safekeeping of data, to update as necessary this policy, and to direct the responsive actions in the event of any material violation of this policy or any security breach.
2) The Data Security Committee shall from time to time consult with representatives of the Data Security Sponsors to review the implementation of this policy and compliance with the CASC Acceptable Use policy.
3) The DISC committee shall periodically review identifiable risks to the security, confidentiality, and integrity of data, and shall review this policy and the scope of Computer System Security Requirements at least annually to assess its effectiveness and determine whether any changes are warranted.
4) The DISC committee is authorized to:
    a) Issue Data Security recommendation to the Executive cabinet for established policy.
    b) Promulgate amendments to this policy, including the Acceptable Use policy.
    c) Take actions to ensure compliance with this policy, which may include, without limitation, the commissioning of internal audits and investigations at the approval of the Executive Cabinet.
    d) Define actions in response to violations of this policy or any security breach.

I) **Role of Various Users:**

It is the policy of Carl Albert State College that all confidential and other sensitive information be safeguarded from unauthorized access, use, modification or destruction. All members of the College

community share in the responsibility for protecting the confidentiality and security of data.
This section of the policy assigns specific duties to each of the roles of Vice President, Manager, Director, Data Security Sponsor, User, and the Director of Human Resources. However, it is likely that an individual will have responsibilities reflecting multiple roles with respect to certain information.

1) **VPs, Directors, and Coordinators**
   All VPs, Directors, and Coordinators of departments/programs are considered sponsors and may appoint a representative sponsor to speak on behalf of their department.
2) **Sponsors**
   A Sponsor is responsible for overseeing the collection, storage, use and security of a particular Information Resource. In cases where a Sponsor is not identified for any Information Resource, the cognizant Vice President, Manager, or Director shall be deemed the Sponsor. A Sponsor is responsible for the following specific tasks associated with the security of the information:
   a) Ensuring that the Information Resource is assigned a security classification and that such data is marked where appropriate.
   b) Identifying authorized Users of the Information Resource, whether by individual identification or by job title, and obtaining approval for such access from their Vice President, Manager, and/or Director.
   c) Proposing to their Vice President, Manager, or Director Specific security procedures for the handling of data under their sponsorship, consistent with this policy and other applicable College policies and procedures.
3) **Data Security Officer**
   A Data Security Officer works with Information Technology and other appropriate College functions under the direction of the Chief Information Officer and in consultation with a Sponsor, to support the implementation and monitoring of security measures associated with the management of Information Resources. The Data Security Officer shall be responsible for:
   a) Ensuring adequate security technology and/or processes are applied to Information Resources in keeping with their classification and to comply with this policy and all Data Security Directives, and Specific Security Procedures.
   b) Monitoring for indicators of loss of integrity. Promptly reporting to the Chief Information Officer any incidents of data being accessed or compromised by unauthorized Users, and any violations of this policy, Data Security Directives or Specific Security Procedures.
   c) Monitoring for risks to data security and reporting any known or reasonably foreseeable risks to the Data Security Sponsors.
   d) Updating Data Security Sponsors of DISC policy and Acceptable Use policy updates and ensure Data Security Sponsors are annually trained in security awareness.
4) **Users**: Users are responsible for complying with all security-related procedures pertaining to any Information Resource to which they have authorized access or any information derived therefrom that they possess. Specifically, a User is responsible for:
   a) Becoming familiar and complying with all relevant College policies, including, without limitation, this policy, and all Data Security Directives contemplated hereby, the policy on acceptable use, and other policies related to data protection, technology use and privacy rights (including the College Student Education Records).
   b) Providing appropriate physical security for information technology equipment, storage media, and physical data. Such equipment and files shall not be left unattended without being locked or otherwise protected such that unauthorized Users cannot obtain physical access to the data or the device(s) storing the data.
   c) Ensuring that Confidential or Internal Use Only information is not distributed or accessible to unauthorized persons. Users must not share their authorization passwords under any circumstances. Users must avail themselves of any security measures, such as encryption technology, security updates or patches, provided by Data Security Officer and Sponsors.

d) Users must log off from all applications, computers and networks, and physically secure printed material, when not in use. To the extent possible, making sure that any PII accessed by the User is stored only on secure servers maintained by the College and not on local machines, unsecure servers, or portable devices. Carl Albert State College confidential or PII data, when removed from the campus or when accessed from off-campus, is subject to the same rules as would apply if the data were on campus.
e) Sponsors and Users will comply with this Policy and all relevant data security directives irrespective of where the Carl Albert State College data might be located, including, for example, on home devices, mobile devices, on a cloud server, or other third-party service providers.
f) When access to information is no longer required by a User, dispose of it in a manner to insure against unauthorized interception of any confidential or internal use only information. Generally, paper-based duplicate copies of confidential documents should be properly shredded, and electronic data taken from confidential databases should be destroyed. Immediately notifying his or her cognizant Data Security Officer of any incident that may cause a security breach or violation of this policy.

5) **Director for Human Resources**: The Director of Human Resources shall be responsible to:
a) Work with the CIO to educate incoming employees (including temporary and contract employees) regarding their obligations under this policy and to provide ongoing employee training regarding data security;
b) Ensure that terminated employees no longer have access to College systems that permit access to confidential or internal use only information.
c) Carry out any disciplinary measures against an employee taken in response to a violation of this policy as required by the Data Security Committee.

J) **Security Breach Response**

All CASC users must report any known security breach or any incident that is likely to cause a Security Breach. These incidents include but are not limited to:

1) thefts of computer devices
2) Phishing emails, viruses, worms, or computer “attacks” that may lead to unauthorized access to confidential information.

Immediately upon becoming aware of a likely security breach, the Chief Information Officer will notify the Office of the President and the Data Integrity and Security Committee. and shall conduct an investigation. The Oklahoma State Attorney General’s Office shall determine what, if any actions the College is required to take to comply with applicable law, including whether any notification required under Federal or Oklahoma State law. The State Attorney’s Office shall work with the appointed College representatives as appropriate to ensure that any notifications and other legally required responses are made in a timely manner. If the event involves a criminal matter, the CASC College Police Department shall be notified and shall coordinate its response with the Office of the President and the Chief Information Officer. IT Security staff shall investigate and review the incident with the department(s) directly affected by the incident, the appropriate Data Security Officer and sponsors. The security staff, in conjunction with the Chief Information Officer, shall conduct an internal audit and prepare a formal report that will be distributed to the Data Integrity and Security Committee and appropriate department members immediately after the investigation is finalized. Annually, the Chief Information Officer will present a summary of data security investigations and/or relevant data security updates to the Data Integrity and Security Committee, who shall conduct a post-incident review of events and determine, what, if any changes should be made to College practices or policies to help prevent further incidents. The Committee shall document the College’s actions in response to a Security Breach and its post-incident review in the minutes of the meeting in which the breach is discussed.

K) **Enforcement Sanctions**

The College reserves the right to monitor network traffic, perform random audits, and to take other steps to insure the integrity and security of its information and compliance with this policy. Violations of this policy may lead to appropriate disciplinary action, which may include temporary or permanent restrictions on access to certain information or networks. Willful, negligent, or repeated violations of this policy may result in dismissal from Carl Albert State College.

L) Carl Albert State College Computer System Security Requirements

The College maintains a computer security system that is fiscally and technically feasible:

1) Secure user authentication protocols including:
   a) control of user IDs and other identifiers;
   b) a reasonably secure method of assigning and selecting passwords.
   c) control of data security passwords to ensure that such passwords are kept in a location and/or format that does not compromise the security of the data they protect;
   d) restricting access to active Users and active User accounts only; and
   e) blocking access to user identification after multiple unsuccessful attempts to gain access or the limitation placed on access for the particular system.
2) Secure access control measures that:
   a) restrict access to records and files containing confidential information to those who need such information to perform their job duties; and
   b) assign unique identifications plus passwords that are at a minimum of eight alphanumeric characters, upper and lower case, and 1 special character. Passwords must be changed every three months. 3. Encryption
3) Encryption of all transmitted records and files containing PII that will travel across public
4) Reasonable monitoring of systems, for unauthorized use of or access to PII.
5) Encryption of all PII stored on laptops or other portable devices.
6) For files containing PII on a system that is connected to the Internet, reasonably up-to-date firewall protection and operating system security patches, reasonably designed to maintain the integrity of the PII.
7) Reasonably up-to-date versions of system security software which include malware protection and reasonably up-to-date patches and virus definitions, or a version of such software that can still be supported with up-to-date patches and virus definitions, and is set to receive the most current security updates on a regular basis.
8) Education and training of employees on the proper use of the computer security system and the importance of data security.

M) **Data Integrity and Security Training**

All employees shall complete annual general information technology and data security training i.e. phishing, ransomware, beginning the first week of employment at Carl Albert State College. Data integrity training coincides with specific position and job duties and will be approved or administered by the department's DISC sponsor, Targeted training will be provided annually and address specific personnel whose job duties may require additional security training involving PCI compliance, FERPA, HIPPA, Red Flags, or the Gramm-Leach-Bliley Act (GLBA).

N) **Annual Security Reviews**

Carl Albert State College will perform annual reviews of the institutions security policies and procedures. Included in the process are the following:

1) Annual State Risk Assessment
2) PCI Assessment (External assessor if financially feasible)
3) Review DISC policy by DISC committee
4) Security Awareness Training evaluation
5) Review of current technical processes for monitoring the CASC network and systems
6) Ensure all software and hardware vendors are in compliance with security standards impacting their specific products
7) Assess any changes in Federal or State laws regarding Information Security

8) Disaster recovery table tops to ensure DR plan is understood and operational

O) **Credit Card Data Security**

To address cardholder data security, the major card brands (Visa, MasterCard, Discover, and American Express) jointly established the PCI Security Standards Council to administer the Payment Card Industry Data Security Standards (PCI DSS) that provide specific guidelines for safeguarding cardholder information. One of these guidelines requires that merchants create a security incident response team and document an incident response plan. The Carl Albert State College (CASC) Credit Card Security Incident Response Team (CSIRT) is comprised of the CIO, Network Administrator, Business Office Manager for the merchant location reporting the cardholder data security incident. The CASC security incident response plan is summarized as follows:

1) All incidents must initially be reported to the Department of Information Technology via the Online **Response** Incident Reporting Form.
2) CASC IT will report the incident to the Response Team.
3) The Response Team, along with other CASC staff, will investigate the incident and assist the compromised department in limiting the exposure of cardholder data.
4) The Response Team will resolve the problem to the satisfaction of all parties involved, including reporting the incident and findings to the appropriate parties (credit card associations, credit card processors, etc.) as necessary.
5) The Response Team will determine if policies and processes need to be updated to avoid a similar incident in the future. CASC does not currently house student or employee credit card data i.e. numbers and names.

P) **Carl Albert State College Cardholder Data Security Incident Response Team:**

1) Chief Information Officer at 918-647-1388
2) Network Administrator, at 918-647-1365
3) Business Office Manager, at 918-647-1326

Q) **Incident Response Plan**

An incident, for purposes of this plan, is defined as a suspected or confirmed compromise of cardholder data. At a minimum, cardholder data consists of the full card number. Cardholder data may also appear in the form of the full card number plus any of the following: cardholder name, expiration date and/or sensitive authentication data. A cardholder data compromise is any situation where intrusion into a computer system occurs and unauthorized disclosure, theft, modification, or destruction of cardholder data is suspected or the suspected or confirmed loss or theft of any material or records that contain cardholder data.

In the event of a suspected or confirmed cardholder data incident, the following steps will be taken:

1) **Department that suspects a cardholder data incident:**
   a) Contact CASC IT using the Online Incident Reporting Form.
   b) Immediately contain and limit the exposure and preserve evidence by taking the following steps:
      (1) Do not access or alter compromised systems (i.e., don't log on to the machine and change passwords, do not login as Admin or ROOT).
      (2) Do not turn the compromised machine off. Instead, isolate compromised systems from the network (i.e., unplug cable).
      (3) Preserve logs and electronic evidence.
      (4) Log all actions taken.
      (5) If using a wireless network, change the Service Set IDentifier (SSID) on any access point or any other devices that may be using this connection with the exception of any systems believed to be compromised.
      (6) Be on "high alert" and monitor all systems with cardholder data.
   c) Document any steps taken until CASC IT has contacted you. Include the date, time, person/persons involved and action taken for each step.
   d) Assist CASC IT and any other personnel as they investigate the incident
2) **CASC IT:**

a) Ensure compromised system is isolated on/from the network.
b) Gather, review and analyze all centrally maintained system, firewall, file integrity and intrusion detection/protection system logs.
c) Assist department in analysis of locally maintained system and other logs, as needed.
d) Conduct appropriate forensic analysis of compromised system.
e) If an incident of unauthorized access is confirmed and cardholder data was potentially compromised, the Network Administrator will contact the Chief Information Officer.
f) Make forensic and log analysis available to appropriate law enforcement or card industry security personnel as applicable.

3) **Business Office Manager:**
   a) The Business Office Manager or any Business Office employee will contact the System's acquiring bank as follows:
      (1) For incidents involving Visa, MasterCard or Discover network cards, contact Bank of America Merchant Services Merchant Incident Response Team at (800) 228-5882 within 72 hours of the reported incident. See Appendix A
      (2) b. For incidents involving American Express cards, contact American Express Enterprise Incident Response Program (EIRP) within 24 hours after the reported incident at (888) 732-3750 or email EIRP@aexp.com. See Appendix A
   b) If a cardholder data compromise is confirmed and cardholder data was potentially compromised, the Business Office Manager will coordinate with the Response Team to proceed as indicated in Appendix A, since the credit card companies have specific requirements that must be addressed in reporting suspected or confirmed breaches of cardholder data

APPENDIX A

Bank of America – Responding to a Breach Follow the steps set forth in the resource:
Responding to a Breach: A guide provided by Bank of America Merchant Services
https://merch.bankofamerica.com/assets/documents/10162/12961/respondingbreach.pdf

MasterCard – Responding to a Breach Follow the steps set forth in the resource:
Account Data Compromise User Guide
https://www.mastercard.us/en-us/merchants/get-support/merchant-learning-center.html

Visa – Responding to a Breach Follow the steps set forth in the resource:
Responding to a Data Breach
https://usa.visa.com/content/dam/VCOM/global/support-legal/documents/responding-to-a-data-breach.pdf

American Express – Responding to a Breach Follow the steps set forth in section 2 of:
American Express Data Security Operating Policy
hhttps://secure.cmax.americanexpress.com/Internet/International/japa/HK_en/Merchants/EXISTINGMERCHANT/Support%20and%20services/Data%20Security/Service%20provider%20information/Files/HKPOPsamples.pdf

(Board approved 9-28-18)

Section 6-14 Password Policy

Carl Albert State College (CASC) is committed to a secure information technology environment in support of its mission. In today's environment the need for a strong password policy is greater than ever. Many systems at CASC require the use of passwords including but not limited to e-mail, academic and administrative applications, and computing labs.

A. Password Rules:
   1. Your login ID and password authenticate you as an authorized user of the Carl Albert State College's computing environment. A strong password is key to the College's overall systems security. You must protect your files and CASC resources by choosing a good password and protecting it.
   2. You are responsible for safeguarding the passwords for your computing accounts. Passwords must not be shared or disclosed to anyone including friends or family. If another person learns your password, that individual has the ability to access your CASC system accounts, e-mail, your personal files, and your online network identity, and accounts. A knowledgeable person could use your account to attempt to gain unauthorized access to other networked resources, putting them at risk. No one should be given your password—not even someone from Information Technology. If you become aware that someone else has learned your password you should change it immediately.
   3. Hackers gain access to systems by "cracking" accounts. They typically accomplish this through the use of automated processes to discover account IDs and passwords. Using a dictionary word or your account ID for a password puts your system (and the CASC systems) at higher risk of attack by hackers.
   4. It is strongly recommended that you change all your passwords regularly, at least once every three months.
   5. Do not use the password that you choose for your CASC accounts with other off-campus services such as Facebook, Twitter, LinkedIN, Google and Yahoo. This is to protect your CASC accounts in case those services are breached or in case your service provider does not encrypt passwords during the authentication process. You must change your password immediately if you notice unusual activity on your system or account. If you suspect that someone is accessing computing resources using your identity, please contact network security at (918) 647-1365 or report it to jwellis@carlalbert.edu. The information below applies specifically to everyone's CASC network login. Jenzabar PX only accepts alpha-numeric characters for a password. CASC Gmail accounts require 8 characters or a maximum of 100 and accepts upper-lower case alpha-numeric and special characters. Please follow the guidelines below for all accounts (keep in mind PX limitations).

B. How to Choose a Strong Password
   1. Password Length
      a. Minimum password length: 8 characters
      b. Maximum password length: 30 characters
   2. Password Complexity
      a. Characters limited to: a-z, A-Z, 0-9 and [ ] & + * $ @ ! % ? = ~ #
   3. Password must contain at least one lowercase letter, one uppercase letter, special character, and one number.
   4. Password must contain at least 5 unique characters and no more than four characters can be in a "sequence". For example a password of "A1a1a1a1a1a1a1a1" or passwords containing "aaaaa", "abcde", "55555", "12345", "54321", etc. are not allowed.
   5. Disallow usage of personal information embedded in your password

C. Password Maintenance
   1. Passwords must be changed once every 90 days.
   2. Successive passwords must differ by at least 3 characters.
   3. Passwords that have been used within the last 12 months cannot be re-used.

D. If You Forget Your Password, please submit a support request at https://support.carlalbert.edu

Chapter 7
Article - I AFFIRMATIVE ACTION/ADA COMPLIANCE POLICY

Section 7-1 Notice of Non-Discrimination

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.

The Human Resources Director & Title IX Coordinator/Affirmative Action Officer can be reached at 918-647-1373. Carl Albert State College is located at 1507 S. McKenna, Poteau, OK, 74953. Student Disability Services Coordinator can be reached at 918-647-1389. Deputy Title IX Coordinators: Vice President for Student Affairs can be reached at 918-647-1370, and Sallisaw Campus Officer can be reached at 918-775-6977.
(Board amended 9-15-15)

Section 7-2 Affirmative Action Grievance Procedures

Grievance procedures for filing, processing, and resolving alleged discrimination complaints (Students and Employees) are addressed in section eight (8) of this manual and posted on the website.

Section 7-3 ADA Requests for Accommodation

A. Employee ADA Requests for Accommodation – Consideration will be given to reasonable accommodation requests according to the Americans with Disabilities Act and the Rehabilitation Act where applicable. The following procedure concerning employee accommodation has been implemented:
   1. Employee making a request must provide documentation to support their disability.
   2. Employee requests for accommodation are made to the appropriate Vice President. Consultation can be obtained through the HR office and/or ADA Coordinator. If satisfactory accommodation is achieved, the goal of accommodation is considered met.
   3. If satisfactory accommodation cannot be achieved, the matter is referred to the ADA Compliance Committee,
   4. If satisfactory accommodation cannot be achieved, or further review is needed, the matter may be appealed to the President of the College who may decide the question or appoint a hearing committee of college personnel.
   5. The employee may request that the hearing be open or closed, may present any evidence pertinent to the question, and may request a transcript of the hearing.

B. Student ADA Requests for Accommodation - Consideration will be given to reasonable accommodation requests according to the Americans with Disabilities Act and the Rehabilitation Act where applicable. The following procedure concerning student accommodation requests has been implemented, according to the CASC Student Disability Services guidelines (posted online):
   1. Student requests for accommodation or complaints concerning accessibility are made to the ADA Coordinator/Counselor at the Poteau campus, or the ADA Assistant at the Sallisaw campus.
   2. Student making a request must complete a Student Disability Services Intake form.
   3. Student making a request must provide documentation to support their disability.
   4. Accommodations are based on need. If satisfactory accommodation is achieved, the goal of accommodation is considered met.
   5. If satisfactory accommodation cannot be achieved, the matter may be appealed to the ADA Compliance Committee.
   6. If satisfactory accommodation cannot be achieved, the matter may be appealed to the President of the College who may decide the question or appoint a hearing committee of College personnel and at least one student representative.

7. The student may request that the hearing be open or closed, may present any evidence pertinent to the question, and may request a transcript of the hearing.

Article - II Equal Employment Opportunity

Section 7-4 Affirmative Action Policy

A. **Administrative Policy**

It is the policy of Carl Albert State College to practice non-discrimination 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 admissions, employment, financial aid, and educational services.

B. **Dissemination of the Administrative Policy**

The administrative policy statement will be distributed at regular intervals to the college administrators, faculty, supervisory personnel, new employees, and all recruitment sources.
The administrative policy statement will be included in staff handbooks, and other appropriate publications.

C. **Responsibility for Implementation**

The President, as the chief executive officer of the college, has assigned the direct responsibility of implementation of this Affirmative Action Plan to the Affirmative Action Officer through designating her as Director of Civil Rights Compliance. Other administrators and supervisory personnel will assist, also, to insure compliance in all areas of the college.

D. **Recruitment, Employment, Promotions, and Compensation**

1. The College will make it known throughout the community, generally by the website, that it is an equal opportunity employer. Records will be kept of applicants for all employment opportunities who choose to complete the “optional affirmative data form,” as well as data regarding their skills.
2. Selection procedures will be reviewed regularly by the Director of Civil Rights Compliance Affirmative Action Officer or his/her designee to assure nondiscrimination toward any applicant; periodically, statistics will be gathered indicating the number of ethnic minority members and females in various job categories.
3. It shall be the policy of Carl Albert State College to consider employees for promotion when an opening or new position occurs in their area of interest and skill competency, when budgeted funds for these positions are available.
4. Compensation for services to the college by employees of the college are made according to salary schedules approved by the college regents or, in the case of administrative personnel, according to specific salary amounts approved each year by the college regents.
5. Job descriptions will be developed for each full-time position within the college.

E. **Training**

As a comprehensive two-year college operating fifteen hours a day, opportunities for personnel to increase their skill levels are usually available. Personnel may enroll, on a regular basis, in classes, which would be of value to them in increasing their skill competency.
The college will continue to work with community and area leaders and agencies in on-the-job training programs to train or retrain minority applicants for positions.

F. **Facilities**

College work areas, food service areas, and recreational areas will be maintained on a non-segregated basis.

G. **Compliance**

1. The Carl Albert State College will continue to comply with Title VI and VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, Section 504 of the Rehabilitation Act, The Americans With Disabilities Act, and other federal laws and regulations.
2. If at any time in the future it ever becomes necessary to reevaluate, revise, reemphasize or otherwise change the basic plan, it shall be the continued objective of this college to maintain a working climate of equal opportunity.

(Board amended 1-21-2020)

Section 7-5 Affirmative Action Plan

A. Carl Albert State College is proud of its accomplishments in encouraging good citizenship and improving the condition of life for the people of this college area, the state, and the larger world community. Fulfilling such a role requires the best of human talents available to this college. Individuals seeking to make contributions through service, scholarship, and good citizenship look more and more to this institution for corresponding opportunities. Consistent with these goals, Carl Albert State College emphasizes, as fundamental to its policies of employment and advancement, the concept of equal employment opportunity for all persons.

B. These policies reflect the institution's support of the provisions of the Title VI and Title VII of the Civil Rights Act of 1964, and the college proudly complies with Title IX of the Education Amendments of 1972, Section 504, The Americans with Disabilities Act, and all applicable regulations. Accordingly, it is the intention of Carl Albert State College that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this College. Necessary measures to effectuate this intention are being taken through the adoption of Affirmative Action Policy by the Board of Regents and the establishment of an Affirmative Action Officer. An Affirmative Action Officer has been appointed, reporting directly to the President of the College, and an Affirmative Action Committee monitors compliance with the adopted Policy.

C. The purpose of the Affirmative Action Policy is to establish proper procedures for insuring the institution's commitment to equal opportunity without regard to race, creed, color, national origin, sex, age, religion, disability, or status as a veteran

D. To effectively implement the Policy, an Officer of Affirmative Action and Equal Employment Opportunity has been established. The Affirmative Action Officer manages the institution's responsibility as an Equal Opportunity Employer and serves as the Equal Opportunity Officer for the campus. In practice, however, the responsibilities reflect institutional policies and attitudes, and all members of the college community share these.

E. The objectives and substances of this Policy are fully endorsed by the Administration of Carl Albert State College. The provisions of this Policy are part of policies and procedures of the institution and will be revised from time to time to reflect the needs of changing circumstances. The principle objectives are as follows:

1. To assure all persons equal employment and advancement opportunity, regardless of race, creed, color, national origin, sex, age or disability.
2. To take new initiatives in the recruitment, employment, development, and advancement of disadvantaged persons.
3. To meet the responsibilities of the Civil Rights Act of 1964 and appropriate college committees as an institution of higher education in the State of Oklahoma.

F. Each person having administration and/or supervisory responsibilities assumes personal leadership in the application of the Affirmative Action Policy. The college administration and the Equal Employment Officer work with all segments of the college community to make the objectives of affirmation action a reality.

G. Copies of the Affirmative Action Policy are on file with all divisions of the institution and posted on the employees' bulletin board located in the Mail Room. Regular reports are prepared showing a breakdown of individuals by race working in the major categories of employment. These reports are distributed to all appropriate State and Federal offices.

H. The Affirmative Action and Equal Opportunity Officer has been assigned primary responsibility for the development of new sources of minority applicants for staff positions. Division chairpersons are asked to use every possible avenue for increasing the number of minority candidates for academic appointments. An Affirmative Action Committee has been appointed. Its function is to monitor the College's Affirmative Action Policy, implement necessary actions in areas of respective responsibility, advise the Affirmative Action Officer on means to make the Affirmative Action Policy more effective, and recommend any necessary changes in the Affirmative Action Policy to the President.

I. As needed, seminars will be conducted with administrative and supervisory personnel to explain and discuss the college's policies and continued plans for affirmative actions with regard to equal employment opportunity. Periodically, the accomplishments of the Affirmative Action Policy will be reviewed and reports prepared for the appropriate offices of Equal Employment Opportunity. The Affirmative Action Policy is continuously evaluated and updated with corrective measures and refined objectives consistent with current needs of the college community. It is believed that these procedures will assure that Carl Albert State College meets the compliance responsibility of the Civil Rights Act.

Section 7-6 Equal Employment Opportunity Procedures

A. All full-time positions should be submitted in writing on the vacancy form provided by the Affirmative Action Office. The Affirmative Action Officer or HR Representative is responsible for referring them to the Oklahoma State Employment Commission, which had agreed to post them in appropriate locations to assure state, regional, and national exposure. To assist in employing the best-qualified applicant and to assist in continuing implementation of equal employment opportunity, the following procedure is required.

   1. All applications for employment are processed and distributed through the Human Resources department. Once an application is formalized, the employment process follows recommendation and confirmation procedures.
   2. After submitting an application through the Human Resources Department, applicants may be required to take other proficiency testing as required by the job description. Applications of qualified applicants are referred to the Committee or Administrator of the applied-for position, for consideration and appropriate action.
   3. A screening committee made up of appropriate personnel selects the applicants to be interviewed. All applications are returned to the HR Office after interviewing or deciding not to interview the applicant.
   4. Full-time positions: The Human Resources Department is responsible for contacting the applicant, arranging for interviews, and with the approval of the President, selecting screening committees. Professional staff are selected by the President and submitted to the Board of Regents for final approval.

B. The Human Resources Department is responsible for creating and posting position announcements, with the assistance of administrators.

C. Employment opportunities are posted as an "Internal Vacancy Notice" or an "External Vacancy Notice". When an Internal Vacancy Notice is posted, full-time, regular employees of the College may apply within five working days. If no internal candidates apply or one is not selected for a position, it will then be posted as an External Vacancy Notice.

Section 7-7 Complaint & Grievance Procedures

CASC is committed to providing a positive educational and work environment for students, employees, and visitors. In pursuit of maintaining this positive environment, CASC has implemented procedures to provide a clear, orderly, and expedient method through which students, faculty, staff, or visitors to the College may process bona fide grievances or complaints. CASC's procedures for handling concerns place a strong emphasis on resolving complaints/concerns informally, in a non-adversarial process. The complete procedures for filing, processing, and resolving complaints for the following categories are addressed in Section 8 of this manual and on the CASC website:

A. Campus Concern Policy - Any student, faculty, staff member, or visitor who believes his or her educational or work experience has been compromised may file a concern notice on the Campus Concern/Grievance form.
B. Discrimination Policy - Any student, faculty, staff member, or visitor who believes they have been discriminated against on the basis of race, color, national origin, gender, age, religion, disability, or veteran status may file a Discrimination Grievance on the Campus Concern/Grievance form.
C. Sexual Harassment Policy – Any student, faculty, staff member, or visitor who believes they have been sexually harassed may file a Sexual Harassment Grievance on the Campus Concern/Grievance form.

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Chapter 8
Complaint & Grievance Policies

Section 8-1 INTRODUCTION

CASC is committed to providing a positive educational and work environment for students, employees, and visitors. In pursuit of maintaining this positive environment, CASC has implemented procedures to provide a clear, orderly, and expedient method through which students, faculty, staff, or visitors to the College may process bona fide grievances or complaints. CASC's procedures for handling concerns place a strong emphasis on resolving complaints/concerns informally, in a non-adversarial process. (Form is included in Appendix V)

Section 8-2 CAMPUS CONCERN POLICY

A. 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, Sexual Assault involving a CASC student or Discrimination is governed by separate policies.

B. 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. Complainant 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.

C. 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.

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

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.

5. The President's (or designee's) determination on the report and discipline shall be final and non-appealable.

E. 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.

F. 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.

G. FILING OF FALSE COMPLAINTS 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.

H. 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.

Section 8-3 DISCRIMINATION POLICY

A. INTRODUCTION

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, sex, age, religion, disability, 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.

B. 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 subjected to Discrimination.
2. 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.
3. The "Respondent" is the employee, student, or visitor who allegedly discriminated against another person in violation of this policy.
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. 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, age, religion, disability, 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.
   a. No specific intent to discriminate against an individual need be present for discrimination to occur.
   b. Examples of discriminatory conduct prohibited by this policy include, but are not limited to, the following: Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, national origin, gender, disability, age, military status, or veteran status.
   c. 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;
   d. 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.

C. INITIATING A COMPLAINT
   1. Employees, students, or visitors who believe they (or someone they have witnessed), 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.
   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. 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.
   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.

D. COMPLAINT RESOLUTION

   The Human Resources Department will determine, whether a complaint of Discrimination will be resolved by formal or informal means.
   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.
      a. 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.
      b. At any time during the Informal Resolution process, the Human Resources Office or the Complainant may request a formal resolution process.
   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.

a. Initiating the Formal Resolution Process: The Complainant must have previously submitted to the Human Resources Office a signed written statement (Campus Concern/ Grievance Form).
b. 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.
c. 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.
d. 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.
e. 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.
f. 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.
g. The investigator(s) may interview any other persons considered to have information relevant to the complaint.
h. The investigator(s) may receive, gather, and review any documents and physical evidence related to the complaint.
i. 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.
j. The investigation of complaints against visitors may differ from the investigation described herein based on the circumstances.

3. Investigator(s) Report and Recommendations: Within ten (10) days after completing the investigation, the investigator prepares a written report and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written report.
   a. The President shall appoint a three-person committee to review the Report and Recommendations. Committee members will be appointed on a case-by-case basis.
   b. The Complainant and Respondent shall have ten working days to submit a "written reply" regarding the Report 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.
   c. Within twenty (20) days after receiving the Report, the committee shall review the Report and review the Complainants and Respondent's "written reply" to the Report, if any.
4. The committee shall make one of the following determinations:
   a. Return the Report 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.
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.

E. 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:

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.
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.

F. 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.

G. 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.

H. 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.

I. 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.

Section 8-4 HARASSMENT POLICY

A. CASC is committed to providing students, employees, and visitors educational and working environments free from harassment, both in and out of the classroom. 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 form of Harassment.

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, sex, age, religion, disability, or veteran status. With the exception of discrimination based on sex, any allegation of other discriminatory behavior listed here may be processed through the Discrimination Policy in Section 8-3 of the CASC Policies & Procedure Manual. The Human Resources Director is responsible for civil rights compliance and questions and concerns can be directed to 918-647-1373 or 1507 S McKenna, Poteau, OK 74953, or F L Holton Business Center, BC866D.

The Title IX Coordinator and Deputy Coordinator have been designated to handle inquiries regarding sex discrimination, including sexual harassment, sexual assault, pregnancy, domestic violence, and stalking. Inquiries can be directed to: title9@carlalbert.edu
This policy will prohibit conduct that is also addressed in the Title IX Policy but with differing definitions in compliance with distinct federal law regulations. For example, dating violence, domestic violence, retaliation, sexual harassment, and stalking are addressed in this policy and the Title IX policy. Due to these federal law regulations, CASC is required to address the above prohibited conduct differently depending on the circumstances of the alleged behaviors. The Title IX policy is Section 5-12 of the Policies & Procedures Manual and posted individually on the Human Resources website. The Human Resources Director will work with the Title IX Coordinators in determining which policy a complaint falls under.

B. 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 subjected to Sexual Harassment or discriminatory harassment.

Complainant does not include a CASC supervisor, administrator, employee or official who reports harassment that he or she has observed or a complaint he or she received involving other persons.

2. The "Respondent" is the employee, student, or visitor who allegedly sexually harassed or discriminatorily harassed another person in violation of this policy.
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.

   Retaliatory actions include threats or actual violence against the person or that person's property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The College will impose outcomes on any faculty, student, or staff member found to be engaging in retaliation, or on individuals who encourage third parties to retaliate on their behalf.

   This policy is in keeping with the spirit and intent of various local, state and federal guidelines, which address the issue of fair employment procedures. It is further understood that false accusations of harassment will not be condoned. Accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals.
4. Harassment is a form of discrimination that is defined as verbal or physical conduct that is directed at an individual on the basis of race, color, national origin, sex, age, religion, qualified disability, status as a veteran, when such conduct is severe, pervasive, or persistent, and objectively and subjectively offensive, such that it, has the effect of creating an intimidating, hostile, or offensive environment that limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.
5. For purposes of this policy, Sexual Harassment is a form of gender discrimination as outlined by state and/or federal laws, which may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when;
   a. Quid Pro Quo: Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's employment, education, or participation in a CASC program or event; or

      Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing, or participation in a CASC program or event.
   ~~b.~~ Hostile Environment: Such conduct that is severe, pervasive, or persistent, and objectively offensive, such that it, has the effect of creating an intimidating, hostile, or offensive environment that limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.
   c. No specific intent to sexually harass an individual need be present for Sexual Harassment to occur; however, the verbal or physical conduct of a sexual nature must be unwelcome.
      (i) Examples of verbal or physical conduct prohibited by this policy include, but are not limited to, the following: Persistent unwelcome flirtation, advances, sexual or romantic attention, and/or propositions of a sexual nature; Repeated insults, humor, jokes, and/or anecdotes that belittle or demean an individual's or a group's gender, sexuality or sex; Gratuitous and unwelcome comments of a sexual nature about an individual's body or clothing or other lewd or sexually suggestive comments; Repeated remarks about sexual activity and/or speculation about sexual experiences; Unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including but not limited to, email, text-messages, websites, videos, downloads, screensavers, greeting cards, articles, books, magazines, catalogs, graffiti, or cartoons; Intentional unnecessary touching, such as patting, pinching, hugging, or repeated brushing against an individual's body; Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an

individual's employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; and

(ii) The individual who is sexually harassed and the harasser may be female or male and may be of the same sex or of opposite sexes;

(iii) The harasser may be the supervisor of the individual who is sexually harassed, a supervisor in another area, a co-worker, a subordinate, a faculty member, a student, or a non-employee;

(iv) The Complainant does not have to be the specific person to whom the sexually harassing conduct is directed, but must be a person who was affected by the offensive conduct of the harasser.

(v) Conduct may constitute Sexual Harassment in violation of this policy even in the absence of economic injury to, academic injury to, or discharge of the individual who is sexually harassed.

6. Sexual Misconduct: Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behaviors. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation or gender identity of those involved.
   a. Sexual assault (to include domestic and dating violence and stalking). Verbal or physical conduct may violate this policy regardless of the level of authority and gender of the individuals involved.
      (i) Incidents involving sexual assault of CASC students, staff, and faculty are also addressed under the Title IX Policy (Sec 5-12 & Student Handbook).
   b. Non-Consensual Sexual Contact: Unwelcome sexual touching of intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering the same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.
   c. Non-Consensual Sexual Intercourse: Non- consensual sexual intercourse with another individual without their effective consent or by force, which could include, penetrating any bodily opening with an object or body part. Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.
   d. Sexual Exploitation: Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.
   e. Sexual Exposure: Engaging in indecent exposure, sexual acts in a public place, or voyeurism.

C. INITIATING A COMPLAINT:
   1. Employees, students, or visitors who believe they (or someone they have witnessed), have been subjected to Harassment in violation of this policy should report the incident to the CASC Human Resources Office using the 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.
   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, unless the harassment falls within the definition of Sexual Harassment in the Title IX Policy, which holds no time limits.
   3. Any CASC supervisor, administrator, or employee who receives a complaint or otherwise becomes aware of conduct he or she believes to be Harassment 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.

4. The CASC supervisor, administrator, or official must also inform the individual making the Harassment complaint of this policy and refer them to the Human Resources Office.
5. Upon notice of a report of harassment or retaliation, the Human Resources Director will assess whether a complaint will proceed through this policy. Reasons to forego a formal investigation process may include, but not limited to:
    a. Anonymous correspondence;
    b. A complaint is speculative, conclusory, incoherent, or fails to describe in enough detail to infer harassment based on a protected class;
    c. The conduct described in this complaint is not covered by this policy;
    d. The facts alleged in the report do not rise to the level of a policy violation;
    e. An appropriate resolution or remedy has already been achieved, or has been offered and rejected;
    f. The College has no authority over the Respondent;
    g. The allegation was not filed timely within 180 calendar days of the date of the alleged harassment;
    h. The complaint was withdrawn.

    If an assessment determines the College will not proceed with a resolution and investigation, the Complainant will be notified in writing. If the Human Resources Director determines there is no further action, then the decision is non-appealable.

D. COMPLAINT RESOLUTION: The Human Resources Department will determine, whether a complaint of Sexual Harassment will be resolved by formal or informal means.
    1. INFORMAL RESOLUTION:
        a. An informal resolution can include three different approaches:
            (i) When the parties agree to resolve the matter through an alternate resolution mechanism (i.e. negotiated resolution or administrative resolution); or
            (ii) When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
            (iii) When the Human Resources Director or a Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.
        b. The informal resolution process is appropriate where the complained-of conduct is not sufficiently serious or repetitive to rise to the level of unlawful Sexual Harassment. 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.
        c. The Human Resources Office shall attempt to resolve the Harassment complaint using the informal resolution process, within 30 days or a reasonable time after the complaint has been submitted. When needed, the Human Resources Office shall conduct an investigation and attempt to resolve the matter informally.
        d. At any time during the Informal Resolution process, the Human Resources Office or the Complainant or the Respondent may request a formal resolution process.
    2. FORMAL RESOLUTION: The formal resolution 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.
        a. Initiating the Formal Resolution Process: The Complainant must have previously submitted to the Human Resources Office a signed written statement (Campus Concern/Grievance Form)

b. A good faith effort will be made to complete the Formal Resolution Process shall be completed within sixty (60) business days or reasonable time 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.
c. The President shall appoint an investigator(s) to examine all written complaints of Harassment against employees, students, and visitors. The investigator(s) may or may not be CASC employees, but should include someone trained in Title IX.
d. 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 complaint.
e. 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.
f. 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 Harassment is unfounded.
g. The investigator(s) may interview any other persons considered to have information relevant to the complaint.
h. The investigator(s) may receive, gather, and review any documents and physical evidence related to the complaint.
i. Where necessary, the investigator(s) may recommend to the Vice President for Academic Affairs temporary adjustments to the Complainant's class schedule, if a student, or to the Human Resources Director for work environment adjustments if an employee, pending conclusion of the investigation.
j. Recordings: Meetings may be audio recorded by the investigator. The investigator will inform participants prior to beginning any recording. All recordings are the property of the College. Others will not be permitted to make a recording of any type.
k. The investigation of complaints against visitors may differ from the investigation described herein based on the circumstances.

3. Investigator(s) Report and Recommendations: Within 10 days after completing the investigation, the investigator prepares a written report and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written report.
   a. The President shall appoint a three-person committee to review the Report and Recommendations. Committee members will be appointed on a case-by-case basis.
   b. The Complainant and Respondent shall have ten (10) working days to submit a "written reply" regarding the investigation report to the Human Resources Office. The Human Resources Office shall provide the Committee with a copy of the Complainants and Respondent's "written reply," if any.
   c. Within twenty (20) days after receiving the written investigation report, the Committee shall review the written report, and review the Complainants and Respondent's "written reply" to the investigation report, if any.
4. The committee shall make one of the following determinations:
   a. Return the written investigation report 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 Complainant and Respondent of the determination.
   c. Determine that it is more likely than not that a violation of this Harassment or Retaliation policy did occur.

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.

E. APPEALS: The Complainant or the Respondent may appeal the determination, based on substantive and/or procedural grounds, as follows:
   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 ten (10) Working Days of the date of delivery of the written determination.
   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' investigation report and may accept, modify or reject any discipline imposed.
      The President's decision on appeal shall be the final institutional decision.

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

G. 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 Harassment is subject to discipline, up to and including termination of employment, suspension, or expulsion from CASC, even if no Harassment is found.

H. 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.

I. EFFECT ON PENDING DISCIPLINARY ACTIONS: Filing a Harassment 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.

J. Policy on Relations between faculty, staff, or any other CASC employee or representative and Students. See section 4-52 Consensual Relationships.

(Board amended 9-17-13; 9-15-15; 12-5-17, 9-15-20)

Section 8-5 Student Conduct Grievance Procedure

The Student Conduct Grievance Policy is addressed in Chapter five, Section 5-70.

Section 8-6 ADDITIONAL RESOURCES

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving the College. You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

A. **Oklahoma State Regents for Higher Education Complaint Procedures**
   Current and prospective student complaints that are reported to the Oklahoma State Regents for Higher Education (OSRHE) are handled through OSRHE Academic Affairs Office by reviewing the circumstances of the complaint and providing the individual with contact information for the most appropriate campus office with the authority to resolve the complaint. If the individual has exhausted the process for review and appeal at the institution and believe the complaint is unresolved, OSRHE staff requests permission to contact the institution on their behalf to identify any possible resolution. OSRHE staff remains in contact with the student to determine if their issue has been resolved or adequately addressed.
   655 Research Parkway, Suite 200
   Oklahoma City, OK 73104-3603
   405-225-9100

B. **North Central Association,** the Accrediting Commission for CASC, for complaints associated with the institution's compliance with academic program quality and accrediting standards.
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Telephone: (800) 621-7440

Chapter 9

CASC DEVELOPMENT FOUNDATION

The CASC Development Foundation was formed in December 1979 to benefit students and programs of Carl Albert State College. The three-fold mission of the Foundation is to build an endowment fund for scholarships, a program for academic enrichment and a residential campus.

The Foundation seeks private sector gifts and grants, which allow the College's vision to become reality. Former Speaker of the U.S. House of Representatives, Carl Albert, served as Honorary Chairman of the CASC Development Foundation Board of Trustees until his death. The Board of Trustees meets semi-annually, in addition to committee meetings conducted throughout the year. The Executive Committee, which is comprised of two Board of Regents representatives and three Board of Trustees representatives, including the Chair, Vice-Chair and Secretary of the Trustees, meets a minimum of two times per year. This Committee is primarily responsible for the review and oversight of the major investments of the Foundation.

The Board of Regents of Carl Albert State College and the CASC Development Foundation entered into an Agreement for Exchange of Services that permits each of the parties to provide mutually beneficial goods, services and funds to the other party. The Agreement is attached hereto as Exhibit "A".

To fulfill its mission the CASC Development Foundation has developed the following programs:

- Endowed Professorships – This program provides financial resources to directly support excellence and innovation in classroom teaching which enables committed teachers to better prepare graduates for advanced study or career entry.

- CASC Scholar Program—Adopt-A-Scholar – Businesses, individuals, and organizations who support the Human Endowment program finance the annual scholarships offered to the 76 residents of the Bill J. Barber and W. D. Hoffman Scholars Centers. Adopt-a-Scholar sponsors are invited to attend an annual recognition dinner and other special events with their scholar. Contributions to this program exceed $50,000 annually.

- Endowed & Annual Scholarships – Endowed and long-term scholarships use the interest earned on the endowed principals to make their awards. Annual scholarships are awarded through yearly contributions. Students receive in excess of $50,000 from the endowed and annual scholarships.

- Students in Free Enterprise Residential Halls – This program provides housing for 80 students living in the Nell and Lattie Hoyle and the Dr. E. A. "Jack" Gedosh Living Centers. The AES/SIFE Program allows students to explore various avenues of business based on free enterprise systems and also provides an opportunity for competition with other colleges and universities throughout the United States.

EXHIBIT "A"

AGREEMENT FOR EXCHANGE OF SERVICES

This Agreement for Exchange of Services is made and entered into between the Board of Regents of Carl Albert State College ("College") and Carl Albert State College Development Foundation, Inc. ("Foundation").

W I T N E S S E T H:

WHEREAS, the College is a State of Oklahoma college and a part of the Oklahoma State System of Higher Education; and

WHEREAS, the Foundation is an Oklahoma non-profit corporation created for the benefit of the College, its students, staff and employees insofar as the same shall be in aid of charitable, scientific, literary or educational purposes; and

WHEREAS, 70 Okl. Stat. S4306, as amended, requires that the regents of any institution of higher education enter into a written contract before directly or indirectly transferring any funds to any college-related foundation or rendering service or providing anything of value to such foundation to document adequate payment or reimbursement therefore; and

WHEREAS, each of the parties hereto provide the other party with goods, services and funds, all of which are adequately documented and the parties, by this contract, intend to comply with said statutory requirement.

NOW, THEREFORE, for and in consideration of the goods, services and funds provided one to the other, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. The College shall provide the Foundation the following:

   (a) The Services of the President, Assistant President for Fund Development, Public Relations Director, and their staffs on a part-time basis.

   (b) Adequate office space on the Carl Albert State College campus.

   (c) Maintenance of the office space and the insuring thereof.

   (d) Use of Carl Albert State College postage, vehicles, telephones, computers, bookkeeping services, construction crew, and bonding for executive director.

   (e) Cost of the annual, external audit.

   (f) Other reasonable services and goods as the administration shall determine.

   (g) Occasional lunches and/or dinners that benefit the College.

2. The Foundation shall provide the College the following:

   (a) Scholarship grants to the residents of the Bill J. Barber and W. D. Hoffman Scholars Center and to other College students from donations to the Foundation and from endowment income.

(b) Funds obtained by the Foundation for College projects including but not limited to library improvement, computer equipment, lectures, and other academic enrichment activities.

(c) Public relations services to the college services area.

(d) Other reasonable funds, services and goods as the Foundation shall determine for the good of the College and the furtherance of its mission.

(e) Provide living center rooms for people who desire to be residential students plus other services that residential students might need.

(f) Make application for funds from other foundations that whereupon, if funded, the revenue would enhance the scope of the College's operation and mission.

(g) Through the Foundation, tangible assets including real estate, can be deeded to the College upon agreement by the Board of Regents and Trustees. As acquired through gifts or grants to the Foundation, these will enhance the scope of the College's operation and missions.

IN WITNESS WHEREOF, the parties agree that the effective date shall be the 1st day of March, 1993. Revised the 10th day of October 1997, and the 5th day of April, 2001

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APPENDIX I

ADOPTION RESOLUTION

ADOPTION RESOLUTION

RESOLUTION OF THE BOARD OF REGENTS
ADOPTING THE POLICIES AND PROCEDURES MANUAL
OF CARL ALBERT STATE COLLEGE

BE IT RESOLVED BY THE BOARD OF REGENTS OF Carl Albert State College:

THAT the Policies and Procedures Manual of Carl Albert State College, compiled, edited, and prepared under the supervision of the President of the College and his staff, and as modified by the Board of Regents, is hereby adopted by the Board of Regents of Carl Albert State College:

THAT the Policies and Procedures Manual of Carl Albert State College shall go into effect on January 22, 2001.

THAT all resolutions, motions, and other actions of a permanent, general nature heretofore adopted by the Board of Regents of Carl Albert State College or by its predecessor and still in effect, but not included in this policies and procedures manual or in the College catalog or in both, are hereby repealed as of the time when this manual goes into effect;

THAT repeal of any resolution, motion, or other action of the governing board of the College by the above shall not affect any act done or any right or obligation established prior to the effective date of such repeal;

THAT the continuance in effect of all resolutions, motions, and other actions of the governing board of a temporary and/or special nature, although omitted from the manual, shall not be affected by such omission therefrom; and this resolution shall not repeal or amend any such temporary and/or special action of the governing board still in effect.

ADOPTED BY THE BOARD OF REGENTS OF Carl Albert State College ON June 12, 2012.

/s/_____
Bill Barber, Chairman

ATTEST:

/s/_____
Carroll Huggins, Secretary

(Seal)

APPENDIX II

BASIC DOCUMENTS PERTAINING TO THE
HISTORY & DEVELOPMENT OF
CARL ALBERT STATE COLLEGE

DOCUMENT NO. 1

SENATE BILL NO. 2, 1967
THE COMMUNITY JUNIOR COLLEGE LAW

Senate Bill No. 2 of 1967, referred to as The Community Junior College Law, authorized the establishment, maintenance, and operation of "community junior colleges." It required boundaries of the respective "communities" to be described, and provided for the election of a Board of Trustees.

Carl Albert State College was one of the junior colleges in the state to take advantage of the legislation, and the institution operated under it as a "community junior college:" until the school became a "state Junior college" on October 25, 1973, when a new governor-appointed Board of Regents was sworn into office.

Since this Bill is no longer applicable to Carl Albert State College, it is not reproduced here. It may be found in the Oklahoma Statutes 1971, Title 70, Sec. 4401 to 4409, and also in the Oklahoma Higher Education Code, X X 1401 to 1409, published by the Oklahoma State Regents for Higher Education.

DOCUMENT NO. 2

HOUSE BILL NO. 1049, SECTION 16, OF 1973
PROVIDING THAT COMMUNITY JUNIOR COLLEGES SHALL BECOME
STATE JUNIOR COLLEGES AND MEMBERS OF THE
OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION

Note: House Bill No. 1049 of 1973 is the Higher Education Appropriation Bill. Section 16 of this Bill appears below as it is coded in the Oklahoma Statues, Supp. 1973, s 4423.

S 4423. El Reno Junior College --Carl Albert Junior College – Seminole Junior College – Sayre Junior College – Oscar Rose Junior College – South Oklahoma City Junior College.

A. The Oklahoma State Regents for Higher Education are hereby authorized and directed to establish and maintain two-year colleges at El Reno to serve Canadian County and surrounding area, which shall be known as the El Reno Junior College, at Poteau to serve LeFlore County and surrounding area, which shall be known as the Carl Albert Junior College, at Seminole to serve Seminole County and surrounding area, which shall be known as the Seminole Junior College, at Sayre to serve Beckham County and surrounding area, which shall be known as the Sayre Junior College, at Midwest City to serve Oklahoma County and surrounding area, which shall be known as the Oscar Rose Junior College, and in South Oklahoma City to serve Oklahoma County and surrounding area to be known as the South Oklahoma City Junior College; and, each of said junior colleges shall be an integral part of the Oklahoma State System of Higher Education and shall be entitled to the same privileges and be subject to the same laws as other member institutions of said State System except as expressly provided otherwise herein. It is expressly provided as a condition precedent that each of said junior colleges must make provision locally for the donation, to the State of Oklahoma, of a suitable site for the college including facilities and other resources of the existing junior colleges, above named.

B. After the Oklahoma State Regents for Higher Education have acted to establish the junior colleges above named and identified, there shall be created a separate Board of Regents for each of said junior colleges, and said Board of Regents shall consist of seven (7) members to serve seven-year overlapping terms, with members of said Board to be appointed by the Governor by and with the advice and consent of the State Senate. Each Board shall have the same powers and duties as the Board of Regents of Tulsa Junior College. Four members of the Board of Regents for the junior colleges located at El Reno, Poteau, Seminole and Sayre shall be from the county in which said junior college is located. Four members of the Board of Regents for Oscar Rose Junior College and South Oklahoma City Junior College shall be residents of the original district of each of said junior colleges. With respect to Oscar Rose Junior College and South Oklahoma City Junior College, it is further provided that the college and its governing Board of Regents shall continue to operate the technical area school district program to carry out the function of post-secondary technical education for the people of the technical education school district as now operated, and in accordance with, O.S. 1971, Title 70, Section 4410. The foregoing constitutes a separate authorization and direction to the Oklahoma State Regents for Higher Education to act separately and independently with respect to each of said junior colleges in the manner prescribed.

C. The junior colleges referred to in this section shall be entitled to all privileges and be subject to the same laws as other institutions in the State System except that, irrespective of whether said junior colleges each or all of them become a part of the Oklahoma State System of Higher Education, the State Regents shall not allocate state appropriated funds to these institutions in an amount that would exceed the rate of seventy-five percent (75%) per capita of the amount allocated to the junior colleges in the State system existing on the effective date of this act. Laws 1973, c. 209, 16 emerg. eft. May 18, 1973.

DOCUMENT NO. 3

RESOLUTION

WHEREAS, on the 5th day of June, 1973, a regular board meeting was held by the Board of Trustees of the Carl Albert Junior College; and

WHEREAS, a discussion was had concerning the obtaining of official membership of institutions in the Oklahoma State System of Higher Education, pursuant to Section 16 of House Bill #1049 of the 1973 Oklahoma Legislature; and

WHEREAS, it was resolved that the people of the community as well as the Board of Trustees of Carl Albert Junior College are ready and willing to convey title to the land and property, including improvements, of the Carl Albert Junior College to the State of Oklahoma, for the continued use of Carl Albert Junior College as a State institution of higher learning.

THEREFORE, by it resolved, by the Board of Trustees of the Carl Albert Junior College at a regular meeting that the Carl Albert Junior College desires to have official membership in the Oklahoma State System of Higher Education, pursuant to Section 16 of House Bill #1049 of the 1973 Oklahoma Legislature and that they are ready and willing to convey title to the land and property, including buildings of the Carl Albert Junior College to the State of Oklahoma.

/s/_____
Herman Thomas, President of the Board

/s/_____
Joe Ellzey, Clerk

ATTEST:

/s/_____
Jan Pate, Notary Public

DOCUMENT NO. 4

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
State Capitol, Oklahoma City

RESOLUTION NO. 887

WHEREAS, the First Session of the Thirty-Fourth Oklahoma Legislature in its enactment of House Bill #1049 provided in Section 16 of the bill for the conversion of community junior colleges to full member institutions of The Oklahoma State System of Higher Education and authorized and directed the State Regents to proceed with the administration of this law; and,

WHEREAS, the law provided that as a prerequisite for the conversion, the college must make provision locally for the donation to the State of Oklahoma of a suitable site for the college, including its existing facilities and other resources; and,

WHEREAS, the Board of Trustees of Carl Albert Junior College located at Poteau submitted a Resolution to the State Regents on June 22, 1973, requesting that the State Regents proceed with steps to convert this community junior college to a state junior college pursuant to provisions of the law cited above, upon which request the State Regents acted affirmatively and directed the Chancellor to inform college officials and advise them that the next step would be to comply with the law requiring the donation of land and other property owned by the institution to the State of Oklahoma; and,

WHEREAS, the State Regents subsequently received a deed to land owned by the College, including improvements thereon and appurtenances thereto and a bill of sale to other movable property owned by the institution, and the Attorney General of Oklahoma has given a satisfactory opinion regarding the deed conveying title to the property.

NOW, THEREFORE, BE IT RESOLVED by the Oklahoma State Regents for Higher Education as follows:

SECTION 1. The community junior college, known as Carl Albert Junior College located at Poteau, is hereby proclaimed to be and shall hereafter operate as a full member institution of the Oklahoma State System of Higher Education pursuant to provisions of Section 16 of House Bill #1049 of the 1973 Oklahoma Legislature.

SECTON 2. A copy of this Resolution shall be filed with the Secretary of the State of Oklahoma, a copy shall be sent to the President and governing board of Carl Albert Junior College, and a communication shall be dispatched to the Governor of Oklahoma containing a copy of the Resolution and a request that he proceed to appoint a Board of Regents for Carl Albert Junior College in accordance with state law.

SECTION 3. After the Board of Regents has been appointed and qualified and has been organized for operation as the governing board of the junior college, the Chancellor and staff shall work in cooperation with the governing board and president of the college to accomplish the administrative activities necessary to convert the fiscal operations of the institution from a local district basis to a state level basis establishing appropriate accounts and funds in the State Budget Office and the State Treasury as well as proper procedures for the efficient fiscal operation of the institution as a member institution of The Oklahoma State System of Higher Education.

Adopted this 23rd day of July, 1973.

SEAL
ATTEST

Exall English, Secretary

Goodwin Broaddus, Jr., Chairman

I hereby certify that the above accurately reflects the action taken by the State Regents in meeting on July 23, 1973.

E. T. Dunlap, Chancellor

Notarized by me on July 23, 1973. My commission expires 2/15/74.

Adeline Laird
Notary Public

DOCUMENT NO. 5

HOUSE BILL NO. 1965, SECTION 9, OF 1990 AMENDING 70 O.S. 1981, SECTION 4423, AS AMENDED BY SECTION 2, CHAPTER 16, O.S.L. 1983 (70 OS. SUPP. 1989. SECTION 4423), WHICH RELATES TO JUNIOR COLLEGES, CHANGING NAME OF CARL ALBERT JUNIOR COLLEGE TO CARL ALBERT STATE COLLEGE.

SECTION 9. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 4423.1 of Title 70, unless there is created a duplication in numbering, reads as follows:

The state educational institution located at Poteau which is known as “Carl Albert Junior College” and is presently designated as “Carl Albert Junior College” shall continue at the same location and the official name of the institution shall be designated in all future references as “Carl Albert State College.” Any reference in the statutes to Carl Albert Junior College shall be deemed a reference to Carl Albert State College.

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APPENDIX III

Policies of Oklahoma State Regents

For Higher Education on

Admission and Retention of Students

POLICY STATEMENT ON ADMISSION TO RETENTION IN AND TRANSFER AMONG COLLEGES AND UNIVERSITIES OF THE STATE SYSTEM

Article XIII-A of the Constitution of Oklahoma and Title 70, Section 3206 of the Oklahoma Statues provide that the Oklahoma State Regents for Higher Education (OSRHE) shall prescribe standards of education for institutions in the Oklahoma State System of Higher Education, including standards for "admission to, retention in, and graduation from State Educational Institutions." In order to perform these constitutional and statutory responsibilities, the State Regents established curricular requirements, criteria, and standards for admission to State System institutions, as well as standards for retention in and transfer among institutions by type. Admission to all associate and baccalaureate programs must conform to these standards except as otherwise addressed in Admission Professional Schools and Admission Special Programs of Section 5 of OSRHE Policy.

An annual review of the implementation of the admission and retention policies will be done. The purpose of the annual review will be, first, to assure that the admission and retention standards are being carried out consistent with the intent of the OSRHE policy. Second, the review will provide a comprehensive overview of the progress and effects of the admission and retention standards specifically whether or not the ultimate goal of the policy to achieve student success is being met.

PART I. ADMISSION STANDARDS

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

A. High School Curricular Requirements for Admission to Programs Leading to Associate in Arts, Associate in Science, and Baccalaureate Degrees.

Units

Years	Course Areas
4	English (Grammar, Composition, Literature; should include an integrated writing component)
2	Lab Science (Biology, Chemistry, Physics or any lab science certified by the School district; General Science with or without a lab may not be used to meet the requirement) Effective fall 2010, three lab science courses will be required for college admission.
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus [must have completed Geometry and Algebra II], Calculus, Advanced Placement statistics)
3	History and Citizenship Skills (including one unit of American History and two additional units from the subjects of History, Economics, Geography, Government, Non-Western Culture)
3	Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language, or any Advanced Placement course except applied courses in Fine Arts. Effective fall 2010, the number of additional units be reduced to two.
15	Total Required Units

Computer science courses (one or more units) that meet the State Regents' guidelines for high school curricular requirements may satisfy the postsecondary system-wide computer proficiency graduation requirement (see the State Regents' *Undergraduate Degree Requirements Policy*).

In addition to the above requirements, the following subjects are recommended for college preparation:

2	additional units: Fine arts - music, art, drama, and speech
1	additional unit: Lab science (as described above)
1	additional unit: Mathematics (as described above)
4	Recommended Units

While these curricular requirements will normally be met by students in grades 9 through 12, advanced students who complete these courses in earlier grades will not be required to take additional courses for purposes of admission.

The remaining units required by the State Board of Education for high school graduation may be selected from courses to meet students' individual needs and interests.

B. Curricular Deficiencies

1. Baccalaureate Programs
   Students must meet all basic academic skills curricular requirements (English, Mathematics, and science) to be admitted to baccalaureate programs at research or regional institutions. Students with a deficiency in a non-basic academic skills course (excludes English, mathematics, and science) who present an ACT reading subject score at or above the specified level or who score at the designated level on any approved secondary institutional reading assessment instrument may be admitted as a regular admission student. These students will be required to complete an additional three-hour collegiate course in the relative subject area to make up the high school deficiency (see the State Regents' *Remediation and Removal of High School Curricular Deficiencies Policy*). Other exceptions are noted in the special admission options outlined later in this policy.

   If an institution admits students with one or more curricular deficiencies to a baccalaureate program utilizing the alternative admission category, the institution must provide the means to satisfy those deficiencies (see the State Regents' *Remediation and Removal of High School Curricular Deficiencies Policy*) and the student must successfully remediate basic academic skills course requirements within 24 college level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit.

2. Associate in Arts and Associate in Science Programs Students lacking curricular requirements are admissible into AA or AS programs in the community colleges but must remediate curricular deficiencies in the basic academic skills at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit. In addition, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

3. Associate in Applied Science Programs Students entering AAS degree programs or other certificate programs must remove high school curricular requirement deficiencies before taking courses in the same field as part of an AAS degree or certificate program. Students admitted under this provision may not transfer into an AA, AS or baccalaureate program without first removing the high school curricular deficiencies.

   Students may remove curricular deficiencies as detailed in the State Regents' *Remediation and Removal of High School Curricular Deficiencies Policy*. The institution's president or the president's designee may allow a deserving student who failed to remediate a basic

academic skills deficiency in a single subject to continue to enroll in collegiate level courses in addition to remedial course work beyond the 24-hour limit providing the student has demonstrated success in collegiate courses to date. Such exceptions must be appropriately documented. Students pursuing admission to AA, AS, AAS, or baccalaureate degree programs may not count remedial/development courses toward satisfaction of degree program requirements.

C. Applied Courses

The use of applied courses to meet the high school curricular requirements is to be considered an alternative. College bound students are encouraged to take courses currently specified in the State Regents' *Institutional Admission and Retention Policy*. The State Regents are interested in experimenting with alternative delivery systems that might facilitate student interest and success. It must be noted that the State Regents request and expect high school transcripts to be valid and reflective of the actual courses taken by students; anything less threatens the integrity of the academic process.

One year of Principles of Technology may substitute for one of the currently required lab science courses providing that students taking the course also successfully complete a lab science course listed in the State Regents' *Institutional Admission and Retention Policy*. Additionally, the Principles of Technology course must be taught by a teacher certified or endorsed in physics who has completed the specialized training to instruct the course.

Admission of First-Time Freshmen: Performance Requirements

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 admission. This section includes performance requirements for regular admission which includes three options for admission: standardized tests, high school GPA in all courses plus class rank, or high school GPA in the State Regents' 15-units of required high school core courses. The ACT score used for admission purposes is the composite score without the writing component. The SAT score used for admission purposes is the combined critical reading and math scores without the writing component. Students utilizing a test other than ACT will have their scores converted to ACT equivalents. The high school class rank is one more than the number of students in the high school graduating class who have a high school GPA greater than the student in question. A GED recipient's high school class must have graduated to be eligible for admission. The president or the president's designee may allow exceptions on an individual student basis. Any exceptions, including subsequent student academic performance, will be reported to the State Regents upon request. The University of Oklahoma (OU) is authorized by the State Regents to also require a minimum average standard GED score for automatic admission. The high school GPA used for admission purposes in option 2 is the unweighted average of all grades ("A" equating to 4.00 and "D" equating to1.00) taken in the 9th through 12 grades. The GPA used for admission purposes in option 3 shall add a standard weighting (1.0) to The College Board's Advanced Placement courses and the International Baccalaureate Organization's higher-level courses (an "F" remains zero). While the State Regents strongly support the initiation of honors courses, honors weighting will not be used in the calculation of either high school GPA because there is no equitable mechanism to include the honors premium. The exact standardized test scores and high school GPA will vary over time, and may differ at each institution. The high school GPA will be defined annually to correspond to the rank in class. The ACT score equivalent to these percentages will be determined based on the average of the preceding three years' ACT scores of graduating seniors if available. Oklahoma test data will be used. The concordance table used to set the equivalent SAT score is updated regularly. First-time entering students must also meet entry-level assessment requirements before enrolling in college-level courses. See the State Regents' *Assessment Policy* for more information.

Minimum High School Performance Criteria for Admission of First-Time-Entering Students at Community Colleges and Technical Branches:

Students Seeking Admission to AA, AS, or Baccalaureate Degree Programs. Any individual who:

A. is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED;
B. has met the curricular requirements as set forth in part 3.9.3 of this policy; and
C. has participated in the ACT program or a similar acceptable battery of tests is eligible for admission to any of the community colleges and technical branches in the State System.

Students Seeking Admission to Other Undergraduate Degree or Certificate Programs. Any individual who:

A. is a graduate of high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED; and
B. has participated in the ACT program or a similar acceptable battery of tests is eligible for admission to any of the community colleges and technical branches in the State System.

International Student Admission and Admission of Non-native Speakers of English

International undergraduate students are required to meet equivalent academic performance standards as listed above. Additionally, both first-time undergraduate and graduate students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission, either as first time students to the system or by transfer from another non-system college or university. The State Regents adopted this policy to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language. Students must meet one of the standards described below to demonstrate their competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category within the State Regents' general policy on admission.

A. First-Time Undergraduate and Graduate Students
1. Standardized Testing. Students must meet the minimum score set by the State Regents on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination. Results of the TOEFL taken at international testing centers and special testing centers will be accepted at all State System colleges and universities. Results of the TOEFL administered at institutional testing centers shall not be accepted by colleges and universities other than the administering institution.
2. Intensive English Program (IEP). Students must meet a minimum score set by the State Regents on the TOEFL administered at a special testing center or an international testing center or on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission, successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level. A list of State Regents' approved IEPs can be found in the State Regents' *Academic Affairs Procedures Handbook*.
3. High School Performance. Undergraduate students must have successfully completed the high school core requirements in or graduate from high school where English is the primary language in a country where English is a primary language and demonstrate competency through the *Remediation and Removal of High School Curricular Deficiencies Policy*.
4. Graduate students may satisfy the English language requirement by completing a baccalaureate or graduate degree from a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education.
5. Institutional Discretion. In extraordinary and deserving cases, the president or the president's designee may admit a student in lieu of the above requirements. In these situations, the applicant must have demonstrated

proficiency in the English language by some other means prior to admission. Such exceptions must be appropriately documented and reported to the State Regents annually. OU has been authorized by the State Regents to require higher than the set minimum score on the TOEFL and IELTS for both undergraduate and graduate students.

Special Admission

Students admitted must meet curricular standards as defined above and must meet the high school performance criteria as defined above. The only exceptions are students admitted in the following special admission categories.

A. Special Non-Degree Seeking Student- Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. Retention standards will be enforced. Once a student has completed the designated number of hours, the student is required to meet the formal admission or transfer criteria for the institution of desired entry in order to enroll in additional course work. (This provision is not intended to be limited only to first-time-entering students.) The president or the president's designee may allow non-degree seeking students to exceed this initial nine credit-hour limit on an individual student basis. Such exceptions may be made for nondegree-seeking students only who meet the retention standards and must be appropriately documented and reported to the State Regents annually.

B. Alternative Admission- Research and regional institutions may admit 8 percent of the number of previous year's first-time freshmen or 50 students (whichever is greater) without the students having met the State Regents' high school curricular or performance admission requirements. Institutions admitting students through the alternative admission category must have formally established admission criteria on file at the State Regents' office. The criteria must be oriented to identifying those students who:

1. have a reasonable chance for academic success;
2. have unusual talent or ability in art, drama, music, sports, etc; or
3. are educationally or economically disadvantaged and show promise of being able to succeed in a program or curriculum at the institution where they desire to enroll.

Institutions should use interviews as a part of the mechanism for admitting students in this program. Students wishing to enter under the alternative admission category should be given the opportunity to convince the institutions of their ability through this interview process. In addition, the institution must have implemented programs designed to assist first-year students making the transition to college both academically and socially. The objective of these procedures and programs is to increase the success rate of students as measured by the increase in the retention and graduation rates of all students and particularly minority students. It is intended that the alternative admission opportunities be equitably utilized and proportionately represent different types of students of unusual talent or abilities who do not otherwise meet State Regents' admission standards. Waivers shall not be awarded in significant disproportion for scholarship athletes. It shall be used to promote the system goal of social justice.

Adult Admission

1. Students who are 21 years of age or older or on active military duty may be admitted based on criteria established at the campus level and submitted to and approved by the State Regents. For students admitted under the adult admission category, the campus must consider the probability of the academic success of the student. Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue. Institutions will be required to submit an annual report of those students admitted in this category to the State Regents.

2. Any student who:
    a. is not a high school graduate but whose high school class has graduated; and
    b. has participated in the ACT program or similar battery of tests is eligible for admission to any of the community colleges in the State System. Students utilizing a test other than ACT will have their scores converted to ACT equivalents. A GED recipient's high school class must have graduated to be eligible for admission. The president or the president's designee may allow exceptions on an individual student basis. Any exceptions, including subsequent student academic performance, will be reported to the State Regents upon request.

Home Study or Non-Recognized Accredited or Unaccredited High Schools

An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission to an institution in the State System as follows:

1. The student must have participated in the ACT or SAT program and achieved the requisite composite score, as defined by the State Regents, for admission to the institution the student wishes to attend.
2. The student's high school class of his or her peers must have graduated. The president or the president's designee may allow exceptions for GED recipients on an individual student basis. Any exceptions, including subsequent student academic performance, will be reported to the State Regents upon request.
3. The student must satisfy the high school curricular requirements for the institution to which the student is applying, as certified by the school or for home study, the parent.

Opportunity Admission Category

Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national norms may apply for full enrollment at a college or university of the State System. The college or university will determine admissibility based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

Correspondence Study Enrollment

Admission to the institution is not required for enrollment in correspondence work. However, academic credit for correspondence work will not be applicable toward a degree until such time as the student has been formally admitted to the institution and has secured the approval of the appropriate academic officers for such credit. Students who desire to apply credit for correspondence courses must make the necessary arrangements with the school where credit is to be applied. Completed courses will appear on the student's official transcript and be designated as correspondence study.

Admission Requirements for Concurrent Enrollment

High school students wishing to enroll concurrently in college courses must meet the admission standards detailed below and the ACT assessment requirements in the State Regents' *Assessment Policy*. The ACT standard is based on Oklahoma norms and the SAT standard is based on national norms. All other students not qualified by grade level as specified in this section might be considered for full enrollment or concurrent enrollment under the Opportunity Admission Category.

1. Workload- A high school student admitted under the provision set forth below may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional

officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment

2. Curricular Requirements- The completion of the high school curricular requirements set forth in this policy shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the ACT assessment requirements for college placement as stated in the State Regents' *Assessment Policy.* A high school student not meeting the designated score in science reasoning, mathematics, and English will not be permitted enrollment in the corresponding college subject area. A student scoring below the established ACT score in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics, and English.) Secondary institutional assessments and remediation are not allowed for concurrent high school students. Concurrently admitted high school students will not be allowed to enroll in any remedial/developmental courses offered by colleges and universities designed to remove high school curricular or basic academic skills deficiencies.
3. Continuing Enrollment- High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a CGPA of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or another institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents' retention standards.
4. Permission- All students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.
5. Collegiate Experience- Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college. The collegiate experience is present in four environments:
    a. High school students enrolled on a college or university campus in a course with collegiate students enrolled.
    b. High school students enrolled at an off-campus site in a course that originates on campus with collegiate students enrolled.
    c. High school students enrolled in a course with collegiate students enrolled at an established off campus site with a regular program of study (defined as at least one certificate, associate in arts, associate in science, associate in applied science or baccalaureate degree).
    d. High school students enrolled at other off campus sites (including in the home and including the use of synchronous or asynchronous instruction) and taught by regular faculty whose primary educational employment is as a faculty member at the institution delivering the course. Exceptions may be made upon request to the Chancellor. Regular faculty is defined as a person qualified for appointment to the full-time faculty of the institution proposing to award credit. All appointments must be recommended by the academic unit awarding the credit and approved through the established procedures for academic appointments.

High School Seniors

A twelfth grade student enrolled in an accredited high school may, if the student meets the requirements set forth above and the minimum standards below, be admitted provisionally to a college or university in the State System as a special student. The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing

component. Minimum standards for State System institutions are outlined below. Institutions may request higher standards.

Research Universities	ACT/SAT at 67th percentile OR	High School GPA 3.0 and Class Rank - top 33.3%
Regional Universities	ACT/SAT at 50th percentile OR	High School GPA 3.0 and Class Rank –top 50%
Community Colleges	ACT/SAT at 42nd percentile OR	High School GPA 3.0

OU and OSU have been authorized to set separate higher admission standards for twelfth grade students based on freshman admission standards. Revisions are made with State Regents' approval and current standards are published annually and available from the institution or the State Regents. OU is authorized to require a minimum class rank or high school GPA in addition to the ACT or SAT score.

High School Juniors
An eleventh grade student enrolled in an accredited high school may, if the student meets the requirements above and the additional minimum requirements set forth below, be admitted provisionally to a college or university in the State System as a special student. The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing component.

Research Universities	ACT/SAT at 83rd percentile OR	High School GPA 3.5 and
Regional Universities	ACT/SAT at top 50% 72nd percentile OR	High School GPA 3.5 and
Community Colleges	ACT/SAT at 58th percentile OR	High School GPA 3.5

Admission Requirements for Concurrent Enrollment of Home Schooled Students and Students from Unaccredited High Schools
A student receiving high-school-level instruction at home or from an unaccredited high school may be admitted provisionally to a college or university in the State System as a special student if the student meets the requirements set forth below. The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing component.

a. The student must be 17 years of age or older and must meet the minimum requirements set forth below. Institutions may request higher standards.

Research Universities	ACT/SAT at 83rd percentile OR	High School GPA 3.5 and
Regional Universities	ACT/SAT at top 50%	High School GPA 3.5 and

	72nd percentile OR	
Community Colleges	ACT/SAT at 58th percentile OR	High School GPA 3.5

OU and OSU have been authorized by the State Regents to set separate higher admission standards for students 17 years of age or older and receiving instruction at home or from an unaccredited institution based on freshman admission standards. Revisions are made with State Regents' approval and current standards are published annually and available from the institution or the State Regents. OU is authorized by the State Regents to require a minimum class rank or high school GPA in addition to the ACT or SAT score.

b. Or the student must be 16 years of age and must meet the requirements set forth below.

Research Universities	ACT/SAT at 83rd percentile
Regional Universities	ACT/SAT at 72nd percentile
Community Colleges	ACT/SAT at 58th percentile

Admission by Transfer

Undergraduate students entering a State System institution by transfer from another State System institution must meet one of the following:

1. Students originally meeting both the high school curricular requirements and academic performance standards of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution's retention standards as defined in the State Regents' *Institutional Admission and Retention Policy*.
2. Students originally meeting the high school curricular requirements but not the academic performance standards of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution's retention standards based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, F) college work.
3. Students originally meeting the performance but not the curricular requirements of the institution to which the student wishes to transfer must have a GPA high enough to meet that institution's retention standards as defined in the State Regents' *Institutional Admission and Retention Policy* and must also complete the curricular requirements before transferring.
4. A student originally meeting neither the curricular nor the performance requirements of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution's retention standards based on at least 24 attempted semester credit hours of regularly-graded (A, B, C, D, F) college work and must also complete the curricular requirements of the institution to which the student wishes to transfer before transferring.

Admission by Transfer from Non-State System Institutions

Undergraduate students wishing to transfer from non-State System institutions to an institution in the State System may do so by meeting the entrance requirements of the receiving institution as outlined in the State Regents' *Institutional Admission and Retention Policy*; and also meet the following:

1. Transcripts of record from colleges and universities accredited by the HLC or other regional associations will be given full value.
2. Each nonresident applicant must be in good standing in the institution from which the applicant plans to transfer.
    a. Each nonresident applicant must have made satisfactory progress (an average grade of "C" or better or meet this policy's current retention standards, whichever is higher) in the institution from which the applicant plans to transfer.

3. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs.
    a. Each nonresident undergraduate applicant must meet the conditions of 1.a and 1.b above.
    b. Each nonresident undergraduate applicant who meets 1.a and 1.b above will also be required to validate the transferred credit by making satisfactory progress (an average of "C" or better) for at least one semester.

Transfer Probation

Students who do not meet the academic criteria including curricular requirements in section A or B above, but have not been formally suspended, may be admitted as transfer probation students. Institutions may develop policies and procedures, subject to State Regents approval, to guide the admission of transfer students who do not meet the requirements. Such policies should include that these students are admitted on probation and must maintain a 2.0 GPA average each semester while on probation or raise their GPA to the designated level as detailed in the State Regents' *Institutional Admission and Retention Policy*. Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment. Additionally, it is expected that institutions will provide the appropriate academic support services to assist such students in achieving academic success.

Retention Standards

In keeping with this philosophy of maximizing student success, institutions are strongly urged to initiate or strengthen programs which will assure that students experiencing academic difficulties will be provided appropriate academic assistance. Such specially designed programs should include, but not be limited to, academic and career counseling, tutoring opportunities, study skills sessions, and diagnostic testing as appropriate. Students on academic notice or academic probation should be required as a condition for continued enrollment to participate in these special academic support services. These programs should be available to all students who feel participation will enhance their academic performance and success.

A. GPA Requirements- All students must maintain a 2.0 GPA for the duration of the college experience with the exception of freshmen on academic notice and academic probation. A student will be placed on academic probation if the following requirements are not met:

Credit Hours Attempted	GPA Requirement
0 through 30 semester credit hours	1.7 Greater than
30 semester credit hours	2.0

Students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed as detailed in the State Regents' *Grading Policy*, remedial/developmental (pre-college) courses, and physical education activity courses. Any student not maintaining satisfactory progress toward the academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. Students suspended in the spring semester may attend, at the discretion of the suspending institution, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. The student's transcript will note suspension at the end of the spring semester. For students who fail to achieve retention standards after the summer session, the phrase "suspension continued" should be entered on the transcript at the end of the summer session. Only students under first-time suspension status at the suspending institution are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their GPA to the required level.

B. Suspension of Seniors- An institution may allow a student with 90 or more hours in a specified degree program who has failed to meet the GPA of 2.0 or the semester GPA of 2.0 to enroll in up to 15 additional semester hours in a further attempt to achieve the GPA requirement. During this 15 hours of enrollment, the student must achieve a minimum 2.0

semester GPA during each enrollment or raise the GPA to 2.0 or above. This senior suspension exception can be exercised only once per student.

C. Academic Suspension Appeals- Institutions have the discretion to establish an academic suspension appeals procedure. Such procedures should allow appropriate discretion in deserving cases. Academic suspension appeal procedures should require that the suspended student document any extraordinary personal circumstances that contributed to the academic deficiencies. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Such appeals decisions should be made only following the thoughtful deliberation of an appropriate committee which may include faculty, students, and administrators. Any institutional policies and procedures developed for the appeal of academic suspension decisions must be submitted to and approved by the State Regents. Annual reports detailing all decisions concerning appeals requests will be submitted to the State Regents.

D. Readmission of Suspended Students- Students who are academically suspended by an institution will not be allowed to reenter the suspending institution for at least one regular semester (fall or spring) except as noted above. Institutions should develop policies and procedures to guide the readmission of suspended students. Such policies should include the provision that suspended students can be readmitted only one time. Such students are readmitted on probationary status and must maintain a 2.0 GPA average each semester attempted while on probation or raise their GPA to the designated level. Should a reinstated student be suspended a second time from the same institution, the student cannot return to the suspending school until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

E. Reinstatement of Suspended Students at System Institutions- It is the intent of the State Regents that public higher education opportunities be provided for all citizens with the ability and desire to use these public services. As previously stated, students will not be permitted readmission to the suspending institution for a minimum of one regular semester (fall or spring). However, research indicates that many times students suspended from one institution may succeed in a new academic environment if given the opportunity. As such, institutions may develop a special admission procedure, subject to State Regents' approval, for students who are suspended from other system institutions and who would otherwise qualify for admission to the reinstating institution. Such students would be admitted at the discretion of the receiving institution and such admission would be probationary. Institutions admitting such students should provide the appropriate academic services to facilitate their success.

Principles

The following principles are intended for use as guidelines for interpretation of policies on admission and retention at colleges and universities of the State System.

A. Any Oklahoma resident, upon graduation from an accredited high school or completion of the GED, should have the opportunity of continuing his or her education at some institution in the State System.

B. Admission and retention policies should recognize and be consistent with the functions, purposes, and programs of respective institutions in the State System.

C. There should be sufficient flexibility in admission and retention policies to permit institutions to make exceptions in worthy and extraordinary cases. Each case must be documented and the institution must report annually to the State Regents on the exceptions made.

D. Admission and retention policies should be stated in such a manner that they are easily understood.

E. Admission and retention policies should be administratively feasible and should be periodically and systematically reviewed.

F. Residents of Oklahoma should be given preference.

G. Admission and retention policies adopted for public institutions should serve the educational welfare of students and at the same time make possible maximum use of public resources.

H. Admission and retention policies should provide for uniformity in the transfer of students among institutions.

I. Students should make satisfactory progress toward an educational objective within a reasonable period of time as specified in policy.

J. Institutions should provide appropriate academic support services for students experiencing academic difficulties. While these programs should be available to all students, students on academic notice or academic probation should be required to participate.

K. Students suspended for academic reasons should, after a reasonable period of time and upon application, be considered for readmission.

L. Provisions in other State Regents' policies are subject to the requirements specified in this policy.

M. Institutional and individual programs' admission and retention policies should be considered minimum standards. Institutions are encouraged to propose more rigorous standards for approval by the State Regents. These standards should be based on indices which have been shown to be related to success in the program(s).

Non-Academic Criteria for Admission

A. In addition to the academic criteria used by institutions in the State System as the basis for student admission, institutions shall consider the following non-academic criteria in deciding whether a first-time applicant or a transfer student shall be granted admission:

1. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
3. Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

B. If the institution finds that an applicant has any of the above, then the institution shall deny admission. If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

1. Be advised of the ground of the denial.
2. Be informed of the facts which form a basis of the denial.
3. Be afforded an opportunity to be heard. Institutions should establish a hearing committee or some other appropriate mechanism to guarantee the proper administration of the procedural safeguards outlined above.

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APPENDIX IV

CONSTITUTION OF THE
STUDENT GOVERNMENT ASSOCIATION
OF CASC

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF CARL ALBERT STATE COLLEGE

PREAMBLE

We, the students of Carl Albert State College, in order to establish a form of student government; promote greater communication and closer cooperation between the students, administration, faculty, and staff of Carl Albert State College; increase awareness of and promote social, intellectual, and cultural activities and opportunities at Carl Albert State College; and provide a means by which students of Carl Albert State College can effectively voice their ideas, concerns, approval and/or disapproval of the policies and actions of Carl Albert State College to the administration, faculty, and staff of Carl Albert State College do hereby establish this constitution and create the following structure necessary to carry out the responsibilities.

ARTICLE I

Section 1: Name

The organization described herein shall be known as the Student Government Association of Carl Albert State College.

Section 2: Voting

1. Any individual attending classes on the Poteau campus of Carl Albert State College and possessing a valid student identification card shall be eligible to vote in all elections, general and special.
2. Victor of all general and special elections shall be determined by a minimum of constitutionally required fraction of votes cast.

Section 3: Advisors

The Student Government Association of Carl Albert State College shall have at least, but not limited to, two (2) advisors from the faculty and/or staff of Carl Albert State College.

ARTICLE II: DEFINITION OF CARL ALBERT STUDENT

For purposes of this constitution, the terms “student body” and “student” shall be defined as follows: “The individual who attends classes on the Poteau campus of Carl Albert State College and possesses a valid Carl Albert State College student identification card.”

ARTICLE III: STRUCTURE

The Student Government Association of Carl Albert State College shall consist of three (3) branches. These shall be the Executive Branch, the Legislative Branch and the Judiciary Branch. Each shall be granted specific duties, powers and responsibilities within this constitution; however the absence of enumeration of a power within this document does not deny its existence.

ARTICLE IV: EXECUTIVE BRANCH

The Executive Branch of the Carl Albert State College Student Government Association shall consist of a President, Vice President, and any temporary or permanent appointments that the President deems necessary to help fulfill the duties and responsibilities of the Executive Branch. All appointments are subject to confirmation by a majority vote of the Legislative Branch.

Section 1: Duties and Powers of the SGA President

The President of the CASC Student Government Association shall:

A. Preside over meetings of the Senate, Full Judiciary, Executive Council, and President’s Council and conduct business in accordance with this constitution.
B. Have a vote in the Senate and Full Judiciary to be cast only in case of a tie.
C. Be responsible for all statutes enacted by the Senate.
D. Sign or veto any bill passed by the Senate.
E. Remove, with cause, any individual(s) s/he has the power to appoint.
F. Act as the official host and representative of the Student Government Association and the Student Body of the Carl Albert State College.
G. Be the ex-officio member of all committees, standing and appointed, of the Student Government Association.
H. Have the power to create new committees, as s/he deems necessary.
I. Have the power to call advisors from the faculty and/or staff of Carl Albert State College.
J. Appoint students to serve on any and all faculty/staff committees.

K. Act as an official liaison of the Student Government Association and Student Body to the President of the Carl Albert State College Board of Regents, the Oklahoma State Regents for Higher Education, Elected Government Officials, and the Oklahoma Student Government Association Board of Directors.
L. Maintain a minimum office time of ten (10) hours a week.
M. Report to the Senate the status of all legislation passed by the body.
N. Have the power to appoint the Parliamentarian of the Senate.
O. Carry out implied powers not enumerated in Article IV, Section 1, Sub-section A through M of this Constitution.

Section 2: Duties and Powers of the SGA Vice President

The Vice President of the Carl Albert State College Student Government Association shall:

A. Be a member of the Executive Council.
B. Assist and advise the President of the Student Government Association.
C. Assume the responsibilities of the President in the absence of the President.
D. Have a vote in the Senate of the Student Government Association.
E. Serve as the Chair of the Internal Affairs and the Senate Judiciary Sub-Committee on Personnel.
F. Assist the President in holding elections.
G. Carry out any implied and/or delegated powers, not enumerated in Article IV, Section 2 Sub-section A through F of this Constitution.

Section 3: Election

A. The Sub-Committee on Personnel shall nominate two (2) candidates for the office of President of the Student Government Association in March of each year. Following the nomination by the Sub-Committee on Personnel, the Vice President for Student Affairs shall approve or disapprove the nominations. The nominees shall then have one (1) day to select a Vice President. Nominations must be approved within seven (7) days by a two-thirds (2/3) vote of the Student Government Association. The senate shall not have the right to consider the nominees separately, nor shall it have the right to vote on nominees separately.
    1. In case of rejection of one or both of the nominees, the Sub-Committee on Personnel shall present another nominee to the Vice-President for Student Life who shall again confirm or reject the nominees, then the senate shall have seven (7) days to confirm or reject the nominees. The process shall continue until two (2) nominees are approved.
    2. Upon approval by the senate, the current President shall direct the Executive Branch to conduct an election with the purpose of selecting a President and Vice President.
        a. The student body shall have the opportunity to vote for their choice of President and Vice President. The Presidential and Vice Presidential nominees shall run as a team and their names shall not be separated on the ballot.
        b. All terms are to be for one (1) year.
B. The polls shall be manned by individuals designated by the Director of Student Life, in a place designated by the Director, and shall be open at times designated by the Director.
C. All individuals must present a valid student identification card before voting.

ARTICLE V: LEGISLATIVE BRANCH

Section 1: Structure

The Student Government Association shall be composed of one body, known as the Senate. The Senate shall have all legislative power within the Student Government Association.

Section 2: Composition

The Senate shall be composed of:

A. Six (6) Executive Senators, including the President and Vice President of the Student Government Association, the Secretary of the Senate, the Press Secretary of the Senate, the Treasurer of the Senate and the Parliamentarian of the Senate.
B. Ten (10) Senators; five (5) Senators from the Sophomore class and five (5) Senators from the Freshman class.
C. One Senator from each club and organization of the college's student body.
D. The President Pro Tempore of the Senate.

Section 3: Eligibility

A. All persons carrying at least twelve (12) hours shall be eligible to hold office in the Student Government Association.

B. All Members of the Student Government Association shall maintain a cumulative grade point average of at least 3.0.
C. Failure of a Senator to carry at least twelve (12) hours or a minimum cumulative grade point average of at least 3.0 shall result in the immediate referral to the Full Judiciary.

Section 4: Election

A. Senators and Executive Senators (with the exception of the President, Vice President, and Parliamentarian of the Student Government Association) shall be elected on or before Wednesday or Thursday of the fourth week of the Fall semester, and club and organization Senators be chosen by this time.
B. Executive (with the exception of the President, Vice President, and Parliamentarian) shall be elected at large. Senators are to be elected solely from within the ranks of their class.
C. All terms shall be for one (1) school year.
D. To be eligible to have his/her name placed on the ballot, each candidate shall present a petition signed by twenty-five (25) students and two (2) faculty/staff members to the President of the Student Government Association seventy-two (72) hours prior to the election.
E. No student shall sign more than five (5) petitions. In such case that a student signs in excess of five (5) petitions, the name shall be allowed only on the first five (5) petitions received by the President of the Student Government Association on which that name appears. The signature shall be disregarded on the sixth (6) and following petition on which the student's signature appears. Petitions received from individuals seeking the office of Senator shall be signed by only members from within the ranks of the class that the Senator will represent. Signatures of individuals outside the ranks of the class that the Senator will represent shall be disregarded.
F. Ballots shall be prepared by the Director of Student Life prior to the election, and names shall be alphabetically placed on the ballot.
G. There shall be no campaigning or campaign material allowed within twenty (20) feet of the voting area.
H. The winner of the races for the office of Secretary of the Senate, Treasurer of the Senate and Press Secretary of the Senate shall be the candidate with a majority of the votes cast. In such case that no candidate receives a majority of the votes cast, a runoff election between the two (2) candidates receiving the highest number of votes cast shall be held the Thursday and Friday of the week following the regular election. The candidate who receives a majority of the votes cast shall be declared the winner.
I. The winner of the race for the five (5) senate seats for each class shall be the five (5) candidates that receive the most votes.
J. Senators representing clubs and organizations shall be elected or appointed from within those clubs and organizations.

Section 5: Duties and powers of the Senate

The Senate, in accordance with this Constitution, shall:

A. Be the legislative representative for the student body.
B. Enact standing rules by a majority vote, which shall be formal statements to persons, groups, and/or organizations outside of the Student Government Association.
C. Enact resolution(s) by a majority vote, which shall be formal statements to persons, groups, and/or organizations outside of the Student Government Association.
D. Establish standards for new campus organizations and grant and revoke charters.
E. Confirm or reject the appointments of the President.
F. Have the power to refer to the Judicial Branch by a two-thirds (2/3) majority vote, for cause, elected members of the Student Government Association.
G. Recognize a quorum of fifty-one percent (51%) and be able to conduct business as such.
H. Each non-executive Senator must submit at least two (2) pieces of appropriate legislation per each term (one school year) that they serve.

Section 6: Vacancies

If, for any reason, a vacancy occurs in the Senate, such vacancy shall be filled by a nominee of the Student Government President, subject to approval by a two-thirds (2/3) majority vote of the Senate. In the case of a vacancy in the office of the President, such vacancy shall be (IV, Section 3, Sub-Sections A through F of this constitution.) filled by the Vice President, who shall in turn select a nominee to fill the vacancy in the

office of the Vice President, subject to approval by a two-thirds (2/3) majority vote of the Senate. In such case that a vacancy occurs in the office of President and Vice President, such vacancy shall be filled in the same manner that the President and Vice President are elected such time as a new President and Vice President can be selected, the President Pro Tempore of the Senate shall act as the President of the Student Government Association and the Parliamentarian of the Senate shall act as the Vice President of the Student Government Association.

Section 7:

The Senate shall have the power to consider all measures which shall be delegated to it by the President of Carl Albert State College, or any other government body of the college. It shall also consider any other measure to implement its own power.

Section 8:

A. The President of the Student Government Association, in conjunction with the Senate, shall determine session dates and convene the Senate at least twice a month.
B. Sessions of the Senate shall be open to all members of the student body and members of the general public; however, the Senate shall reserve the right to call an executive session, barring all non-senators from the meeting.
C. Senate sessions shall be conducted in accordance with the Open Meeting Act of the State of Oklahoma, and Robert's Rules of Order, Revised.
D. Each Senator shall have one vote in the Senate. The Student Government Association President shall cast his/her vote only to break a tie.

Section 9:

A. Members of the Student Government Association shall be installed with an oath of office at the first meeting of the Student Government Association. The first meeting of the Student Government Association shall be held the first Wednesday after the election of members of the Senate.
B. The President of Carl Albert State College shall administer the oath of office to all Executive Senators. The Student Government Association President shall, in turn, administer the oath of office to non-executive Senators.
C. The oath of office shall be: "I, state your name, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, the Constitution of Oklahoma, and the Constitution of the Student Government Association of Carl Albert State College; and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as a member of the Student Government Association of Carl Albert State College to the best of my ability."

Section 10: Duties of the President Pro Tempore of the Senate

The President Pro Tempore of the Senate shall:

A. Be a non-executive Senator holding a class Senate seat.
B. Upon election as Pro Tempore of the Senate have a seat on the Executive Council
C. Preside over the Senate in the absence of the President and Vice President of the Student Government Association.
D. Assist the President and Vice President of the Student Government Association.
E. Be elected in the following manner:
    1. Any Senator who desires to be President Pro Tempore of the Senate shall submit, in writing, a statement announcing their candidacy for said position to the Student Government Association President no later than the third (3) sessions of the Senate.
    2. The Student Government Association President shall prepare the ballots with each candidate's name listed alphabetically.
    3. The Student Government Association President shall present the ballots to members of the Senate during the fourth (4) session of the Senate. Election shall be made by secret ballot.
    4. The Senator who receives fifty percent (50%), plus one (1), of the total votes cast shall be the President Pro Tempore. In the event that no one senator receives the votes necessary to win, the two senators with the most votes shall be in a runoff election to be held the fifth (5th) session of the Senate. The Senator who receives a majority of the votes cast shall be the President Pro Tempore.

F. Carry out implied or delegated powers not enumerated in Article V, Section 10, Sub-sections A through E of this Constitution.
G. Each Senator shall have one vote in the Senate. The Student Government Association President shall cast his/her vote only to break a tie.

Section 11: Duties of the Secretary of the Senate.

A. Be a member of the Executive Council.
B. Keep complete and accurate minutes of all sessions of the Senate.
C. Be responsible for delivery and posing of the minutes of previous sessions to:
    1. President of Carl Albert State College.
    2. Vice President for Academic Affairs.
    3. Vice President for Student Affairs.
    4. Carl Albert State College bulletin boards.
    5. Elsewhere as directed by the Student Government president of the Senate.
D. Carry out implied or delegated powers not enumerated in Article V, Section 11, Sub-sections A through E of this Constitution.

Section 12: Duties of the Press Secretary of the Senate

The Press Secretary of the Senate shall:

A. Be a member of the Executive Council.
B. Report to a local media and school paper activities that the Student Government Association is sponsoring or taking part in.
C. Report to local media and school paper concerning resolutions passed by the Student Government Association.
D. Advise the President on matters related to the media.
E. Be in attendance at the publicists' meeting.
F. Be responsible for the maintenance and upkeep of the Carl Albert State College Student Government Association web page.
G. Carry out implied or delegated powers not enumerated in Article V, Section 12, Sub-sections A through D of this Constitution.

Section 13: Duties of the Treasurer of the Senate

The Treasurer of the Senate shall:

A. Be a member of the Executive Council.
B. Prepare the Student Senate budget in conjunction with the Student Government Association President, Student Government Association Advisors, and the Office of Student Affairs/Student Life.
C. Compile and keep an account of expenditures and submit a financial report to the Senate and Director of Student Life.
D. Disburse all moneys authorized by the Senate.
E. Carry out implied or delegated powers not enumerated in Article V, Section 13, Sub-section A through D of this Constitution.

Section 14: Duties of the Parliamentarian of the Senate

The parliamentarian of the Senate shall:

A. Be a member of the Executive Council.
B. Settle disputes concerning parliamentary procedure during Senate session.
C. Advise the Student Government Association President on parliamentary matters.
D. Cary out implied or delegated powers not enumerated in Article V, Section 14, Sub-sections A through C of this Constitution.

Section 15: Definition

For purposes of this Constitution, "Executive Senator" shall be defined as: "The President and Vice President of the Student Government Association, the Secretary of the Senate, the Press Secretary of the Senate, the Treasurer of the Senate, and the Parliamentarian of the Senate." The term "Non-Executive Senator" shall be defined as: "Any elected member of the Student Government Association who is not an executive senator and those Senators representing other clubs and organizations of the college."

ARTICLE VI: COMMITTEES

There shall be three (3) standing legislative committees. These shall be the: Internal Affairs Committee, Collegiate Affairs Committee, and the Extra-Collegiate Affairs Committee.

Section 1: Composition

A. The Student Government Association President shall be a member of all committees.

B. The Student Government Association President shall assign each member of the Senate to one (1) of the standing legislative committees.
C. In the case that the chairmanship of a committee is not constitutionally delegated to a member of the Student Government Association, the chairman shall be appointed by the Student Government Association President.
D. The Vice Chairman of each committee shall be any member of the committee and shall be elected by members of the committee.

Section 2: Duties and powers of the Internal Affairs Committee

The Internal Affairs Committee shall:

A. Be chaired by the Student Government Association Vice President.
B. Review all requests presented by organizations to the Student Government Associations for a charter and make a recommendation to the full Senate to either grant or reject the charter or leave it intact.
C. Review all proposed legislation concerning the internal structure, procedures or activities of the Student Government Association, and make a non-binding recommendation to the full Senate to pass or defeat the legislation.
D. Carry out other duties that may be delegated by the Student Government Association President.

Section 3: Duties and powers of the Collegiate Affairs Committee

The Collegiate Affairs Committee shall:

A. Review all proposed legislation concerning matters under the direct control of the Carl Albert State College Board of Regents and make a non-binding recommendation to the full Senate to pass or defeat the legislation. This includes, but is not limited to, legislation concerning the change or implementation of policies on the Carl Albert State College Campus.
B. Work with the Coordinator of Student Life and Student Activity Board concerning the planning of upcoming campus activities.
C. Carry out any other duties that may be delegated by the Student Government Association President.

Section 4: Duties and powers of the Extra-Collegiate Affairs Committee

The Extra-Collegiate Affairs Committee shall:

A. Review all proposed legislation concerning matters outside the control of the Carl Albert State College Board of Regents. This includes, but is not limited to, any legislation expressing support or opposition to legislation before the President of the United States, either chamber of the United States Congress, the United States Department of Education, Governor of the State of Oklahoma, the Oklahoma State Senate, the Oklahoma State House of Representatives, or the Oklahoma State Regents for Higher Education, and make a non-binding recommendation to the full Senate to pass or defeat the legislation.
B. Make non-binding recommendations to the full Senate concerning performance of community service activities.
C. Carry out any other duties that may be delegated by the Student Government Association President.

ARTICLE VII: JUDICIARY BRANCH

The Judicial Branch of the Student Government Association of Carl Albert State College shall serve as a means by which students can challenge parking and dorm fines, or any other action taken by the college which is felt to be unfair or in violation of the rights of the student. In addition, the judiciary shall serve as an objection arbitrator and review mechanism when Student Government Association members are called forward for some type of violation.

Section 1: Structure

A. The Judicial Branch of the Student Government Association shall consist of a Full Judiciary which shall include every member of this branch, and a sub-committee for review of problems dealing with, but not limited to, senators.
    1. The Full Judiciary shall be composed of seven (7) members including the Student Government Association President and Vice President, one (1) senator from each class who shall be appointed by the President and subject to approval by a two-thirds (2/3) majority vote of the Senate. In addition, there shall be three (3) students who are not elected members of the Student Government Association who are appointed by the Student Government Association President and subject to approval by a two-thirds (2/3) majority vote of the Senate. In addition, all members of the Sub-Committee on Personnel shall be members of the Full Judiciary.
    2. The Sub-Committee on Personnel shall consist of the Student Government Association President and Vice President, and one (1) Senator from each class who shall be appointed by

a two-thirds (2/3) majority votes of the Senate. The Senator from each class who is a member of the Sub-Committee on Personnel shall not be the same Senator who is appointed to the Full Judiciary.

Section 2: Powers of the Full Judiciary

The Full Judiciary shall:

A. Have the power to recommend that fines be dismissed or upheld. Such recommendations shall be non-binding but shall be forwarded to the President of Carl Albert State College for the final ruling.
B. Have the power, for cause, to investigate any member of the Student Government Association and if sufficient evidence of wrong doing is found, forward the evidence to the full Senate to implement impeachment proceedings.
C. Meet only when cases are pending.
D. Make all decisions concerning constitutional questions.

Section 3: Powers of the Sub-Committee on Personnel

The Sub-Committee on Personnel shall:

A. Make recommendations on personnel matters to the Full Judiciary and Senate. This includes, but is not limited to, recommending the confirmation or rejection of all nominees of the Student Government Association President and the nominee for President and Vice President of the Student Government Association. Review, when necessary, the action of any member of the Student Government Association if brought forward by the Senate or the President. If fault is found, the sub-committee shall make recommendation and forward the case to the Full Judiciary

ARTICLE VIII

Section 1: Initiative and Referendum

A. Measures may be initiated by a petition signed by ten percent (10%) of the student body. Such petitions shall be presented to the Senate for consideration at its regular session and shall be submitted to a general student vote no more than fifteen (15) days after presentation.
B. A referendum may be demanded on any measure passed by the Senate by a petition signed by ten percent (10%) of the student body. Such petitions shall be submitted to a general student vote not more than fifteen (15) days after presentation.
C. A majority vote of the votes cast in the initiative or referendum shall be sufficient to pass or recall the bill or resolution, providing that at least fifty-one percent (51%) of the members of the student body vote. In such a case that at lease fifty-one percent (51%) of the members of the student body do not vote, the initiative or referendum shall not take place.

Section 2: Recall

A. Any member of the Student Government Association may be subject to recall for conduct unbecoming a Senator.
B. The petition to recall shall not be valid unless it contains the signature of at least thirty-five percent (35%) of the members of the student body. If the president deems the petition to be in good order, s/he shall direct the Executive Branch to conduct an election within ten (10) days. Public notice of such an election shall be sufficient to effect recall, provided that at least fifty-one percent (51%) of the members of the student body do not cast a vote, recall will not take place
C. If the request for recall shall pass, the President shall then direct the Executive Branch to conduct an election for the office in question; I which election, the officer in question shall continue in office until the election returns have been officially announced.

ARTICLE IX: STANDING RULES

Section 1: Standing Rule Number One

Any campus organization desiring approval must present three (3) copies of their Constitution to the Senate. Upon review by the Internal Affairs Committee, and approval by the full Senate, Student Government Association President, Vice President for Student Affairs, and President of Carl Albert State College, the charter shall be considered approved and the applying organization shall be considered legitimate.

Section 2: Standing Rule Number Two

All resolutions passed by the Senate during each week's session shall be posted in public places on the Carl Albert State College campus. Copies for these purposes shall be prepared by the Secretary of the Senate. Resolutions concerning the policies of Carl Albert State College passed by the Senate shall be forwarded to the Student Government Association President for him/her to approve or veto. The Student

Government President shall have ten (10) days upon receipt of the resolution to approve or veto said resolution. In the event that the Student Government President does not act upon the resolution within ten (10) days of receipt, the resolution shall be passed.
Upon approval by the Student Government Association President, the resolution shall then be forwarded to the Vice President for Student Affairs, for the Vice President to approve or veto. The Vice President shall have ten (10) days upon receipt of the resolution to approve or veto. In the event the Vice President does not act upon the resolution within ten (10) days of receipt, the resolution shall be considered passed. Upon approval by the Vice President, the resolution shall be forwarded to the President of Carl Albert State College, for him/her to approve or veto the resolution. In the event that the President does not act upon the resolution within ten (10) days of receipt, the resolution shall be considered passed. Upon the approval by the President of Carl Albert State College, the resolution shall be forwarded to the Carl Albert State College Board of Regents for the Board to approve or veto. Upon approval by the Board of Regents, the resolutions shall become the policy of Carl Albert State College. Resolutions expressing the opinion of the Student Government Association need only be approved by the Student Government Association President.

Section 3: Standing Rule Number Three

In the event that a resolution is vetoed by the Student Government Association President, the Vice President for Student Affairs, or the President of Carl Albert State College, the Senate may, by a two-thirds (2/3) majority vote, override the veto, sending the resolution to the next individual for their approval. However, the Senate does not have the power to override the veto of the Board of Regents.

ARTICLE X: PRESIDENTIAL ADVISORS

The Student Government Association President shall be advised by the Presidents Council. The Council shall be composed of the presidents of all chartered campus clubs and organizations and the Student Government President and Vice President. The Presidents Council shall meet each month and meetings shall be presided over by the Student Government Association President.

ARTICLE XI: WORK-PLAN

The Student Government Association shall produce and make public a work-plan by the end of the fifth (5th) session of the full Senate. The work-plan shall be comprised of items that the Senate desires to accomplish during the upcoming school year. The absence of an item from the work-plan does not mean that the Senate will not take action on the item. The listing of an item on the work-plan does not mean that the Senate will take action on the item.

ARTICLE XII: IMPEACHMENT

In the event that the Sub-Committee on Personnel or the Full Judiciary finds sufficient evidence of wrongdoing by a member of the Student Government Association, the evidence and recommendation to or not to remove a member in question from office. Upon receiving the evidence and the recommendation from the Judicial Branch, the full Senate shall conduct hearings into the matter. The proceedings shall be presided over by the Student Government Association President. In such a case that the Student Government Association President is the member in question, the proceedings shall be presided over by the Student Government Association Vice President. During the proceedings, the member in question shall have the right to call witnesses on their behalf. Also during the proceedings, members of the Senate shall have the right to call witnesses with information concerning the Senator and actions in question. Upon the conclusion of the hearings, the Senate shall enter into an executive session, during which time a vote shall be taken concerning the removal of the member from office. A three-fourths (3/4) majority of the members of the Senate must vote to remove the member from office. (This is distinct from three-fourths (3/4) of the members present) Failure to obtain the three-fourths (3/4) majority necessary to remove the member from office shall result in charges being dropped and the matter forgotten. Only under special circumstances can a member be tried for the same event twice. Retrying a member of the same event shall occur only if the Student Government Association President rules that the new evidence is substantial and proves guilt beyond reasonable doubt.

ARTICLE XIII: AMENDMENTS

An amendment to this Constitution shall be presented in the form of a bill by proceedings initiated by a majority vote at a regular session of the Senate and passed by a three-fifths (3/5) majority vote at the next

week's regular session. Upon approval by the Senate, the amendment shall be forwarded to the Student Government Association President. Upon approval by the Student Government President, the amendment shall be forwarded to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, the amendment shall be forwarded to the President of Carl Albert State College. Upon approval by the President of Carl Albert State College, the Student Government President shall direct the Executive Branch to conduct an election within ten (10) days of approval by the President of Carl Albert State College. A simple majority of the votes cast shall be the constitutionally required votes to approve the amendment. In the event that the amendment is vetoed by the Student Government President, the Vice President for Student Affairs, and the President of Carl Albert State College, the Senate may override the veto by taking actions set forth in Article IX, Section Three of this Constitution.

ARTICLE XIV: RATIFICATION*

This Constitution shall be presented to the student body for the students to ratify. This Constitution shall be considered ratified if a majority of the votes cast are in favor of ratification, and if the Vice President for Student Affairs, the President of Carl Albert State College and the Carl Albert State College Board of Regents approve.

**If the President of Carl Albert State College objects to any part of the Constitution, he/she shall have the option of sending the matter to a "impasse committee" consisting of three (3) people appointed by the President of Carl Albert State College, three (3) people appointed by the Student Government Association President and the Student Government Association Advisors. The committee shall have twenty-one (21) days to reach an agreement that is acceptable to the President of Carl Albert State College and the Student Government Association President. In the event that the committee fails to reach an agreement acceptable to the President of Carl Albert State College, the Student Government Association President, and the Senate, then the Senate shall have the option of sending the constitution to the Board of Regents without President's approval. This shall require the approval of three-fourths (3/4) of the members of the Senate. The Board of Regents can then act upon the constitution as though it were approved by the President of Carl Albert State College except that the objections of the President shall be noted in the minutes of the Regents meeting.*

NOTE:
Proposed amendments will be adapted into the Constitution pending approval

APPENDIX V

Complaint/Grievance Form

For

Students and Staff/Faculty

Carl Albert State College

Campus Concern/Grievance Form

This form is used to report any campus concern or grievance.

*Please return completed form to the **Human Resources Office**, 1507 S. McKenna, Poteau, OK 74953, Holton Business Building 866(D), fax to 918-647-1359. Phone 918-647-1373, email vhill@carlalbert.edu*

Name_____ Date_____

Home Address:_____

Home Phone:_____ Cell Phone:_____

Email Address:_____

Are you a: CASC Student_____ CASC Visitor_____ CASC Employee_____

Concern Relates To: (Please check all that apply)

_____ Campus Concern

_____ Discrimination Grievance

_____ Sexual Harassment Grievance

_____ Student Conduct Grievance

On the following page(s) please describe the incident in detail.

- **Please note by signing this form you are giving permission for any of your records to be reviewed.**

_____ _____

Signature Date

Please return completed form to Human Resources.

Date of Incident:_____ Time of Incident:_____

Location of Incident:_____

Person(s) Involved:_____

Name of Witness(es) if any:_____

Describe the Issue (Be Specific):_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Use additional pages if needed.)

Preferred Resolution:_____

_____

_____

_____

(Use additional pages if needed.)

Signature:_____ Date:_____

Please return completed form to Human Resources.

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APPENDIX VI

CONSTITUTION OF THE CASC FACULTY ASSOCIATION

Constitution of the Carl Albert State College

Faculty Association

Article I – Name

The name of the association shall be the Carl Albert State College Faculty Association.

Article II – Purpose

The purpose of this organization shall be:

1. To promote communication and mutual understanding among faculty, administration, Board of Regents, and any other groups dealing with the welfare of the college and its students.
2. To promote the involvement of Association members in the growth, development, and decision-making processes of the college.
3. To address concerns specially related to faculty.
4. To improve education and advance the interests of education and educators.
5. To assist in interpreting the role and function of higher education in the state and in the community.

Article III – Membership

Section 1 – Voting Members

Membership is open to the following:

a. All employees described as full-time faculty instructors
b. Any association faculty contracted for 9+ semester hours who maintains office hours.
c. Any teaching employee approved by the association

Section 2 – Non-voting Members

Non-voting membership is open to all adjunct faculty and retired faculty who pay annual membership dues.

Section 3 – Membership Approval Procedure

1. Any active member of the Faculty Association may nominate a teaching employee of Carl Albert State College for voting membership in the Faculty Association, if the nominee does not fit into the “Non-Voting” membership.
2. To be nominated for membership an active member will submit the name along with number of hours taught. The active member will also include the signatures of five other active members.
3. This nomination should be submitted to the Faculty Council at least one week prior to a regularly scheduled meeting. It will then be posted on the agenda and a simple majority yes vote will be needed to approve the candidate as a active/voting member once does are paid.

Article IV – Dues and Fees

Annual membership dues will be assessed each September. Such dues shall be determined annually by a vote of the membership. Special fees may be assessed subject to the approval of the membership.

Section 1 – Dues must be paid in full by May 31 of each year for the following school year. Dues must be paid in order to maintain active status with Association.

Article V – Faculty Council

Section 1 – Membership

The Association shall have a Faculty Council which shall consist of five voting members.

Section 2 – Officers and Duties

The Faculty Council shall consist of the past Association president and the current officers of the Faculty Association which will be the following offices:

1. President: The President will act as chairman of the Faculty Council and moderator of the Faculty Association meetings. The President will service as the representative of the Faculty Association at the Regent's meetings. The President will voice the concerns and opinions of the Faculty Association to the appropriate administrators. The President will also serve as an ex-officio member of all committees or will appoint another officer for that purpose.
2. Vice President: The Vice President will perform all of the duties of the President in the absence of the President. The Vice President will be in charge of forming and chairing a committee to hold elections in May of each odd year.
3. Secretary/Treasurer: The Secretary/Treasurer is responsible for recording minutes of all Faculty Association meetings and for collection and reporting on funds of the Faculty Association.
4. Parliamentarian: The Parliamentarian's responsibility is to provide procedural rulings during the Faculty Association meetings. The Parliamentarian will also provide assistance to the Secretary/Treasurer with respect to funds of the Faculty Association.
5. Past President: The Past President will serve in an advisory role to the Faculty Council.

Section 3 – Meetings

The Faculty Association will meet monthly during Spring and Fall semesters and as necessary during the summer break. Before each Faculty Association Meeting the Faculty Council will meet in order to set the agenda for the Faculty Association Meeting. Any member of the Faculty Council may request additional meetings as needed.

Section 4 – Committees

The President shall be an ex officio member of each committee and shall appoint council members as chairpersons of the standing committees. Committees will be formed and appointed as deemed necessary by Association.

Article VI – Elections

Section 1 – First Year Elections

The first year, the Association will elect four officers. Election to the Council requires a majority of the voting membership present at the meeting designated for elections.

Section 2 – Council Terms

Each member of the Council will serve a two year term. Elections will be held to fill vacant officer positions as necessary.

Section 3 – Nomination Committee

In March of every odd numbered year, the Faculty Council shall accept nominations for election to be held in April.

Section 4 – Election Procedures

All voting shall be by secret ballot for election of officers.

Absentee voting may occur if signed ballot is sent to Vice President of Association in sealed envelope.

Vice President shall coordinate and administer elections.

Article VII – Association Meetings

Section 1 – Regular Meetings

The Faculty Council shall call meetings of the general membership as necessary; preside at all meetings of the general membership, set the agenda for each meeting, and call additional meetings as necessary.

Section 2 – Rules of Conduct

Roberts Rules of Order, *Revised* shall govern the conduct of all meetings.

Article VIII – Amendment Ratification Procedure

1. Proposed amendments will be presented to the entire Faculty Association prior to a regularly scheduled meeting.
2. The vote on the amendment will take place the next regularly scheduled meeting following the one in which it is presented.
3. Two-thirds of the votes cast are necessary to ratify the amendment.

APPENDIX VII

CAPITALIZATION AND DEPRECIATION POLICY

CAPITALIZATION AND DEPRECIATION POLICY

CARL ALBERT STATE COLLEGE
CAPITALIZATION AND DEPRECIATION POLICY

PURPOSE

The purpose of this document is to establish a procedure to be followed in capitalizing and depreciating fixed assets for Carl Albert State College under the control of the Carl Albert State College Board of Regents.

CAPITALIZATION

The capitalization procedures will be applied to fixed and movable assets in accordance with the Financial Accounting and Reporting Manual for Higher Education (FARM) as published by the National Association of College and University Business Officers (NACUBO) and in accordance with state law.

Land - Capitalized at cost. Land and structures purchased or donated together will be separated when possible and capitalized separately. Cost of preparing the land for use will be capitalized, if material, along with the cost of the land. Land is not depreciated.

Buildings - Capitalized if the cost is $25,000 or more and if the life expectancy is at least 10 years. Additions and renovations will be capitalized if (a) the cost of the project is $25,000 or more, and (b) the renovation extends the useful life of the facility or modifies and/or upgrades a building such as installation of sprinkler systems, removal of handicapped barriers, etc.

Improvements other than buildings and infrastructure assets - Capitalized if the cost is $5,000 or more. Examples are parking lots, streets, sidewalks, fiber optic networks, etc.

Equipment - Capitalized if (a) cost is $500 or more, (b) useful life exceeds one year, and (c) the item is not an integral part of another unit. All items costing $500 or more must be tagged or otherwise properly identified as property of CASC. Software will be capitalized only if the useful life exceeds five years and the cost is $5,000 or more.

Library Books - Capitalized at cost if the item becomes a part of the volume count for the library.

Art Collections - Inexhaustible collections will not be capitalized. Disclosure will be made in accordance with the FARM.

Constructed Assets - Assets that are constructed by CASC will be capitalized in accordance with the FARM.

Donated Assets - Assets other than art that are donated to CASC will be capitalized at fair market value.

DEPRECIATION

Depreciation is recorded on a straight-line basis over the estimated useful life of the asset. Useful life will be 40 years for buildings, 20 years for renovations, 10 years for improvements other than buildings, 5 years for equipment, 3 years for desktop and laptop computers and 5 years for library books.

APPENDIX VIII

MISCELLANEOUS

Carl Albert State College
Open Records Request
Fee schedule
Days and times for inspection or pick up of copies

Fees

CASC will charge twenty-five cents ($0.25) per page, or one dollar ($1.00) per copied page for a certified copy.
Additionally if the request is solely for commercial purpose, or would clearly cause excessive disruption of the essential functions of the public body, CASC **may charge a reasonable fee** to recover the direct cost of record search and copying with said cost to be determined based on the circumstances of each request.

Days and times for inspection or pick up of copies

After an Open Records Request is submitted and Carl Albert State College (CASC) has sufficient time to fulfill the request, the records can be inspected or copies picked up at the CASC Public Relations Office between 9 a.m. and 3 p.m. of a week in which the college is open for business. If the CASC Public Relations

Director is unavailable, the CASC Human Resource Director will be the official in charge of providing said requested inspection or copies.
The person requesting the record and the person authorized to release the records of the public body may agree to the inspection, or the pick up of copies, on a day and at a time other than the days and times set above, but only if both parties are in agreement with the alternate day and time.

The requestor of copies of records will be required to make payment for copies (and if a fee is charged based on the excessive disruption statement above) to the CASC Business Office before copies will be released.

The CASC Public Relations Office is located at the F. L. Holton Business Center, BC 866C, 1507 S. McKenna, Poteau, Oklahoma. The CASC Human Resources Office is at the F. L. Holton Business Center, BC 866D, and the CASC Business Office is located in Hemphill Hall Office # 105.

MISCELLANEOUS

A. CASC Faculty and Staff Verification Statement

CASC FACULTY AND STAFF VERIFICATION STATEMENT

The pamphlet Drug-Free School and Community Policy is distributed to students and employees. Please review it carefully as it contains information that may be utilized in day-to-day interactions with students and fellow employees.

The Drug Prevention Center is located in the Office of Student Affairs/Student Life. The Center offers educational materials and referral for persons with alcohol and other drug related problems. CASC does not have the resources for extensive long-term treatment, but it has established working relationships with community, area, and government alcohol and other drug treatment agencies and centers. Long-term treatment which includes alcohol and drug treatment is part of the health insurance benefits offered to employees who are participating in the college health insurance plan.

Federal legislation and regulations require most colleges and universities to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students, faculty, and staff; this applies to all institutions that receive Federal grants and contracts, including the guaranteed student loan program. Employers must maintain a drug-free workplace by communicating the dangers of workplace drug abuse and providing information about drug counseling, rehabilitation, and employee assistance programs.

Institutions must take action against employees who manufacture, distribute, dispense, possess, or use a controlled substance. If employees are convicted under criminal drug laws, they must notify their employer within 5 days of that conviction. Within 30 days of a conviction, the college must discipline the employee or require that the person complete a drug rehabilitation program. Appropriate disciplinary action must follow within the procedures established by the college for the adjudication of such violations. The procedures for students, faculty, and staff may be different, but nonetheless must be applied; persons found guilty must be held accountable for their actions.

* * * * * * * * * * * * * * *

I, the undersigned, certify that I have read in its entirety the CARL ALBERT STATE COLLEGE DRUG-FREE SCHOOL AND COMMUNITY POLICY and fully understand additional copies of this pamphlet are available at the Office of Student Affairs/Student Life, Admissions Office, and the Business Office.

NAME (Please Print)_____

Employee Social Security or ID Number _____

Signature_____

Date_____

SISTER INSTITUTION EDUCATIONAL ENDEAVOR AGREEMENT

THIS SISTER INSTITUTION EDUCATIONAL ENDEAVOR AGREEMENT, made and entered into this 17th day of July, 2000, by and between Carl Albert State College, Poteau, Oklahoma, United States of America, hereinafter referred to as "CASC," and the Nunez Community College, Chalmette, Louisiana.

WITNESSETH:

WHEREAS, CASC and the Nunez Community College recognize the increasingly global nature of our world's social and economic systems, and the need for educational institutions in the United States to cooperatively promote national and global cultural, educational and technological relationships to successfully build the global world;

WHEREAS, mutual cultural understanding, appreciation, diplomacy, tolerance, and diversity are essential to continuing the construction of the global world;

WHEREAS, the basis and foundation of cultural understanding and tolerance is inextricably woven into the education systems of communities and nations;

WHEREAS, it is the desire and intention of CASC and the Nunez Community College to promote and attain interstate, national, and international cultural understanding and diversity through its policies and actions;

NOW THEREFORE, in consideration of the mutual covenants herein contained the parties agree as follows:

- To exchange officials, administrative staff, faculty, and students, the details of which shall be agreed upon in the future.
- To jointly develop academic programs that shall be mutually beneficial to the students at both institutions.
- To promote the unique culture of the other's community and nation.
- To jointly develop technology that shall promote mutual cooperation between the institutions.
- To encourage interstate and international trade that shall promote products and services between the service areas of the institutions.
- To encourage members of each institution to make official and unofficial visits to the other institution.

BE IT HEREBY KNOWN that Carl Albert State College shall be known as an Oklahoma sister institution to the Nunez Community College, and the Nunez Community College of Chalmette shall be known as a Louisiana sister institution of Carl Albert State College.

THUS DONE, SIGNED AND SEALED THIS 17th DAY OF JULY, 2000.

_____

Carl Albert State College
Poteau, Oklahoma

BY: Dr. Joe E. White, President SEAL

_____

Nunez Community College
Chalmette, Louisiana

BY: Dr. Raymond J. Garritty, Interim Chancellor SEAL

CARL ALBERT STATE COLLEGE
CONTRACT FOR USE OF THE HAMILTON AUDITORIUM
FOR A NON-COLLEGE ACTIVITY

This agreement made and entered into this _____ day of _____, 20____ by and between Carl Albert State College of LeFlore County, Oklahoma, a body corporate, herein after called CASC, and _____, the LESSEE, for the use of the auditorium on _____ (dates) for the purpose of _____.

Equipment/Set-up needs:
_____

LESSEE Signature: _____ Date: _____

Name of Organization: _____

Address: _____ Phone #: _____

RULES AND REQUIREMENTS

1. The Lessee, if it is a *non-profit organization, shall not be charged if the event is held during regular CASC hours. Non-profit organizations using the auditorium any time other than regular CASC hours and other organizations and individuals using the auditorium at any time, shall pay $100 usage charge and $100 per hour for all events. Checks should be made payable to CASC at the time the contract is signed. In the event the auditorium is needed for a CASC activity, the auditorium will not be available for a non-college activity.
2. Use of the CASC grand piano in the auditorium requires a separate contract and a $50 charge.
3. **The Lessee shall do a clean-up of the auditorium area to the satisfaction of CASC.** Lessee agrees to allow no food, beverage, candy, gum, and/or tobacco products at any time in the auditorium.
4. A deposit of $250 shall be made by the Lessee to insure against cleaning and damages to the property. Lessee agrees to be responsible for all cleaning and damages exceeding $250 deposit.
5. Only CASC employees will be allowed to operate sound and lighting equipment. It is the Lessee's responsibility to ensure CASC employee is present every time the sound and lighting equipment is in use.
6. The auditorium shall be made available only to those seeking to use the auditorium for public good.
7. The Lessee shall furnish his/her own liability insurance, and the Lessee further agrees during said use of the auditorium to hold harmless and indemnify said Lessor of any liability during use of auditorium.
8. President's Office has priority use of auditorium when necessary.

Usage Cost:
Deposit fee $_____
Usage fee $_____
Per hour $_____ __
TOTAL $_____

Approval by: CARL ALBERT STATE COLLEGE

_____ _____
CASC Administrator Date

Non- profit organization: An organization incorporated under state laws and approved by both the state's Secretary of State and its taxing authority as operating for educational, charitable, social, religious, civic, or humanitarian purposes.*

LEAVE SHARE PROGRAM

OKLAHOMA STATUTE 74 Section 840-2.23

§74-840-2.23. State leave sharing program.

A. There is hereby created the state leave sharing program. The purpose of the state leave sharing program is to permit state employees to donate annual or sick leave to a fellow state employee who has exhausted, or will exhaust, all types of paid leave and:

1. Who is eligible for and requires family leave pursuant to the provisions of the Family and Leave Medical Act of 1993, 29 U.S.C., 2601 et seq.; or

2. Who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment;

3. Immediately after the death of a relative or household member, provided that the total leave received for this purpose shall not exceed five (5) days in any calendar year; or

4. Who is affected by a presidentially declared national disaster in Oklahoma after May 1, 1999, for a period of eighteen (18) months after the date of the presidentially declared national disaster if:

a. the employee suffered a physical injury as a result of the disaster,

b. the spouse, relative, or household member of the employee suffered a physical injury or died as a result of the disaster, or

c. the domicile of the employee or the home of a relative of the employee was damaged or destroyed as a result of the disaster.

B. As used in this section:

1. “Relative of the employee” shall be limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee;

2. “Household members” means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune;

3. “Severe” or “extraordinary” means extreme or life threatening;

4. “State employee” means a permanent classified employee or a regular unclassified employee with one (1) year or more continuous service with the state. The term “state employee” does not include classified employees in probationary status or unclassified employees on temporary or other limited term appointments, except that those employees are eligible to receive shared leave as provided in paragraph 4 of subsection A of this section and the leave with pay authorized by Section 840-2.23A of this title related to a presidentially declared national disaster; and

5. “Terminal” means likely to result in death within two (2) calendar years.

C. An employee may be eligible to receive shared leave pursuant to the following conditions:

1. The chief administrative officer of the employee determines that the employee meets the criteria described in this section; and

2. The employee has abided by state policies regarding the use of leave.

D. An employee may not donate annual or sick leave to an eligible employee without the permission of the chief administrative officer of the donating employee's agency.

E. An employee may donate annual or sick leave to another employee provided the donation does not cause the annual leave balance of the employee to fall below eighty (80) hours and provided the donation does not cause the sick leave balance of the employee to fall below eighty (80) hours.

F. Except as otherwise provided for in this subsection, the chief administrative officer of the employee shall determine the amount of donated leave an employee may receive and may authorize an employee to use up to a maximum of two hundred sixty-one (261) days of donated leave during total state employment. If the employee is suffering from an illness which has been certified in writing by a licensed physician or health care practitioner as being terminal and the employee who either has reached or shall reach in the near future the maximum amount as set out in this subsection, the chief administrative officer of the employee may approve additional donated leave upon written request of the employee.

G. The chief administrative officer of the employee shall require the employee to submit, prior to approval or disapproval of shared leave pursuant to paragraph 1 of subsection A of this section, a medical certificate from a licensed physician or health care practitioner verifying the need for the leave and expected duration of the illness, injury, impairment, or physical or mental condition for which the leave is donated.

H. Donated annual or sick leave is transferable between employees in different state entities with the agreement of both chief administrative officers of the entities.

I. Donated annual or sick leave is transferable between employees on an hour-to-hour basis irrespective of the hourly wage of the donating or receiving employee.

J. Any donated leave may only be used by the recipient for the purposes specified in this section.

K. All forms of paid leave available for use by the recipient must be used prior to using donated leave.

L. Any donated leave not used by the recipient during each occurrence as determined by the chief administrative officer of the employee shall be returned to the donor. The donated leave remaining will be divided among the donors on a prorated basis based on the original donated value and returned at its original donor value and reinstated to the original leave balance of each donor.

M. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual or sick leave for purposes of the leave sharing program.

N. Employees may not donate excess annual or sick leave that the donor would not be able to otherwise take.

Cash Receipt Policy, Appendix A

Cash/Check Receipts Log

Carl Albert State College

Date:

Department [Name]
[Submitted by Name]
Extension:

Event	Date	

Payment Type	Payer	Description	Amount	Fund	Org

Payment Summary

Checks_____
Credit Cards_____
Cash_____
Total_____

Cashier Initials
Date

Count Sheet

Cash Receipt Policy
Appendix B

Date:_____

Checks Received

Number of Checks:	_____	
Total of Checks Received:		$ _____

Cash Received

Coins:

$ 0.01	_____	=	$ _____	
$ 0.05	_____	=	$ _____	
$ 0.10	_____	=	$ _____	
$ 0.25	_____	=	$ _____	
$ 0.50	_____	=	$ _____	
$ 1.00	_____	=	$ _____	
Total Coins Received				$ _____

Bills

1's	_____	=	$ _____	
2's.	_____	=	$ _____	
5's	_____	=	$ _____	
10's	_____	=	$ _____	
20's	_____	=	$ _____	
50's	_____	=	$ _____	
100's	_____	=	$ _____	
Total Bills Received				$ _____

Total of Deposit $ _____

Counted by: _____

Counted by: _____

Comments:: _____

Department Deposit Log

Cash Receipt Policy, Appendix C

Department **Date;**

Account Number **Purpose:**

						Cashier's Use Only	
Student ID	**Student Name/Payee**	**Check #**	**Check Amount**	**Cash Amount**		**Receipt Date**	**Receipt #**
Totals							
				Grand Total:			

Contact Person: **Phone No.**

Supervisor/Advisor Signature: **Supervisor/Advisor Name:**

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 copy written 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 lobbing, 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 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.

The undersigned certifies that he/she understands the Student Computer Conduct Code and the CASC policies regarding CASC e-mail.

_____ _____ _____

Student Signature | Student ID Number | Date

APPENDIX IX

PROCEDURES FOR AMENDING THIS MANUAL

PROCEDURES FOR AMENDING THIS MANUAL

The Carl Albert State College Board of Regents may amend this Manual in any meeting of the board. Board of Regents minutes should reflect action on such amendments.

After a change has been approved by the Board of Regents, the President of the College shall cause such changes to be entered in the official copy of the Manual. A footnote giving the date of the revision should follow the amended portion of the Manual.