WELCOME TO

ROSE STATE COLLEGE

Going Somewhere Starts Here

Student Handbook Information

The present version of the 2014/2015 Student Handbook depicts the current status of student policies as of the date of publication, April 24, 2015 and as granted by the Rose State College Policies & Procedures Manual, Thirty-fifth Revision. Changes to student policy may occur as needed to comply with changes in law and best practices as approved by the College. To reflect those changes, the College maintains a master handbook on file in the Office of Student Conduct, which constitutes the official status of College student policies at all times. Once updates are made to the 2014/2015 Student Handbook, a revised version will be placed at the College’s homepage and can be found at http://www.rose.edu. For questions or concerns regarding the 2014/2015 Student Handbook please contact the Director, Student Conduct, located at Rose State College, 6420 S.E. 15th Street, Midwest City, OK 73110, SSB Room 209 or by calling (405) 736-0355.
Co-curricular activities are an important part of the educational experience at Rose State College. Opportunities are provided to students that stimulate their intellectual, physical, social, political and moral development. Such activities as clubs, dramatic, forensics, student publications, athletics, musical programs, rallies, speakers, films, elections, cultural events, and scheduled social affairs are an integral part of the educational program of the College. All students are encouraged to become involved in some phase of the total college experience.

**STUDENT ACTIVITIES**

**STUDENT ACTIVITIES TRANSCRIPT**

The Student Activities Transcript is a chronological profile of a student’s involvement in extracurricular activities while a student is at Rose State College. It is an official document that may be used as a tool to attain scholarships, internships and employment.

The Student Activities Transcript provides documentation of a student’s extracurricular experiences at Rose State College and is obtainable at the Student Activities Office located in the Student Center.

The Student Activities Transcripts is a voluntary program in which students can elect to participate. It is the responsibility of the student to update student activity transcripts for all student club membership, professional & educational experiences/ awards, scholarships, service learning, community services, volunteer work, intercultural activities, Don S. Reynolds Lectureship Speakers, James F. Howell Lectureship, RSC Adopted Schools Volunteers, etc., by submitting an online application at www.rose.edu/student-activities. All applications will be reviewed and verified/certified by the Student Activities Office before being entered into the database. Information must be submitted within one year of completion of project/membership. A Student Activities transcript may be obtained at the Student Activities Office, or by calling (405) 733-7376.

**STUDENT SENATE**

The Rose State College Student Senate consists of 25 members: a president, a vice president, a secretary, a treasurer, five division merit appointees (one from each academic division), and 16 senators elected during the Fall semester and serving one-year terms. The Executive officer is elected at the end of the Spring semester.

Student senators must have at least ACCUM 2.5 GPA and be enrolled in at least 6 or more credit hours or more for the entire semester. Executive officers must maintain ACCUM 3.0 GPA and be enrolled in at least 9 credit hours or more for the entire semester.

Candidates wishing to view the number of votes they received during elections may do so by appointment with the Student Activities Coordinator.

The Senate serves as the voice of the student body. The Senate has the primary responsibility to coordinate student activities and organizations, to serve as an advisory group to the Vice President for Student Affairs, to recommend members for College committees, and to recommend expenditures of student activity monies.

Student Senate meets weekly in the Student Center Conference Room 123. Senate meetings comply with HB 1416 Public Meeting Law. (Full document is contained in the Rose State College Policies and Procedures Manual.)

**STUDENT CLUBS AND ORGANIZATIONS**

Student clubs and organizations, under College sponsorship, may be formed whenever there is a worthwhile purpose and sufficient interest is indicated. A current list of clubs and information concerning organizational procedures may be obtained from the Office of Student Activities.

1. **Variety of interests.** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. The students of Rose State College shall have freedom to organize and join associations to promote their common interests in accordance with the policies established by the Student Senate and the policies regarding organizations established by the Board of Regents of Rose State College.

2. **Affiliation.** Affiliation with an extramural organization will not itself disqualify a student organization from recognition, so long as the former does not exercise any control over the student organization.

3. **Advisor.** Each organization will be free to choose its own faculty/staff advisor. Advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policy of such organizations. Advisors will act in accordance with the policies established for organizational advisors in this Handbook.

4. **Affirmative action.** All student organizations will be open to all students without regard to race, color, sex, age, national origin, religion, disability, sexual orientation, or status as a veteran.

**PROCEDURE FOR ESTABLISHING A NEW CLUB OR ORGANIZATION**

**A. STUDENT CLUBS**

Applications for beginning a new student club or for renewal of an existing club may be obtained from the Office of Student Activities. Organization charters must receive the approval of the Coordinator of Student Activities, the Director of Student Conduct, and the Vice President for Student Affairs.

**B. BEGINNING A NEW CLUB**

1. Students interested in establishing a club should get the names, addresses, zip codes, and phone numbers of interested students. They should also talk to prospective members about convenient meeting times, days, etc.

2. The club must obtain at least one advisor. The Office of Student Activities will help in this task if difficulties are encountered.

3. The students establishing the club should then present the list of prospective members, along with a statement of purpose of the club and its membership requirements, to the Office of Student Activities.

4. The Office of Student Activities will help the club find a meeting place and will add the meeting to the Activities Calendar.

5. Upon initial approval, the new club will submit a formal constitution to the Coordinator of Student Activities. The constitution should contain the following:

   A. Official name
   B. Purpose
C. FINANCING CLUBS

1. Clubs are responsible for raising their own funds.
   a. They should not seek to raise funds by soliciting advertisement, door-to-door sale of items, or any form of raffle.
   b. They should not attempt to sell items that would place them in direct competition with the College bookstore or food service.
   c. All fund-raising activities should have the approval of the Office of Student Activities. Some appropriate activities might be car washes, rummage or garage sales, silent auctions, and the sponsoring of talent shows, dances, contests, etc.

2. Submit all Departmental Requests for Purchase to the Office of Student Activities for approval and processing ten working days in advance of needed merchandise or event. Note: advisors and club members cannot be reimbursed for purchases or issued cash in advance.

3. No club should charge dues in excess of $10 per semester.

4. Officially chartered campus clubs may request funding assistance from the Student Senate. In order to request funds, a written proposal approved by the club advisor must be submitted to the Student Senate Treasurer. The proposal must include a justification of need, an itemized budget proposal, and a cost estimate for items proposed for purchase. If a funding request is approved in full or in part, the club must maintain expense reports and provide such reports to the Student Senate Treasurer on a monthly basis.

ELIGIBILITY TO HOLD OFFICE IN A STUDENT ORGANIZATION

All officers in each student organization must be in a good standing with Rose State College. Students on scholastic or disciplinary probation are not eligible to hold office.

RESPONSIBILITY OF STUDENT CLUB ADVISORS

The advisors to student clubs are selected by the students in cooperation with the Student Activities Office. The advisors work with the students; they should not be considered as persons who direct the group’s program and activities; they should not initiate club functions or events nor should they run club meetings or write agendas; rather, they should guide the group in accordance with the purposes and ideals of the College. The advisor should attend the organization’s meetings, assist its officers in planning the program, and serve as a resource person for the group. Any advisor who is consistently overbearing and abusive of the advisory role will be dismissed from the position and not permitted to work with the organization on any future events or activities. Student Activities will take action to help the student club replace the advisory position.

STUDENT CLUBS AND ORGANIZATIONS TO OPERATE WITHIN GUIDELINES

All campus clubs must operate within the guidelines established by the Student Activities Office.

All clubs shall:
A. Adhere to the policies of the College and be approved through an Application for Charter of an On-Campus Organization form which is available in the Student Activities Office;
B. Be initiated by a student or a faculty-student group;
C. Be composed only of students, faculty, or staff of Rose State College;
D. Be nondiscriminatory in membership: No secret fraternities, sororities, or clubs will be permitted; nor will any club restrict its membership on any basis other than that of academic achievement;
E. Each club will have an account created in the Rose State College Business Office. All money must be deposited into the campus club account;
F. No off-campus bank accounts are permitted;
G. Submit all Requests for Purchase to the Office of Student Activities for approval and processing at least ten days in advance of requested item(s);
H. Submit an application for any on-campus club event at least ten business days in advance. A Travel Request must be submitted for all off-campus events at least 30 days in advance. Note: Out-of-state events must be submitted 45 days in advance. Forms are available online at www.rose.edu/student-activities;
I. Have at least one advisor present at all events and meetings;
J. Receive approval of the Coordinator of Student Activities for any outside speaker at least ten days in advance of the proposed event;
K. Schedule and coordinate all on-campus events, socials, fundraisers, workshops, etc., through the Office of Student Activities at least ten days in advance of the proposed event;
L. Submit an Application for Renewal of Charter at the beginning of each fall semester.

CAREER SERVICES

The Career Services Center is an important FREE resource for students, helping them to understand how to complete their RSC academic goals and also to understand how their degree will further them in their chosen careers. For students who are undecided about a degree or career, assessments will be provided to enable them to make decisions on a career degree or to obtain more information about their chosen field. Assessment will match individuals’ abilities, values, and interests with possible career choices. Information can then be obtained about specific careers, types of training necessary, availability of jobs in particular fields, and average salaries of various positions. Located in the Student Services Building, Room 106, the Career Services Office can also be contacted by telephone at (405) 733-7332.

Services offered by Job Placement through Workforce Development will assist with locating a job, finding internships, resume writing, interviewing techniques, and development of job search skills. Job Placement may be contacted by telephone at (405) 733-7488.

PROMOTIONAL TELEVISION MONITORS

A television monitor is located in the main lobby of the Student Center for advertising Student Clubs and Faculty/Staff organizations and events. Event information may include club/organization meetings schedules, fundraisers, speakers, etc. Information should be limited to one “page/screen” (no slide shows or multiple pages) and must be submitted to the Office of Student Activities in an electronic file format (preferably PowerPoint) to the Office of Student Activities.

POSTERS AND ANNOUNCEMENTS

All signs (posters, flyers, advertisements, announcements, etc.) must be stamped “Approved for Posting” by the Office of Student Activities. Signs should only be posted on bulletin boards. Do not post signs on glass doors or painted walls. It is the responsibility of the club, organization, or individual to post and remove approved signs. Requests for campus wide e-mail announcements must be submitted for review at least 10 days prior to the event.
SIDEWALK CHALK
Campus student clubs and organizations are permitted to market activities on designated sidewalks through the use of chalk with the approval of the Coordinator, Student Activities.

A “sidewalk chalk” approval application is available at the Student Center, Student Activities Information Desk.

Messages must be approved by the Office of Student Activities and will be kept on file. Chalk is available for use by student organizations and can be checked out in the Student Activities Office.

COMMUNICATIONS WITH STUDENTS
Electronic communication is the official means for communication to the students of Rose State College. The College will send communications to students via email and will expect that those communications are received and read in a timely manner. Thus, all Rose State College students are issued a student email account. The College will direct all electronic communications to the college-issued email address. Students should monitor the assigned student email account on a frequent and consistent basis in order to remain informed.

STUDENT EMAIL
Easy Access—go to www.rose.edu and click on Click to go to the new Google RSC email solution or go to http://mail.raider.rose.edu. Your Rose State College EMAIL ADDRESS is your first name-lastname@raider.rose.edu. (not case sensitive). Example: If your birth date is June 13, 1986, your password will be 06131986.

For additional assistance or information, go to www.rose.edu and click on “student email” for a link to a PDF instruction file or call the Office of Student Activities at 405-733-7376.

STUDENT CODE OF CONDUCT
ARTICLE I.
PHILOSOPHY AND PURPOSE OF THE STUDENT CODE OF CONDUCT PURPOSE
The purpose of the Student Code of Conduct is viewed to be two-fold:

A. Guidance. The guidance and redirection of an offending student toward a productive career as a learner in an academic setting and as a citizen; and

B. Learning and social climate. 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. Justice mechanically administered and untempered by kindness, human judgment, and sincere concern is cold and has no place on the College campus. These procedures are directed toward the assurance of a fair judgment for the student through complete case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may easily understood by educators, laymen, and students who have mutual confidence in one another.

JURISDICTION OF THE STUDENT CODE OF CONDUCT
The Student Code shall apply to students who are enrolled in the College. It shall apply to conduct that occurs on Rose State College premises, at Rose State College sponsored activities, and to off-campus conduct that adversely affects the Rose State College Community and/or the pursuit of its objectives. While visitors to the College are clearly not subject to the Code of Conduct, the Code of Conduct shall serve as a guide to visitors to demonstrate the conduct the College believes is appropriate for the campus as well as off-campus events and activities.

ARTICLE II. PROSCRIBED CONDUCT
Any student found to have violated or to have attempted to violate the proscribed student conduct set forth below is subject to the disciplinary penalties outlined in Article V.

A. STUDENTS OBLIGATION.
Each student assumes an obligation to obey all College rules and regulations, to show proper respect to the professors, other College authorities, and colleagues, 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.

C. PERSONAL BEHAVIOR.
The conduct of the individual student, both on and off campus, is an important indication of character and future usefulness in life. It is, therefore, incumbent upon each student to maintain the highest standards of integrity, honesty, and morality at all times. Conduct either on or off campus should be of such nature as not to reflect adversely on the reputation of the individual or Rose State College.

D. HONESTY AND HONOR.
Honesty and honor constitute measures of individual worth. Cheating, falsification, stealing, or any other forms of dishonesty are not in accordance with acceptable conduct.

E. DISORDERLY/DISRUPTIVE CONDUCT.
It is expressly forbidden for any student or group of students to gather in such a manner as to disturb the public peace, do violence to 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 disgrace to the College. Any student who encourages, or in any way participates in, the formation or prolonging of such a gathering may expect to be dismissed from the College immediately.

F. THREATENING OR RECKLESS CONDUCT.
It is expressly forbidden for any student or group of students to gather in such a manner as to disturb the public peace, do violence to 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 disgrace to the College. Any student who encourages, or in any way participates in, the formation or prolonging of such a gathering may expect to be dismissed from the College immediately.

G. USE OR POSSESSION OF ALCOHOL, DRUGS AND WEAPONS.

1. Alcoholic Beverages. The consumption or possession of alcoholic beverages on the campus, or at any event sponsored by or for a student organization, is forbidden.

2. Drugs. The consumption or possession of substances forbidden by law on the campus, or at any event sponsored by or for a student organization, is forbidden, unless the individual is under a physician’s care.

3. Tobacco Free Campus Policy

1. The use, sale or distribution of tobacco products by all employees, students, and all visitors (including clients and vendors) is prohibited on the College campus to include College vehicles and any off-campus, college-sponsored meeting or events.

2. No College publication shall accept any form of advertising of tobacco products.

3. No organization sanctioned by the College shall accept money or sponsorships from companies or other entities engaged in the manufacture of tobacco products unless such is designated for tobacco prevention education or cessation programs and awareness.
4. Appropriate signage has been posted as necessary to inform, employees, students and visitors of policy provisions. Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of policy provisions.

5. Anyone found in violation of the tobacco free policy shall be fined $25. The authority to issue and enforce fines shall reside with security personnel. Students failing to pay fines shall be reported to the Office of Student Conduct. College employees failing to pay fines shall be reported to their supervisors.

A. Glossary of terms.

1. Tobacco products: all forms of tobacco, including, but not limited to; cigarettes, cigars, pipes, 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, and simulated tobacco products that imitate or mimic tobacco products such as electronic cigarettes and all vaping devices as declared in Executive Order January 1, 2014.

2. Tobacco use: includes smoking, chewing, dipping or any other consumption or use of tobacco products.

4. Weapons. The use or possession of weapons of any kind on campus, whether on the person or concealed in one’s belongings or vehicle, is expressly forbidden.

H. FIREWORKS.

The firing of fireworks, or other unauthorized explosives, is prohibited by College regulations and City ordinances.

I. FALSIFICATION OF RECORDS.

It is forbidden to knowingly falsify, or aid and assist in the falsification of any official College record.

J. WORTHLESS CHECKS.

The intentional passing of worthless checks, or the failure to immediately redeem a worthless check unintentionally passed, is forbidden.

K. UNAUTHORIZED POSSESSION OF EXAMINATIONS.

Unauthorized possession of or access to an examination before the examination is given is forbidden.

L. GAMBLING.

Unless it is a sanctioned game or contest of skill by the College, gambling on campus in any form is forbidden.

M. HARASSMENT.

No student or campus organization shall ridicule a member of the college community on the basis of the other’s race, color, sex, age, national origin, religion, disability, sexual orientation, or status as a veteran. Additionally, harassment or hazing for any other reason or motivation is forbidden. Victims of harassment are encouraged to come forward with such claims. This may be done through the grievance procedures outlined in the Student Handbook (if the charge is against a student) and the College’s Policies and Procedures Manual (if the charge is against an employee).

N. UNCOOPERATIVE WITH COLLEGE ADMINISTRATORS, CAMPUS SECURITY, OR POLICE OFFICERS.

Students must be cooperative with college administrators, campus security, and police officers.

O. CLASSROOM BEHAVIOR.

Each student is expected to exhibit appropriate classroom behavior. Any interference or disruption of the faculty member in the performance of his/her duties will not be tolerated.

P. COMPUTER AND NETWORK USE.

The College provides computers, software, peripherals, and network services for use by RSC students, faculty, and staff to support academic and administrative functions. Inappropriate conduct that will not be tolerated include, but is not limited to:

- Unauthorized access, alteration or destruction of another user’s data, programs, electronic mail, or voice mail.
- Attempts to obtain unauthorized access to either local or remote computer systems or networks.
- Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
- Obscene, offensive, threatening, harassing, or intimidating material entered into the computer and sent by electronic means.
- Intentional viewing of pictures of an erotic or sexual nature when such images can be viewed by others who are offended by them; and, mailing, printing, or copying obscene materials.
- Knowingly running, installing, or giving to another a program or data file which could be classified as or contain a computer virus, worm, or Trojan horse.
- Activities that embarrass, denigrate, or libel an individual or organization.

8. Activities that imply College endorsement of any commercial products other than those approved by the appropriate Executive Council Member.

9. Unauthorized distribution of copy righted materials by users of the institution’s network.

ARTICLE III. ADMINISTRATIVE PROCEDURE FOR STUDENT CONDUCT

A. Any member of the Rose State College community may file complaints against a student for violations of the Student Code of Conduct. Incidents involving alleged student misconduct shall be prepared in writing, signed, and delivered to the respective Division Dean/Associate Dean or Department Director. Incident reports shall include all materials, documents, or media which may serve as evidence regarding the alleged violation. If the Dean/Associate Dean or Director determines the incident to be a violation, he/she shall refer the incident to the Director of Student Conduct or designee.

Alleged violations shall be submitted within 10 business days from the date of incident. (When designated in this document, “business days” shall mean days on which Rose State College is open for business.) The College shall take whatever actions deemed necessary to conduct a full, fair, and impartial investigation and to allow the student accused of a violation a fair opportunity to defend himself or herself against the allegations of misconduct. To that end, the College will disclose information regarding the alleged misconduct only as necessary to administer a fair investigation, to allow the student accused of misconduct a fair opportunity to be heard and provide for his or her defense, or as may be required by law, regulation, or policy.

B. The Director of Student Conduct or designee will interview the student and the complainant within 10 business days after receipt of the complaint. If the student admits violating the Code of Conduct, the Director of Student Conduct or designee will determine the appropriate penalties and notify the student in writing within 10 business days of the decision.

C. If the student does not admit to violating the Code of Conduct, the Director of Student Conduct or designee will further investigate the allegations. If it is determined that the student violated the Student Code of Conduct, the Director of Student Conduct or designee will determine appropriate penalties and notify the student in writing within 10 business days of the decision.

D. In cases involving penalties other than suspension or expulsion, the student may appeal to the Vice President for Student Affairs if he/she feels the decision is unjust. The appeal must be in writing, signed, and submitted to
the Vice President within 5 business days from the date of the Director of Student Conduct or designee’s decision. The Vice President for Student Affairs shall review the record submitted by the Director of Student Conduct and all materials documents, or media submitted by the student and the complainant. Further interviews may be conducted as the Vice President deems necessary. The Vice President shall decide the appeal within 30 business days from the date of receiving the record from the Director of Student Conduct. The student shall be notified of the Vice President’s decision and the reasons for the decision in writing. The decision of the Vice President shall be final.

E. Cases involving suspension or expulsion requires the Director of Student Conduct to consult with the Vice President for Student Affairs before issuing such penalties. If a student is suspended or expelled, then the decision to do so shall be a joint decision by the Director of Student Conduct and Vice President. In such cases, the student may appeal to and have a hearing before the Student Conduct Committee (see Article IV).

F. Cases involving suspension or expulsion may be appealed to the President if the student or the Vice President for Student Affairs feels the decision made by the Student Conduct Committee is unjust. The appeal must be in writing, signed, dated, and must state the reason for the appeal. The written appeal must be delivered to the President within 5 business days from the date of the Committee’s decision. The President shall review the record submitted by the Conduct Committee and shall conduct additional interviews as the President deems necessary. The President may uphold the decision, modify the decision, overturn the decision, request the Committee reconsider the case and the existing records, or request a new hearing by the Committee. The President is not bound by formal rules of hearings for his/her investigations. The President shall render his/her decision within 30 business days of the initial appeal. The decision of the President shall be final.

G. If it is determined that a reported incident is an emergency or endangers campus safety, then the Director of Student Conduct or designee, the campus security officers, or the Vice President for Student Affairs may issue an immediate provisional suspension. The student provisionally suspended may request an emergency hearing to determine if the provisional suspension was warranted. The request must be in writing, signed, and dated. If so requested, the President shall appoint a Dean of an Academic Division not related to the conduct incident as chairperson of the emergency hearing committee. The chairperson shall appoint two other faculty members or administrators not related to the conduct incident to serve on the emergency hearing committee with the chair. The emergency hearing committee shall hear the matter within 5 business days of the student’s request for such hearing. The emergency hearing committee shall decide whether such provisional suspension was proper. The incident shall then follow the regular conduct procedures contained herein as a matter of course.

ARTICLE IV.
THE STUDENT CONDUCT COMMITTEE

A. NOTICE OF APPEAL AND HEARING.
A committee consisting of three faculty members selected by the Faculty Senate, three students selected by the Student Senate, and an administrator appointed by the President is established to consider appeals from students who have received conduct disciplinary decisions involving suspension or expulsion. The request, reason, and supporting documents for appeal must be made in writing, signed, and delivered to the Vice President for Student Affairs within 10 business days from the date of the decision to suspend or expel. The Vice President shall forward the appeal to the Chairman of the Student Conduct Committee. Within 10 business days of receiving the notice of appeal from the Vice President, the Chairman shall notify the student in writing that the appeal has been received, that the student has a right to counsel, and that the Student Conduct Committee will convene to hear the appeal. The Chairman shall also include in the notification the preliminary date, time, and place of the hearing. Failure to file written appeal as stated above in this Section shall be construed as forfeiture of the right of appeal.

B. INFORMAL DISPOSITION.
Informal disposition may be made of any case by stipulation and agreement between College authorities and the student or by consent or default on the part of either, and in such instances a hearing is not necessary.

C. HEARING PROCEDURE.
1. Hearing Attendees. The hearing procedure shall include the appearance of the Vice President for Student Affairs, the Director of Student Conduct, and the student before the Committee. The student may choose to have an advisor or counsel present during the hearing procedure. If not counsel, the advisor may be a parent, faculty member, or other adult. Either the Vice President, the Director of Student Conduct, or the student (and counsel) may request the presence of others alleged to have relevant knowledge of the incident to appear at the hearing. The party requesting the appearance of any other person as a witness must state the reasons for requesting such appearance. Any witnesses appearing at the hearing shall be open to questions by all parties and any new evidence presented shall be open to examination by all parties. The Committee Chairman shall determine what new evidence is to be considered by the Committee and included as part of the record. The Committee may call upon expert assistance, including legal counsel, as needed or may call before it any person having helpful information or knowledge.

2. Procedure. The hearing will be conducted as follows:
   a. Presentation of the Record. The Vice President for Student Affairs and the Director of Student Conduct shall provide the Student Conduct Committee and the student with the record and any supporting documentation used as the basis for the decision to suspend or expel. Such shall be delivered to both the Committee and the student at least 5 business days prior to the hearing. At their discretion, the Vice President or the Director of Student Conduct may choose to make oral presentation of the record and documents at the hearing.
   
   b. Questions. At the hearing, the Committee may ask questions concerning the facts and allegations contained in the presented record and accompanying documentation.

   c. Opportunity for expression. The student may explain or contradict allegations, appeal for understanding or clemency, present contrary documentary evidence, make known the existence of other testimony, or raise clarifying questions. Any documents the student wishes to present not already contained in the record provided by the Director of Student Conduct and the Vice President for Student Affairs must be delivered to both the Committee and the Vice President and Director of Student Conduct at least 5 business days prior to the hearing.

   d. Deliberation. Deliberation and reading of conclusion by the committee.

   e. Decision. In regard to the initial decision made by the Vice President for Student Affairs and the Director of Student Conduct, the Committee may decide to do any one of the following:
   1. Uphold the decision as given,
   2. Overturn the decision entirely and clear the student’s record of this incident, or
   3. Uphold the decision on the merits, but vacate the stated penalty and assign a new penalty the Committee deems appropriate.
f. Notification. Upon a decision being reached, the Committee shall inform the Vice President for Student Affairs and the student (and parent if student is a minor) in writing within 5 business days.

3. Records. An audio record of the hearings shall be made, and all documents submitted shall be preserved with the audio recording. A copy of the record of the case shall be placed in a confidential file of the student, and copies of all records shall be kept in a file as the committee may deem appropriate. Such records are open to review by the President but shall not otherwise be available to any person or party except on court order. An exception to this may be if the student applies for admission to any other college or university and requests that a clarifying statement be sent to explain a notation which may appear on his/her transcript in regard to his/her suspension or expulsion.

4. Appeal. The action of the Student Conduct Committee is subject to appeal to the President (see Article III(f)).

ARTICLE V. PENALTIES

Penalties for violation of the Student Code of Conduct may include one or a combination of the following:

1. Reprimands. A warning to cease the alleged misconduct. Records of reprimands shall be kept in the Office of Student Conduct, but shall not be recorded on any permanent or official record.

2. Conduct probation. A written warning that further violations of the Student Code of Conduct will result in suspension or expulsion. The length of the probationary status shall be at the discretion of the Director of Student Conduct. When a student is placed on conduct probation, the President is notified; and, if the student is a minor, the parents are also notified. A record of conduct probation is kept in the student’s personal folder.

3. Restrictions and requirements. Specific restrictions may be imposed limiting a student from certain facilities, programs, or services. Specific requirements may be imposed requiring a student to provide information or to participate in certain educational or clinical programs.

4. Administrative withdrawal. A student may be withdrawn from one or more courses. Unless otherwise stated, a student who is administratively withdrawn from one or more courses may apply for readmission to the course(s) the following semester.

5. Suspension. A student may be barred from the College for a definite period to be determined by the Vice President for Student Affairs and the Director of Student Conduct. Readmission to the College can be granted only by action of the Vice President for Student Affairs, the Committee on Student Conduct, or by the President. A student who is suspended may not apply for readmission until the term of suspension has expired. Suspension is recorded on the transcript.

6. Expulsion. A student may be permanently barred from the College by decision of the Vice President for Student Affairs and the Director of Student Conduct. Expulsion is recorded on the transcript.

ARTICLE VI. CASES INVOLVING ACADEMIC DISHONESTY

Academic integrity. Rose State College expects students to understand and follow basic standards of honesty and integrity. Plagiarism, cheating, and any other form of academic dishonesty in the preparation of one’s assignments or during the performance of any examination are strictly forbidden. Assisting anyone to engage in any of the violations described in this section qualifies as academic dishonesty. All rules and standards of academic integrity apply to all electronic and digital media.

A. Authority. The professor shall have authority over the grades assigned to students.

B. Cheating or Plagiarism. If it is established beyond reasonable doubt that cheating or plagiarism has occurred:

1. Disciplinary Action. The professor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.

2. Incident Report. The professor may make a report of the incident and of action taken, if any, to his/her own division dean.

3. Appeal. The student may appeal the grade to the Academic Grade Appeals Committee.

4. Conduct Review. If the division dean feels that the academic consequences are insufficient in any particular case or if the student has a repeated pattern of academic dishonesty, then the division dean may forward the incident report to the Director of Student Conduct to review the record. If the Director of Student Conduct determines that the Student Code of Conduct has been violated in addition to the violations of academic dishonesty, then he/she shall determine appropriate additional penalties and the incident shall follow the procedures for Student Conduct contained herein as a matter of course.

ARTICLE VII. CONFIDENTIALITY & RETALIATION

A. Confidentiality. Employees of the Human Resources/Affirmative Action Office, the Office of Student Conduct, and all responsible administrators receiving reports of sexual misconduct, sex discrimination and/or unlawful harassment shall maintain confidentiality of information received, except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation and resolution of sexual misconduct, sex discrimination and/or unlawful harassment allegations.

B. Retaliation. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual misconduct, discrimination, unlawful harassment and/or any other complaint. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of misconduct, discrimination, and/or unlawful harassment will be treated as a separate and distinct violation of this policy.

ARTICLE VIII. EVIDENTIARY STANDARD OF REVIEW

The Student Code of Conduct (SCC) and the Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy (SMSDSHP) are enforced utilizing the preponderance of the evidence standard of review.

All alleged violations of the SCC and SMSDSHP will be evaluated by examining the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred by utilizing the preponderance of the evidence standard. The preponderance of the evidence standard shall be defined as; whether or not it is more likely than not that the actions in question were committed by the student as alleged in the complaint. The College bears the burden of proof and the burden shall not shift from the College to any other party.

SEXUAL MISCONDUCT POLICY

SEC. 1-5. SEXUAL MISCONDUCT, SEX DISCRIMINATION AND UNLAWFUL HARASSMENT POLICY AND GRIEVANCE PROCEDURE

(a) Statement. Rose State College (College) is committed to providing equal employment and educational
opportunities and, therefore, forbids discrimination against any employee, student or applicant for employment on the basis of gender. Furthermore, the College condemns the sexual misconduct, sex discrimination and/or unlawful harassment of students, faculty and staff, to include:

- (1) Domestic Violence;
- (2) Dating Violence;
- (3) Stalking;
- (4) Sexual Assault;
- (5) Sexual Harassment; and/or
- (6) Any other form of sexual misconduct as defined by law and available at www.oscn.net.

(b) Positions of authority. Since some members of the College community hold positions of authority that may involve the legitimate exercise of power over others, they have the responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their valuative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. The responsibility of faculty and supervisors is to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive or exploitive.

(c) Management responsibilities. Employees or agents who (a) supervise other employees, contractors or agents; 
(b) teach or advise students; or 
(c) have management authority related to a College sponsored activity, student program or activity are required to:

- (1) Engage in appropriate measures to prevent violations of this policy; and
- (2) Promptly notify the Human Resources/Affirmative Action Office after being informed of or having a reasonable basis to suspect a policy violation. In instances where the supervisor has taken independent action, the supervisor shall notify the Human Resources/Affirmative Action Office as soon as possible after taking such action. Additionally, any action taken may not disadvantage the complaining party.

(d) Environment of study and work. The College is committed to providing an environment of study and work free from sexual misconduct, sex discrimination and unlawful harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual misconduct, sex discrimination and unlawful harassment.

(e) Definitions. Offenses prohibited under the College’s policy include, but are not limited to: sexual harassment; sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination); non-consensual sexual intercourse (or attempts to commit same); non-consensual sexual contact (or attempts to commit same); sexual coercion; domestic/dating violence; stalking; and sexual exploitation (or attempts to commit same).

(1) Sex Discrimination:

(A) Includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity and gender expression discrimination). It may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

(B) Pregnancy Discrimination:

(i) The College prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination of the basis of pregnancy should be reported in accordance with this policy. Employees, students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Office of Human Resources, 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104, (405) 733-7979. For complaints arising under this policy, please report to the Executive Director, Human Resources/AAO.

(ii) Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over employees, students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Office of Human Resources, 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104, (405) 733-7979. For complaints arising under this policy, please report to the Executive Director, Human Resources/AAO.

(2) Sexual Harassment:

(A) Sexual harassment is a form of sex discrimination. Sexual harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual’s gender or is sexual in nature and is so severe, pervasive or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving an individual of educational, institutional or employment benefits, activities or opportunities. Students, employees and visitors who are subject to or who witnesses unwelcome conduct of a sexual nature are encouraged to report the incident(s) to the Executive Director, Human Resources/AAO.

(B) For the purpose of this policy, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment if:

(i) Submission to the conduct is made either an explicit or implicit condition of employment or academic instruction/standing;
(ii) Submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting the harassed employee or student;

(iii) The conduct, either by intent or by effect, creates an intimidating, hostile or offensive work or learning environment; or

(iv) Submission to or rejection of the conduct is used as a basis for providing the College's services or participation in the College's programs.

(C) Sexual harassment can occur in a variety of circumstances, including but not limited to:

(i) The individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;

(ii) The harasser can be the supervisor or the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a coworker, a subordinate, a professor or a non-employee;

(iii) The individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and

(iv) Unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

(3) Sexual Violence:

(A) Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, which includes, but is not limited to: rape, sexual assault, sexual battery, sexual misconduct and sexual coercion.

(i) Non-Consensual Sexual Intercourse is defined as any sexual intercourse or penetration of the anal, oral, vaginal or genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct and sexual coercion.

(ii) Non-Consensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent of any part of a victim's body by using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.

(iii) Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.

(4) Sexual Exploitation:

(A) Occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses.

(i) Examples of sexual exploitation include, but are not limited to:

(a) Non-consensual video or audio-taping of any form of sexual activity;

(b) Going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch an individual have consensual sex without their partner's knowledge or consent);

(c) Sexually-based stalking or bullying;

(d) Engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;

(e) Knowingly transmitting a sexually transmitted disease or illness to another;

(f) Exposing one's genitals in a non-consensual circumstance or inducing another to expose his or her genitals;

(g) Prostituting another person; and

(h) Other forms of invasion of sexual privacy.

(5) Domestic and Dating Violence:

(A) Dating violence is violence between individuals in the following circumstances:

(i) The party is or has been in a social relationship of a romantic or intimate nature with the victim; and

(ii) The existence of such a relationship shall be determined based on a consideration of the following factors:

(a) Length of the relationship;

(b) Type of relationship;

(c) Frequency of interaction between the persons involved in the relationship.

(B) Domestic Violence under College policy means violence committed by a:

(i) Current or former spouse of the victim;

(ii) A person with whom the victim shares a child in common;

(iii) A person who is cohabitating with or has cohabitated with the victim as a spouse;

(iv) A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;

(v) Any other person against an adult or youth victim who is protected from that person's acts under Oklahoma domestic or family violence laws.

(C) For purposes of this section, “prior pattern of physical abuse” means three (3) or more separate incidences, including the current incident, occurring on different days, where all incidences occurred within the previous twelve (12) month period, and each incident relates to an act constituting assault and battery or domestic abuse committed by the defendant against a current or former spouse, a present spouse of a former spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is in a dating relationship, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, a person living in the same household as the defendant, a current intimate partner or former intimate partner, or any combination of such persons, where proof of each incident prior to the present incident is established by the sworn testimony of a third party who was a witness to the alleged physical abuse or by other admissible direct evidence that is independent of the testimony of the victim (Oklahoma Penal Code, § 21-644, www.oscn.net).
(6) Sexual Assault:

(A) Assault as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another (Oklahoma Penal Code, § 21-641, www.oscn.net).

(B) Battery as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as any willful and unlawful use of force or violence upon the person of another (Oklahoma Penal Code, § 21-642, www.oscn.net).

(C) Aggravated Assault and Battery as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as:

(i) An assault and battery becomes aggravated when committed under any of the following circumstances:

(a) When great bodily injury is inflicted upon the person assaulted; or

(b) When committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined in Section 641 of Title 21 (Oklahoma Penal Code, § 21-641, www.oscn.net).

(ii) For purposes of this section “great bodily injury” means bone fracture, protracted and obvious disfiguration, protracted loss or impairment of the function of a body part, organ or mental faculty or substantial risk of death (Oklahoma Penal Code, § 21-646, www.oscn.net).

(D) Evidence that the individual continued to engage in an act of sexual assault involving repeated unconsented contact, as defined in subsection D of this section, with the victim after having been requested by the victim to discontinue the same or under the conditions of a community or alternative punishment; or

(7) Stalking:

(A) Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:

(i) Would cause a reasonable person or a member of the immediate family of that person as defined in subsection D of this section to feel frightened, intimidated, threatened, harassed or molested; and

(ii) Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested.

(B) Any person who violates the provisions of subsection A of this section when:

(i) There is a permanent or temporary restraining order, a protective order, an emergency ex parte protective order or an injunction in effect prohibiting the behavior described in subsection A of this section against the same party, when the person violating the provisions of subsection A of this section has actual notice of the issuance of such order or injunction; or

(ii) Said person is on probation or parole, a condition of which prohibits the behavior described in subsection A of this section against the same party or under the conditions of a community or alternative punishment; or

(iii) Said person, within ten (10) years preceding the violation of subsection A of this section, completed the execution of sentence for a conviction of a crime involving the use or threat of violence against the same party, or against any member of the immediate family of such party.

(C) Evidence that the individual continued to engage in a course of conduct involving repeated unconsented contact, as defined in subsection D of this section, with the victim after having been requested by the victim to discontinue the same or any other form of unconsented contact, and to refrain from any further unconsented contact with the victim, shall give rise to a rebuttable presumption that the continuation of the course of conduct caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

(D) For purposes of this section:

(i) “Harasses” means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of Title 21 (Oklahoma Penal Code, § 21-1173, www.oscn.net) and conduct prohibited by Section 850 of Title 21 (Oklahoma Penal Code, § 21-1173, www.oscn.net). Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;

(ii) “Course of conduct” means a pattern of conduct composed of a series of two (2) or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct”;

(iii) “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;

(iv) “Unconsented contact” means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual’s expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of “unconsented contact.” Unconsented contact includes, but is not limited to:

(a) Following or appearing within the sight of that individual;

(b) Approaching or confronting that individual in a public place or on private property;

(c) Appearing at the workplace or residence of that individual;

(d) Entering onto or remaining on property owned, leased or occupied by that individual;

(e) Contacting that individual by telephone;

(f) Sending mail or electronic communications to that individual;

(g) Placing an object on, or delivering an object to, property owned, leased or occupied by that individual.

(v) “Member of the immediate family,” for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months (Oklahoma Penal Code, § 21-1173, www.oscn.net).

(8) Other Misconduct:

(A) Other forms of misconduct based on one’s gender also constitute violations of this policy including, but not limited to: threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person;
(B) Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;

(C) Harassment, defined as unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or that is sexual in nature that has the systemic effect of unreasonably interfering with or depriving someone of educational, institutional or employment access, benefits, activities or opportunities;

(D) Gender-based intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

(E) Gender-based hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Campus community, when related to the admission, initiation, pledging, joining or other group-affiliation activity;

(F) Gender-based bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment);

(G) Violence, including assault, battery or other physical abuse between those in an intimate or dating or romantic relationship with each other;

(H) Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community.

(9) Consent:

(A) Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what behavior they are providing consent. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes."

(i) Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.

(ii) Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.

(iii) Previous relationships or consent does not imply consent to future sexual acts.

(iv) Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. Coercion is unreasonable pressure for sexual activity.

(v) In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacitation may result from mental disability, intellectual disability, unconsciousness/sleep, age or use of alcohol, drugs, medication and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the "who, what, when, where, why or how" of their sexual interaction). Incapacitation may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose. Whether a person is incapacitated is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note: Indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

(B) Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

(f) Examples of prohibited conduct. Conduct prohibited by this policy may include, but is not limited to:

(1) Unwelcome conduct of a sexual nature.

(A) Conduct of a sexual nature may include, but is not limited to:

(i) Verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances and/or propositions of a sexual nature;

(ii) Touching, pinching, patting or brushing against;

(iii) Unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines or cartoons;

(iv) Comments regarding physical or personality characteristics of a sexual nature;

(v) Sexually-oriented "kidding," "teasing," double meanings and jokes; and

(vi) Sexual assault.

(2) Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, either orally or by his or her conduct, that it is unwelcome.

(3) If a person has initially welcomed such conduct by active participation, the person must give specific notice to the alleged harasser that such conduct is no longer welcome in order for the subsequent conduct to be deemed unwelcome.

(g) State Law Definitions. In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), please be advised that the following definitions are applicable should an individual wish to pursue Oklahoma state criminal or civil actions. These definitions may differ from the College's administrative policy definitions noted above. The College's administrative system and disciplinary procedures are separate and distinct from those available to someone in a state civil or criminal action. Individuals may seek administrative remedies in accordance with this policy and also may seek state or federal civil or criminal remedies for the same incident through the applicable systems. The definitions set forth below are reviewed and verified annually; for a more frequently updated resource, please consult Oklahoma's State Court Network site (http://www.oscn.net).

(1) Oklahoma Criminal Law Definition of Rape Oklahoma Penal Code, §21-1111:

(A) Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

(i) Where the victim is under sixteen (16) years of age;

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

(iii) Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
(iv) Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;

(v) Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;

(vi) Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;

(vii) Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or

(viii) Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school or public vocational school and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.

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

(2) Definition of Consent under Oklahoma Criminal Law Oklahoma Penal Code, §21-1114A, provides the lack of consent in rape cases where:

(A) Rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age;

(B) Rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;

(C) Rape accomplished where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;

(D) Rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;

(E) Rape accomplished with any person by means of force, violence or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime;

(F) Rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or

(G) Rape by instrumentation committed upon a person under fourteen (14) years of age.

(3) Definition of Domestic/Dating Violence under Oklahoma Criminal Law Oklahoma Penal Code, §21-644 defines domestic and dating violence as any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant or a person living in the same household as the defendant shall be guilty of domestic abuse.

(4) Definition of Stalking under Oklahoma Criminal Law Oklahoma Penal Code, §21-1173, defines stalking as:

(A) Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:

(i) Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed or molested; and

(ii) Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested.

(5) Rape as defined by the Federal Bureau of Investigation's (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System:

(A) 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.

(b) Bystander Intervention. Rose State College seeks to promote the health, safety, security and wellbeing of all members of the College community. If an individual witnesses a violation of the Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy, or any behavior that may appear to be a violation of the policy, there are a range of options available including, but not limited to:

(1) For emergency situations, contact the Midwest City Police Department (MWCPD) by calling 911.

(2) For non-emergency situations, contact the Campus Security Office by calling (405) 733-7313.

(3) For information regarding nonviolent bystander intervention training and education, please contact the Office of Special Services and Student Outreach located at 6420 S.E. 15th Street, Midwest City, OK 73110, SSB Room 101 or by calling (405) 733-7373.

(i) Reporting sexual misconduct, sex discrimination and unlawful harassment to law enforcement, seeking outreach and reporting to College officials.

(1) If an individual believes they have been a victim of sexual misconduct, sex discrimination and/or unlawful harassment or witnessed an act of sexual misconduct, sex discrimination and/or unlawful harassment (i.e., Domestic Violence, Dating Violence, Stalking, Sexual Assault, and/or Sexual Harassment), they are encouraged to contact Midwest City Police Department (MWCPD) at 911 and or the College’s Security Office located at 6420 S.E. 15th Street, Midwest City, OK 73110, SC Room 100 or by calling (405) 733-7313.

(2) For additional assistance regarding counseling and other outreach resources, please contact the Office of Special Services and Student Outreach located at 6420 S.E. 15th Street, Midwest City, OK 73110, SSB Room 101 or by calling (405) 733-7373.

(3) For guidance in reporting issues of sexual misconduct, sex discrimination and/or unlawful harassment or possible Title IX Violations, you may contact the Title IX Coordinator located at the Office of Human Resources. The designated Title IX Coordinator for the College is the Executive Director, Human Resources/AAO and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104 or by calling (405) 733-7979;

(1) Mandatory Reporting:
(A) With limited exceptions, every College employee must report conduct that could constitute sexual misconduct/sex discrimination/unlawful harassment under this policy. Supervisors, managers and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, sex discrimination and unlawful harassment, to correct such behavior when it occurs and must promptly report allegations of sexual misconduct, sex discrimination and/or unlawful harassment to the Human Resources/Affirmative Action Office, 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104, (405) 733-7979. Failure to do so may result in disciplinary action up to and including termination. Additionally, attorneys, clergy members, licensed counselors or physicians who are engaged in such capacity may keep such reports confidential as permitted by law.

(k) Request for reasonable accommodation.

(1) A victim of sexual misconduct, sex discrimination and/or unlawful harassment requiring reasonable accommodation should make their requests to the Title IX Coordinator. The Executive Director, Human Resources/AAO is the designated Title IX Coordinator and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104, (405) 733-7979. The procedures set forth shall mirror the College’s procedures regarding requests for reasonable accommodation under the Americans with Disabilities Act as outlined in Section 1-91, (b), (1), (2), and (3), pp. II-1-43 and II-1-44.

(2) Reasonable accommodation may include, but is not limited to:
(A) Exam (paper, assignment, etc.) rescheduling;
(B) Taking an incomplete in a class;
(C) Transferring class sections;
(D) Temporary withdrawal;
(E) Alternative course completion options.

(l) Denial of accommodation and appeal. Individuals, who have been denied a request for reasonable accommodation following allegations of sexual misconduct, sex discrimination and/or unlawful harassment, may appeal the denial of a request for accommodation by contacting the College’s designated Title IX Coordinator who will submit the appeal through the appropriate College channels. The Executive Director, Human Resources/AAO is the designated Title IX Coordinator and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104 or by calling (405) 733-7979.

(m) Intentionally False Reports. Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

(n) Free Speech and Academic Freedom. Members of the Campus community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the Campus community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

(o) Investigation. In determining whether alleged conduct constitutes sexual misconduct, sex discrimination and/or unlawful harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred shall be investigated. The President, or the President’s designee, has the responsibility of investigating complaints of sexual misconduct, sex discrimination and unlawful harassment. The President has appointed the Executive Director, Human Resources/AAO as their designee. In the event the Executive Director, Human Resources/AAO is the subject of the complaint, the President shall determine who shall investigate the matter.

(p) Confidentiality. Employees of the Human Resources/Affirmative Action Office and responsible administrators receiving reports of sexual misconduct, sex discrimination and/or unlawful harassment shall maintain confidentiality of information received, except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation and resolution of sexual misconduct, sex discrimination and/or unlawful harassment allegations.

(q) Anonymous complaints. All members of the College community may contact the Human Resources/Affirmative Action Office at any time to ask questions about sexual misconduct, sex discrimination and unlawful harassment or complaint procedures without disclosing their names and without filing a complaint. Although anonymous complaints are discouraged, the College will reasonably respond to all allegations of sexual misconduct, sex discrimination and unlawful harassment. To determine the appropriate response to an anonymous allegation, the College will weigh the following factors:
(1) The source and nature of the information;
(2) The seriousness of the alleged incident;
(3) The specificity of the information;
(4) The objectivity and credibility of the source of the report;
(5) Whether any individual can be identified who were subjected to the alleged harassment; and
(6) Whether those individuals want to pursue the matter. If based on these factors, it is reasonable for the College to investigate the matter, the Human Resources/Affirmative Action Office will conduct an investigation and recommend appropriate action to address substantiated allegations. However, a reasonable response would not include disciplinary action against an alleged harasser if an accuser insists that his or her name not be revealed, if there is insufficient corroborating evidence and if the alleged harasser could not respond to the charges of sexual misconduct, sex discrimination and/or unlawful harassment without knowing the name of the accuser.

(r) Retaliation. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual misconduct, sex discrimination and/or unlawful harassment. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual misconduct, sex discrimination and/or unlawful harassment will be treated as a separate and distinct violation of this policy.

(s) Sanctions. Any employee found to have engaged in sexual misconduct, sex discrimination and/or unlawful harassment shall be subject to sanctions, including but not
limited to: warning; demotion; suspension; or termination subject to applicable procedures and due process requirements. Any student found to have engaged in sexual misconduct, sex discrimination and/or unlawful harassment shall be subject to disciplinary action as outlined in the Student Handbook as defined by the Student Code of Conduct including, but not limited to: reprimand; conduct probation; restrictions and requirements; administrative withdrawal; suspension; and/or expulsion. An individual facing disciplinary action based on a policy violation may utilize all applicable processes offered under the College’s Policies and Procedures Manual, Student Handbook or any other process deemed applicable by the appropriate College administrator.

(t) Complaint procedure. Victims of sexual misconduct, sex discrimination and/or unlawful harassment are encouraged to come forward with such claims. Complaints alleging a violation of the Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy shall be handled in accordance with the Sexual Misconduct, Sex Discrimination and Unlawful Harassment Grievance Procedure (See Sec. 7-15, pp. IV-7-6 to IV-7-9). To contact the Human Resources Office: Rose State College, 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104, (405) 733-7979.

(u) Availability of other Complaint Procedures. In addition to seeking criminal charges through local law enforcement, members of the Campus community may also file complaints with the following entities irrespective of whether they choose to file a complaint under this procedure:

Office of Civil Rights:
Kansas City Field Office: OCR.KansasCity@ed.gov 1-816-268-0550
Washington D.C.: OCR@ed.gov 1-800-421-3481

Equal Employment Opportunity Commission:
Oklahoma City Field Office: 1-800-669-4000
Washington D.C.: 1-800-669-4000 Eeoc.gov/contact/

State of Oklahoma Attorney General’s Office:
Office of Civil Rights Enforcement: 405-521-2029 OCRE@oag.gov


SEC. 7-15. SEXUAL MISCONDUCT, SEX DISCRIMINATION AND UNLAWFUL HARRASSMENT GRIEVANCE PROCEDURE

(a) Statement. Rose State College, in compliance with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, prohibits unlawful sex discrimination in any form, including sexual harassment of faculty, staff or students in any of its policies, practices or procedures. The grievance procedure embodied herein shall be available to any person who, at the time of the acts alleged, was employed by or was enrolled as a student at Rose State College. Nothing contained in this policy shall be construed either to limit the legitimate exercise of the right of free speech or to infringe upon the academic freedom of any member of the College community. Nor shall the use of these grievance procedures constitute a waiver by the Complainant or Respondent of any other legal rights they may have.

(b) Definitions.

(1) Compliance Officer: An employee designated by the President to coordinate compliance efforts regarding Title VII and Title IX and to investigate complaints. Presently, the Compliance Officer is the Executive Director, Human Resources/AAO and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104 or by calling (405) 733-7979.

(2) Complaint: A written complaint alleging violation of the College’s Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy.

(3) Day: Day means a working day. The calculation of days in processing a complaint shall exclude Saturdays, Sundays and holidays.

(4) Grievant: A student or employee of the College who submits a complaint alleging discrimination on the basis of sex or a violation of the College’s Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy.

(5) Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

(c) Pre-filing procedures. Prior to the filing of a written complaint, the Grievant is encouraged to visit with the
Executive Director, Human Resources/AAO or the appropriate administrator (i.e., Division Dean, area Director or Supervisor, or area Vice President) and to make a reasonable effort to informally resolve the grievance or complaint.

(d) Procedures for filing Complaint.

(1) If the Grievant desires to proceed with a complaint, then within thirty (30) days of an alleged violation, the Grievant shall submit a complaint to the Executive Director, Human Resources/AAO or the appropriate administrator. The complaint shall state the Grievant’s name, the nature of the alleged violation, the date of the alleged violation, the names of the persons responsible and the requested action. The complaint must be filed in writing and signed by the Complainant. The Grievant may withdraw the complaint at any point during the investigation or prior to the completion of the formal hearing. The College reserves the right to deal administratively with sexual misconduct, sex discrimination and/or unlawful harassment allegations whenever becoming aware of their existence.

(2) Within ten (10) working days of receiving the complaint, the Executive Director, Human Resources/AAO or the appropriate administrator shall notify the Respondent of the complaint.

(3) Within ten (10) working days of notification, the Respondent shall submit to the Executive Director, Human Resources/AAO an answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Grievant’s requested action and/or outline alternatives.

(4) Within ten (10) working days of receiving the Respondent’s answer, the Executive Director, Human Resources/AAO and/or the appropriate administrator, shall schedule separate meetings with the Grievant and the Respondent.

(5) Within ten (10) working days of the hearing, the Executive Director, Human Resources/AAO and the appropriate administrator shall render a written decision as to both the Grievant and the Respondent.

(6) Within ten (10) working days of receipt of the decision, if either the Grievant or the Respondent is not satisfied with the decision of the Executive Director, Human Resources/AAO and the appropriate administrator, either may submit a written request to the Executive Director, Human Resources/AAO for a formal hearing before the Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment. The individual submitting a written request for a hearing is deemed the Complainant.

(7) Within ten (10) working days of receiving a request for a hearing before the Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment, the Executive Director, Human Resources/AAO shall notify the Chairperson of the Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment of the request. The Chairperson shall schedule a hearing to be conducted by the Committee and notify the parties. Such hearing shall be conducted within thirty (30) days of the date on which the Chairperson receives notification of the request for a formal hearing.

(8) Within ten (10) working days of conducting the hearing, the Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment shall render a written decision regarding the complaint. A complete and full record of the proceeding, the findings and the Committee’s recommendation will be given to the President.

(9) Within ten (10) working days of receipt of the Hearing Committee’s findings and recommendations, the President or their designee shall inform the Complainant and the Respondent of the findings of the Hearing Committee and the President’s decision to accept or reject the Committee’s recommendations. A copy of the President’s decision shall be given to the Chairperson of the Hearing Committee. If the recommendations of the Hearing Committee are rejected, the President’s written decision shall state the reasons for the rejection. The decision of the President shall be final and binding.

(e) Hearing Committee members.

(1) The Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment allegations will be composed of the following:

(A) Three faculty members and one alternate appointed by Faculty Association

(B) Two classified staff members and one alternate appointed by Classified Staff Association

(C) Two professional/administrative staff members (not from the same Vice President’s area) and one alternate appointed by the Professional/Administrative Staff Association

(D) One student and one alternate appointed by the Student Senate

(2) Appointments will be made annually and will be staggered.

(A) Faculty, three-year term

(B) Classified staff, two-year term

(C) Professional/administrative staff, two-year term

(D) Student, one-year term

(3) Committee members shall select a Chairperson at their first meeting, which shall be held during each fall term. For purposes of a hearing, both the Complainant and the Respondent have the right to request that the Chairperson of the Committee disqualified one member of the Committee upon a showing of cause. In addition, any Committee member may disqualified themselves if they feel that a conflict of interest exists.

(f) Procedures for formal hearing.

(1) Both parties have the right to legal counsel, may call witnesses to testify and may cross-examine witnesses called by the other party. The formal proceeding shall be closed to the public unless both the Complainant and the Respondent agree otherwise. A written record of the proceedings shall be maintained. The Complainant shall bear the burden of proof. The Committee is to serve as a disinterested neutral board. Accordingly, the President reserves the right to appoint legal counsel to serve as legal advisor to the Committee. The President may also appoint legal counsel to represent the interests of the College.

(2) In arriving at a determination of the existence of sexual misconduct, sex discrimination and/or unlawful harassment at any stage of the proceedings, the Committee shall consider the evidence as a whole, the totality of the circumstances and the context in which the alleged incident(s) occurred. The determination of the existence of sexual misconduct, sex discrimination and/or unlawful harassment will be made from the facts on a case-by-case basis.

(3) At the formal stage, the Hearing Committee may take into consideration any prior convictions or formal findings of guilt or any disposition in the form of a plea resulting in an admission of guilt. However, allegations that were dismissed for lack of cause at the initial or informal stage without appeal or which resulted in a finding of no sexual misconduct, sex discrimination and/or unlawful harassment shall not be taken into consideration.

(4) In the event that the matter is resolved to the satisfaction of both parties prior to completion of the formal
proceedings of the Hearing Committee, a written statement shall indicate the agreement reached by the parties and shall be signed/dated by each party and by the Chairperson of the Hearing Committee. In a case heard initially by an administrator or when administrative action is necessary to implement the agreement, the administrator shall be informed confidentially of the resolution. The case shall then be closed and the sealed record transmitted to the Human Resources/AAO office.

(5) In the event that no solution satisfactory to both parties is reached prior to the completion of the formal proceedings of the Hearing Committee, the Committee shall make recommendations by a secret vote. These findings and the recommendations will be given to the President and a complete and full record of proceedings shall accompany said report to the President. The President will make the final decision and the decision of the President shall be final and binding.

(g) Sanctions.

(1) Appropriate disciplinary action. The sexual misconduct, sex discrimination and unlawful harassment grievance procedures contained herein are preliminary to any formal disciplinary sanctions the proper administrative officer may determine are warranted upon a finding of sexual misconduct, sex discrimination and/or unlawful harassment. Appropriate disciplinary action that may be imposed based upon findings may include any or all of the following:

(A) Placing a letter of reprimand in the harasser’s personnel folder;

(B) Insisting upon human relations counseling and/or sexual harassment awareness training for the harasser;

(C) Withholding all of an annual salary increment for the harasser;

(D) Putting the harasser on employment probation;

(E) Terminating the harasser’s employment at Rose State College;

(F) For students, in accordance with the Student Handbook as defined by the Student Code of Conduct, sanctions may include, but are not limited to: reprimand; conduct probation; restrictions and requirements; administrative withdrawal; suspension; and/or expulsion.

(G) Other appropriate disciplinary action.

(h) Suspension or reassignment of duties or responsibilities. Upon a clear showing at any stage in the grievance procedure that immediate harm to either party is threatened by the continued performance of either party’s regular duties or College responsibilities, the President may suspend or reassign said duties or responsibilities pending the completion of the grievance procedure.

(i) Confidentiality of proceedings and records.

(1) Disclosure of information. The disclosure of information obtained during the investigation of any complaint of administrator or by any member of the Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment constitutes a serious violation of College policy and procedures. Any person who disclosed such confidential information shall be subject to severe disciplinary measures. These sanctions shall be in addition to any civil liability the person making such disclosure may have as a result thereof to the parties, the Complainant and/or the witnesses interviewed during the informal or formal proceedings.

(2) Record. A record of the complaint and all informal and formal proceedings shall be kept for five (5) years. The record (excluding cases dismissed for lack of cause) is to be opened only upon authorization of the President and only if a subsequent allegation of sexual misconduct, sex discrimination and/or unlawful harassment is brought before a committee hearing panel or as otherwise required by law. In the event that the opening of the record is warranted, the Chairperson of the Committee must give written notice to the person whose record is to be opened, no less than seven (7) calendar days prior to the opening of the record.

(j) Retaliation. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual misconduct, sex discrimination and/or unlawful harassment. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual misconduct, sex discrimination and/or unlawful harassment will be treated as a separate and distinct violation of this policy.

(k) Extension of time. Any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved. However, the total number of days from the date that a complaint is filed until the complaint is resolved shall not exceed one hundred eighty (180) days.
15th Street News welcomes letters to the editor. Letters must be signed with writer’s full name and student I.D. number. Letters are limited to 300 words. Letters may be hand delivered in person to FA 110, mailed to 15th Street News, Rose State College, 6420 S.E. 15th, Midwest City, OK 73110-2799. Publication of all materials is at the discretion of the editor.

Anyone having a complaint about the content of the student newspaper may register it with the editor or the Student Publications Board Chairperson.

**STUDENT SUCCESS CENTER**

Designed to support students’ academic advancement and personal development, the Student Success Center connects students with campus resources. Home of the S.T.E.P.S. study skills seminars, peer mentoring, and academic success contracts, the Student Success Center is located in the Student Center Building Room 104 and is open to all students. Come to ask questions, receive support, and advance your success. For more information contact 405-733-7334.

**TRIO STUDENT SUPPORT SERVICES**

The Rose State College TRiO Student Support Services program is designed to provide and array of supportive services to 140 eligible participants. Services include transfer assistance, campus visits, tutoring, academic mentoring, cultural events, textbook library, academic advising, academic and life skills workshops, career counseling, library orientations, and community service referrals. The purpose of the program is to ensure that participants persist in college and earn an associate’s degree or certificate then transfer to a four-year university to earn a bachelor’s degree.

Library services are provided approximately 80 hours per week by an experienced, professional library staff. The library collection consists of about 109,000 print and audiovisual items and 48,000 electronic books.

Additional materials are available on interlibrary loan from other libraries. Students may also obtain an OK-Share card, permitting use of area academic libraries, at the LRC Circulation desk.

Electronic databases and ebooks are available on and off campus. For details visit http://lrc.rose.edu or call 405-733-7543.

Computers for student use are available in the upstairs computer lab in Audiovisual Services and in the downstairs area near the Reference Desk.

Audiovisual Services available to students include video recording viewing, audio tape duplication, a computer lab, and CD listening facilities.

Requests for free academic tutoring will be accommodated for any student enrolled at Rose State College, or for any area high school student in the ninth grade or above.

The Tutoring Center provides free academic tutoring, as long as tutors are available, for students enrolled in courses identified in the College Catalog as “required general education courses” and/or 0-level developmental courses. The College will provide students with up to two hours per week, per qualified course.

All tutoring must occur in the Learning Resources Center or other approved tutoring facility, under the supervision of Tutoring Center staff. Tutoring in other locations or without appropriate supervision is contrary to College policy. To apply for tutoring assistance students should call 405-733-7417 or come to the Tutoring Desk in LRC 101. Information about online tutoring, available 24/7, is available at http://www.rose.edu/online-tutoring.

Academic Testing Center. Students are advised by instructors if academic tests may be taken in the LRC Academic Testing Center. Students taking a test in the Testing Center are required to show a Rose State issued Student I.D. Other forms of identification will not be accepted. Tests may not be started within the last hour that the Academic Testing Center is open, and they must be complete by five minutes before closing. Note that the LRC Academic Testing Center is not the same as the LRC Building 101. Information about online tutoring, available 24/7, is available at http://www.rose.edu/academic-testing-services for more information.

**LEARNING RESOURCES CENTER**

The Learning Resources Center, located on the east end of the main campus, provides a wide variety of academic support services.

**BILL ATKINSON STUDENT CENTER**

Located on the west side of the Rose State College Mall, the Bill Atkinson Student Center provides a wide range of services and venues for activities that contribute to the enhancement of a vibrant campus life. Student Center programs promote personal, social, leadership and extra-curricular activities to parallel with educational growth of students, faculty, and staff at Rose State College.

Student Center houses the College’s Student activities and Student Success Centers, the College Bookstore, the Main Café and Java Rose Café dining facilities, the College security office, post office and print center, and Cyber Café. It serves as a central location for a variety of programs and events that complement the Rose State College academic experience through cultural, educational, social and recreational pursuits.

Accommodations include a variety of spacious rooms that are available for campus and community activities, meetings, seminars conferences and events. Catering services are available for virtually any event, making the Bill Atkinson Student Center the functional center of campus life and a key component of the Rose State College experience.

**ATHLETICS**

The National Junior College Athletic Association, NJCAA, is the governing body that regulates the national junior colleges. NJCAA allows only two seasons of competition and has no age or time limits.

- Junior college eligibility rules state you must not have completed two seasons of athletic competition at any college. You must carry at least 12 credit hours each semester. First time entering freshmen may remain eligible by passing 12 credit hours the first semester of enrollment with a 1.75 GPA. The sophomore year of eligibility is based upon having passed 24 hours with a 2.00 GPA.
- Rose State College may request or require a student participating in varsity athletics to undergo drug or alcohol testing.

**LEARNING RESOURCES CENTER HOURS**

Monday - Thursday: 7:30 a.m. - 10:00 p.m.  
Friday: 7:30 a.m. - 5:00 p.m.  
Saturday: 10:00 a.m. - 4:00 p.m.  
Sunday: 1:00 p.m. - 8:00 p.m.

*See http://www.rose.edu/lrc-calendar-hours for summer, interim and holiday hours.*
alcohol testing on a random selection basis. With a confirmed positive result for a drug test not resulting from legitimate medical use of prescribed medication, disciplinary proceedings will be initiated.

- All team members are selected by varsity coaches. An athlete cannot represent two schools on any level in the same season.
- Athletes have the opportunity to participate through the walk-on process that is part of each sport. Those interested should contact the coach prior to the start of the season.
- Additional rules and regulations concerning eligibility can be found in the NJCAA Handbook in the athletic department.
- RSC Varsity sports include softball, baseball, women’s soccer, and men’s soccer.

**WELLNESS CENTER**

The Rose State College Wellness Center Facility consists of cardiovascular and strength training areas, state-of-the-art Life Fitness and Hammer Strength equipment, multipurpose exercise rooms an open activity area, meeting rooms, classrooms, a wellness assessment lab, an aquatic center, and locker rooms.

The Rose State College Wellness Center is committed to the idea that exercise and proper nutrition, rather than mere weight loss, are the key to achieving overall good health. Students, faculty, staff, and community members should be thinking about the healthy lifestyle that can be obtained by using the Rose State College Wellness Center.

Through the Wellness Center, the Rose State College Social Sciences Division offers students the academic programs of Health, Physical Education & Recreation and the Health & Sports Sciences Program options of Wellness, and Personal Training.

In addition to academic programs, numerous student services are provided by the Rose State College Wellness Center. Examples of wellness services offered to students are recreational activities, fitness activities and incentive programs, strength and conditioning training, aquatic activities, blood pressure monitoring, and other wellness related workshops/counseling.

Wellness is an extension of your health and refers to living well and not just with the absence of disease. Your wellness is truly determined by every decision you make on how you intend to live your life.

Health fitness can contribute to a better life. Working out not only helps treat various ailments but can also help prevent them. The Wellness Center provides opportunities for people of different ages, abilities, and interests to get fit and enjoy doing it. For more information contact the Wellness Center at 405-733-7351 or visit the front desk in the Wellness Center Lobby.

**THE WELLNESS CENTER FACILITIES**

**FITNESS CENTER FACILITIES**

This Fitness Center is the focal point of the Wellness Center for those who want to improve their cardiovascular or strength fitness level.

The Strength Training area is equipped with a full line of state-of-the-art Life Fitness Signature Series training equipment and Hammer Strength free weight training equipment.

The Cardiovascular Training area is equipped with state-of-the-art Life Fitness treadmills, cross trainer ellipticals, recumbent bikes, and upright bikes.

**OPEN ACTIVITY SPACE**

The Wellness Center also consists of two multipurpose areas and an open activity area. These areas are used for recreational activities, open exercise classes, as well as credit and non-credit classes.

**AQUATICS CENTER FACILITIES**

The Aquatic Center is an outstanding facility that features a 25 meter, six lane, indoor heated swimming pool (water temperature is 85 degrees), whirlpool (water temperature is 100 degrees), sauna, four locker rooms and two family-unit dressing rooms. The depth of the pool ranges from four feet to thirteen feet and has a ramp for handicap access. The Aquatic Center offers an extensive selection of courses for adults for both college credit and non-credit.

**WELLNESS ASSESSMENT LAB**

The Wellness Center’s Wellness Assessment Lab offers students, faculty, staff, and members wellness assessments including health risk factors, body fat, flexibility, blood pressure, muscular strength, and cardiovascular endurance screening. Based on the test results and health status, recommendations for improvements are given.

**MEMBERSHIP INFORMATION**

Any student enrolled in at least 1 credit hour is eligible for a free membership to the Wellness Center for the semester in which they are enrolled.

- Fall Semester: August 16 – December 31
- Spring Semester: January 1 – May 31
- Summer Semester: June 1 – August 15

Credit students, full-time and part-time employees, adjunct professors and individual community members receive the following:

A. Access to the cardiovascular and strength training areas during open hours.
B. Access to the Aquatic Center open swim times (up to pool capacity).
C. Access to the open activity area with appropriate request form completed 24 hours in advanced and approved by Wellness Director, during open times (unless scheduled class is on the court).
D. Access to open group classes (up to room capacity).

**HOURS OF OPERATION**

Monday - Friday: 6 a.m. – 8 p.m.
Saturday: 8 a.m. – 4 p.m. • Sunday: *Closed

*Additional days the Wellness Center is closed will correspond to the holidays observed by the College (approximately 15 days per year) and inclement weather closings.

**LOST AND FOUND**

Student Activities Office in the Student Center maintains a lost-and-found department. Any articles found should be turned in at the Information Desk in the Administration Building and all inquiries regarding lost items should be made in the Student Activities Office or call (405) 733-7376. Unclaimed items remaining in the lost-and-found after the semester in which the item was found will be moved to the Office of Student Conduct. Items remaining in the Office of Student Conduct will be disposed of at the close of the subsequent semester. The Office of Student Conduct is located in the Student Services Building and may be reached at (405) 736-0355 for further inquiries regarding lost items. Should you see unattended items that look suspicious or appear to be weapon, immediately contact the Security Office at (405) 733-7313.

**STUDENT IDENTIFICATION CARD**

The student identification card carries with it such privileges as use of College facilities, reduced or free admission to many College events, drama and music productions, movies on campus, dances, and athletic events. It serves as a library card and may also be required when writing checks in the bookstore. Students must be enrolled for the current semester and show some form of government issued photo identification in order to obtain a student ID card. A $2.00 fee will be charged for replacement identification cards. Student I.D. cards may be obtained in the Academic Advisement Office (SSB100).
STUDENT TRAVEL

A. Student Activities and events. Students who travel to represent the College as active participants in an approved College sponsored event or activity are to travel as a group in College provided buses, vans, and/ or other vehicles. All exceptions must be requested in writing and approved by the appropriate vice president prior to the event, and Liability Release Forms are to be completed when trips are not to be made in a College vehicle. Forms are available in the office of Student Activities, Division Deans, and the Mail Room.

B. 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:

1. Approval. Approval from the Vice President for Academic Affairs 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.

2. Names. Names of faculty and students participating in the field trip are to be submitted to the office of the Vice President for Academic Affairs one week in advance of the trip in order that a list for distribution to all professors may be prepared.

3. College vehicle. Arrangements to use a College vehicle must be made by the faculty advisor with approval granted by the appropriate Division Dean with approval granted by the Vice President for Business Affairs.

4. Participant responsibility. It is the responsibility of the faculty member planning a field trip to inform the participants that it is their responsibility to contact professors regarding make-up work necessitated by their absence, before leaving on the trip.

5. Liability Release Forms. See introduction of this section.

6. Personal Vehicle. Students who choose to drive their personal vehicles will need to submit a copy of their current driver's license and a current copy of their insurance verification to the appropriate Vice President.

PERSONAL EMERGENCY MESSAGES

The College does not provide a message delivery service. Only in extreme emergency may a class be interrupted to deliver a message to a student. The Student Activities Office in the Student Center, 733-7376, is designated for emergency calls between the hours of 8 a.m. - 6 p.m. Monday and Tuesday and 8 a.m. - 5 p.m. Wednesday through Friday. For emergency messages after the Student Activities Office is closed, contact the Campus Security Office in the Student Center at 733-7313.

CAMPUS VISITORS

Visitors are welcome at Rose State College; however, visitors are not allowed to visit classrooms without prior consent of the administration and the instructor. Undesirable behavior on the part of campus guests that threatens the normal function of the College will result in the guest being asked to leave the campus.

Any person, group, or organization wishing to distribute information on campus, either in written or oral form, shall be required to register with the Office of Student Activities. The Office of Student Activities will review the proposed materials and message contained therein to determine the proper venue, distribution method, and time. The College retains the right to control the time, place, and manner of distributed information and at all times reserves the right to protect the safety of the campus, the peacefulness of the academic environment, and the normal and efficient function of College business.

The Office of Student Activities will designate a time and place for the person, group, or organization to distribute its information. The distributors of information should let members of the College community approach them and should refrain from aggressively soliciting College community members to engage in any dialogue or take any unwanted materials.

Any person, group or organization which violates any of the protocols stated above or otherwise causes a disturbance, produces continued complaints from the Campus, or disrupts the normal function of the College will be asked to leave immediately and may be escorted off Campus by Campus Security or Police.

The purpose of Student Affairs is to serve students and faculty. A primary goal is to provide services and activities that enhance a student’s opportunity for success in the classroom, to assist in maximizing the individual’s personal and social life, and to provide services that prepare the student for effective citizenship and career development.
PLACEMENT TESTING
Tests are given to help students decide what classes would be appropriate for their level of academic achievement. These are placement tests in math, reading, and English. Tests are given daily, Monday through Friday, and there is no charge to the individuals who have applied to Rose State College.

The placement tests may be taken only twice an enrollment period. The first day of Spring enrollment begins one enrollment period, and the first day of Summer/Fall enrollment begins another enrollment period.

FINANCIAL AID

STUDENT RESPONSIBILITY FOR COURSE ATTENDANCE
When a student officially withdraws from all classes for the term, the Office of Student Financial Aid will perform three steps in calculating how much of a student’s federal financial aid must be returned to the U.S. Department of Education or the Federal District Loan Program.

1. Determine how much aid the student is entitled to use or has “earned” by attending classes. The date that the student officially processes a withdrawal form through the College and drops all classes is the official withdrawal date and will be used to calculate the percentage of time the student was enrolled in the term and how much aid the student is entitled to receive or “earned.” The amount of aid includes funds actually disbursed plus those funds authorized but not disbursed at the time the student withdrew.

If a student ceases class attendance, the last documented class attendance is considered a withdrawal for the purpose of calculations. However, the student will still receive a letter grade if he/she does not officially withdraw.

2. Determine how much of the federal aid must be returned. The earned percentage is subtracted from 100% and determines the “unearned” amount of federal aid.

3. Determine who must return the unearned aid. This could be the College, the student, or, in some cases, both the College and the student. The unearned percentage is also used to determine, if necessary, how much the College must return of the federal funds it received as payment for tuition, fees, and bookstore charges.

The Office of Student Financial Aid will notify the student regarding the amount that he/she must repay. There are no methods to appeal the repayment of these funds. Since the financial aid was not “earned” through class attendance, the aid that was received but not “earned” must be returned—regardless of the reasons for the complete withdrawal. If a student does not repay the “unearned” financial aid or make satisfactory arrangements with the U.S. Department of Education to repay the funds, he/she is no longer eligible for federal financial aid.


TRANSFER WORK
When determining a student’s status for financial aid, a student’s transfer work will be included in the grade point average. For example, if a student’s transfer work indicates a grade point average which does not meet the established minimum, he/she will be assisted on financial aid (if eligible) on a FINANCIAL AID WARNING status. Since the grade point average is cumulative and incorporates transfer work, students are expected to have transcripts from prior institutions on file with the College’s Office of Admissions and Records.

COMPLETION OF DEGREES/PROGRAMS
Federal law requires a student to complete his/her degree in a timely manner. Colleges are expected to establish maximum time frames for the completion of a degree program. It is the standing policy of Rose State College not to aid a student who has attempted in excess of 100 credit hours. This limit allows for a student to complete degree requirements for the associate degree level and also allows for the completion of preparatory coursework.

If a student has attempted more than 100 credit hours, he/she may submit a detailed statement which (1) provides a clear degree plan explaining the student’s objective; and (2) a summary of coursework remaining in the program. This statement must be supplemented with verification, provided by the student, from the College’s Admissions and Records Office, which identifies remaining coursework for degree/program completion. Such a request does not guarantee funding; however, if assistance is continued in excess of 100 credit hours, the student will be funded for only those credit hours necessary and applicable to the degree program.

ACADEMIC FORGIVENESS (REPEATED COURSEWORK AND REPRIEVES)
This policy utilizes a student’s cumulative average and does not incorporate the College’s retention grade point average. Since federal law makes no provision for academic forgiveness, the Academic Forgiveness policy and its use are not allowed within the financial aid process.

COURSE ATTENDANCE
Students receiving federal financial aid are expected to maintain regular course attendance. If a student does not attend class during the Drop/Add period of a session, financial aid will be cancelled.

If financial aid has already been disbursed and the Office of Student Financial Aid determines that the student has not commenced course attendance, all or some of his/her financial aid may have to be immediately repaid.

THE FINANCIAL AID APPLICATION PROCESS
To obtain federal financial aid, you must be a U.S. citizen or eligible non-citizen and have a Social Security Number. You must use your legal name as recorded with the Social Security administration. Male applicants born after 1959 must be registered with the Selective Service System. Also, a student may not be in default on a student loan or owe a repayment to a financial aid program.

Follow these steps to apply for financial aid:

• Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.
• The personal information you will need to properly complete the FAFSA includes: tax records; untaxed income records; and asset information.

The federal processor will use the financial information reported to determine your EFC (effective family contribution). The federal criteria provides for allowances based on tax, household size, and the number of family members in college. The formula is to ensure fairness in the awarding of financial aid.
Each school has a “cost of attendance” that includes tuition, fees, books and other reasonable educational costs. To meet the cost of attendance, Rose State College first reviews the Expected Family Contribution (EFC) which is calculated by the federal processor. The EFC is subtracted from the cost of attendance and the remainder is your financial need. An award package is calculated by a financial aid officer. The process may take several weeks and may include a variety of program resources to assist you in meeting your educational costs.

Sometimes, due to limited funding and application deadlines, we may not be able to fully meet your need. That is why it is important to apply early to get best consideration for all programs. Generally, an application should be filed and completed by June 1 for a fall semester; by November 1 for a spring semester; and by April 1 for a summer term.

PROGRAM SUMMARIES

The Federal Pell Grant is the basic federal program and is based on financial need (as determined by the federal formula). 2014-2015, the maximum allowed by law is $5,645 per academic year based on full-time enrollment. Pell Grant recipients have a limit of 12 full-time equivalent semesters (60%) of eligibility. After 12 full-time equivalent semesters, eligibility ends, Students can check their eligibility used by going to http://www.nslds.ed.gov.

The Federal Supplemental Educational Opportunity Grant (SEOG) is a program with limited funding that is awarded to those with highest need. Since funding is limited, the grants are awarded to those with highest need and earliest application completion dates. Funding cannot be guaranteed from this program; funding will be based on a file’s completion date and available funding for a particular award year. Funding is done on a first-come, first-awarded basis for completed files eligible to be awarded. Once funding is depleted, no additional awards will be made. SEOG funding is not subject to appeal.

Federal Work-Study is a need-based work program. Jobs, usually on campus, are offered to students that qualify. The total hours worked per week will not exceed 20 hours, and duties will be based on employer needs.

Federal Stafford Loans are low-interest loans which are awarded to students who qualify. Most loans are based on need and have the interest subsidized while the student is in school. There are, however, loans which are not based on financial need. These loans are not subsidized, and the borrower is responsible for the interest. For more detailed information, including student loan brochures, contact or visit the Office of Student Financial Aid.

The Oklahoma Tuition Aid Grant is a state supported grant available to legal residents of the State of Oklahoma who have qualifying financial need. To apply for this program, the student application will automatically be submitted to the state (upon completion of the FAFSA.) Awards are determined by the state agency and are awarded to earliest eligible applicants.

Tuition Waiver Scholarships are available to academically qualified students who are legal residents of the State of Oklahoma. These scholarships are competitive; the application may be completed online by going to www.rose.edu/scholarships.

ROSE STATE COLLEGE FOUNDATION

SCHOLARSHIP CRITERIA

The Rose State College Foundation awards scholarships to students attending or planning to attend Rose State College. All scholarship recipients must meet the general criteria for these scholarships, as well as the specific criteria for individual scholarships. Unless stated otherwise, scholarships will be used for tuition, fees, books, and required educational supplies.

GENERAL FOUNDATION SCHOLARSHIP CRITERIA

Applicants for scholarships awarded through the Rose State College Foundation must meet the following criteria:

A. be a citizen or permanent resident of the United States;
B. be a legal resident of the state of Oklahoma;
C. be officially admitted to or eligible for admission to Rose State College; and
D. enroll in a minimum of six (6) credit hours each semester of an award.

SCHOLARSHIP GUIDELINES

Scholarship recipients will:

A. receive only one Rose State College Foundation scholarship per semester;
B. receive one-half of an annual award each semester; and
C. maintain a minimum 2.5 grade point average (or the minimum stated for a specific scholarship) to retain a scholarship for another semester or to be considered for a new award.

Applications for Foundation scholarships are available October 1-31 for the spring semester and March 1-31 for the summer and fall.

TICKET TO ROSE PROGRAM

The program provides gap funding to graduates of Choctaw High School, Carl Albert High School, Del City High School, Star Spencer High School and Midwest City High School who meet certain requirements. As of 2013, the program is also available to private and home school graduates whose primary residence is within the Oklahoma's Promise (OHLAP), state aid programs, federal financial aid, grants, scholarships, or other assistance.

All “Oklahoma’s Promise” (OHLAP) eligible students who complete the FAFSA and meet the requirements will continue to receive “gap funding” to cover mandatory fees not covered by “Oklahoma’s Promise” or other assistance programs. For more information, visit www.rose.edu or contact the Rose State College Financial Aid/Scholarship Office at (405) 733-7424.

INTERNET RESOURCES

Check out the College’s Internet home page at www.rose.edu. There are several links to free scholarship searches from the Student Financial Aid section of the RSC home page.

VETERANS AFFAIRS

All students who know, think, or wonder if they may be eligible for Veterans Educational Benefits, should come by the Veterans Affairs Office located in the Student Services Building Room 100T.

Students who do qualify for Veterans Educational Benefits must have their enrollment certified by Rose State College to the Veterans Administration every semester. Eligibility must be established under one of the following chapters:

Chapter 30 – Montgomery GI Bill for students who were/are active duty military, discharged or retired who contributed at least $1200 toward their GI Bill.

Chapter 31 – Vocational Rehabilitation – Students must apply for this benefit through the Veterans Administration. Forms are available in our RSC VA Office.
Chapter 32 – Post Vietnam Era VA Benefits for persons in service between 1-1-1977 and 6-30-1985. This was a voluntary contributory program.

Chapter 33 – Post 9/11 GI Bill which is the newest GI Bill. You may be eligible if you served at least 90 aggregate days on active duty after September 10, 2001, and you are still on active duty or were honorably...

- Discharged from the active duty, or
- Released from active duty and placed on the retired list or temporary disability retired list; or
- Released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve; or
- Released from the active duty for further service in a reserve component of the Armed Forces.

Chapter 33 also allows Active Duty military to transfer their benefits to selected dependents.

Marine Gunery Sargeant John David Fry Scholarship is also a provision of the Post 9/11 GI Bill. Children of an active duty member of the Armed Forces who died in the line of duty after September 10, 2001, are eligible for this benefit. Eligible children:

- are entitled to 36 months of benefits at the 100% level
- have 15 years to use the benefit beginning on his or her 18 birthday
- may use the benefit until his or her 33 birthday
- cannot use benefit before age 18, even if he or she has completed high school
- are not eligible for the Yellow Ribbon Program

There are additional rules for eligible children serving, or who have served, in the Armed Forces: For more in depth details, see the GI Bill Website: www.gibill.va.gov.

Chapter 34/30 – This is the “Old GI Bill” for military persons who serviced after 1-31-1955 and before 12-31-1976.

Chapter 35 – Survivors and Dependents Educational Assistance for spouses or children of veterans who have a 100% total and permanent disability or whose parent is deceased as a result of their time in the military.

Chapter 1606 – Montgomery GI Bill for Selected Reserves who enlist or re-enlist for 6 or more years after 7-1-1985, with a GED or high school diploma, completes basic training and serves 180 days reserve. They must have a NOBE (Notice of Basic Eligibility) from their unit.

Chapter 1607 – Reserve Educational Assistance Program for Selected Reserves who have served on active duty on/after 9/11/2001 at least 90 days under a contingency operation. Contingency operation means: current Iraq or Afghanistan operations and may include other operations. Eligibility is determined by the Department of Defense.

For additional information, students may contact the Rose State College VA Office by: Phone: (405)-733-7326 or (405)-736-0281 or by e-mail at RoseStateVA@rose.edu.

INTERNATIONAL STUDENT INFORMATION

International students and other students born outside the U.S., including U.S. citizens or resident aliens, are assisted with their admission by qualified and experienced personnel in the Office of Admissions and Records located in the Administration Building. Additional academic counseling and guidance is provided by the Office of Enrollment Management or by the division Academic Advisors. Students are encouraged to make appointments for assistance as the need arises.

International students who apply for admissions to Rose State College must submit OFFICIAL transcripts of complete secondary school and college credits, with notarized English translations. The student shall also complete other requirements for admission as requested by the college. The student must furnish satisfactory proof of proficiency in the English language by presenting a passing TOEFL or IELTS score. (See previous section) In June 1980, the Oklahoma State Regents for Higher Education approved resolution No. 1073 on English language requirements for international students. (Requirements are listed in the Rose State College Catalog in the Admissions section)

In addition, international students must present valid proof of health and repatriation insurance prior to formal admission. Evidence of financial ability to pay college and living expenses is necessary.

Students attending Rose State College on an F-1 Visa must adhere to the Department of Homeland Security immigration regulations pertaining to maintaining their immigration status. This includes, but is not limited to employment, academic progress toward a degree, grade point average (GPA) and conduct. Any violation of immigration status may result in dismissal from the institution and being reported as a termination to the Student Exchange Visitor Program (SEVP).

PERMANENT RESIDENTS

Lawful Permanent Residents residing in the United States but who are citizens of another country will be required to provide a Permanent Resident Card or other proof of status.

ASYLUM

Individuals who have been granted asylum will need to contact the Office of Admissions and Records for information regarding required documentation.

CAREER & DEGREE PLANNING

Career and Degree Planning processes degree audits and applications for graduation; evaluates transfer credit, prepares the program for the graduation ceremony, and issues diplomas. Students should request a degree audit when they have completed 40 college-level credit hours.

The office is located in the Student Services Building, Room 106. The hours of operation are Monday throughout Friday from 8AM to 5PM, or by phone 405-733-7332.
SERVICES FOR STUDENTS
WITH DISABILITIES

Services for students with documented disabilities may include various classroom accommodations, test accommodations, alternate format textbooks, access to specialized equipment, or adaptive technology, or referral and liaison with other community agencies. Students will be assisted in receiving necessary support services. Accommodations will begin when the student discusses the accommodation form with their professor. Students will request accommodation forms as early as possible each semester. Accommodations cannot be retroactive.

Students are encouraged to call for an appointment or come in to receive services and/or accommodations as soon as enrolled preferably one month prior to the beginning of the semester. Services are requested through the Coordinator for Disabilities Services, located in the Learning Resources Center, Room 125. For an appointment call 405-733-7407.

COUNSELING SERVICES:
SPECIAL SERVICES AND
STUDENT OUTREACH

Rose State College provides free, confidential problem-solving counseling services for its students and employees. Assistance is offered for a wide range of personal and family problems. The Office of Special Services and Student Outreach is located in the Student Services Building, Room 101. To schedule an appointment call (405)-733-7373.

HOTLINE NUMBERS

- Alcoholics Anonymous • 405-949-0910
- AIDS • 1-800-535-AIDS (National)
  405-524-4611 (local)
- Heartline Crisis Helpline • 405-848-2273
- Suicide Prevention Lifeline • 1-800-273-TALK (8255)
- Domestic Violence/Sexual Assault • 1-800-522-7233
  405-917-9922 (917-YWCA)
- Rape Crisis Center • 405-943-7273 (943-RAPE)
- YWCA DVVP (for VPO Assistance and Information)
  405-297-1139

STUDENT RIGHTS & RESPONSIBILITIES

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to attainment of these goals. As members of the academic community, students engage in a sustained and independent search of truth. Freedom to teach and freedom to learn are inseparable facets of academic liberty. The freedom to learn depends upon the appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise their liberty with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Rose State College has a duty to develop policies and procedures which provide and safeguard this liberty. The purpose of this statement is to enumerate the essential provisions for student freedom to learn and the responsibilities which go with their liberties as established by the Board of Regents of Rose State College.

FREEDOM OF ACCESS TO HIGHER EDUCATION

Under no circumstances should a student be barred from admission to Rose State College on the basis of race, color, sex, age, national origin, religion, disability, sexual orientation, or status as a veteran. Thus, within the limits of its facilities, the College should be open to all students who are qualified according to its admission standards.

IN THE CLASSROOM

FREE DISCUSSION

The professor, in the classroom and in conferences, should encourage free discussion, inquiry, and expression. Student grades will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic situations.

PROTECTION OF FREEDOM OF EXPRESSION

Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

IMPROPER ACADEMIC EVALUATION

Students shall have protection through proper channels as established by the administration against improper academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

PROTECTION AGAINST IMPROPER DISCLOSURE

Information about student views, beliefs, and political association which professors acquire in the course of their work will be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided at the discretion of the professor after inquiring about the nature of the requesting agency or individual and the intended use of the information.
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, requires that postsecondary educational institutions issue educational records to students who are 18 years of age or older or to their parents (or legal guardians) of students who are under 18 years of age. The following general policy statement will be published in the student handbook:

- Inform students annually of their rights.
- Permit students to inspect and review their education records.
- Provide a list of types and location of education records and the addresses of the officials responsible for those records.
- Inform students that no personally identifiable information from education records will be disclosed without their prior written consent except when prior written consent is not required by the FERPA.
- Inform students what institutional officials and other specified individuals to whom certain information may be released without obtaining prior written consent.
- Specify which items of information will be designated as public or Directory Information.
- Maintain records of requests for disclosure of personally identifiable information and permit students to review those records.
- Provide students an opportunity to seek amendment or correction of education records.

ROSE STATE COLLEGE (FERPA) POLICY

Rose State College has adopted the following policy and established certain procedures as contained in the statement below to ensure the student’s rights to privacy will be preserved.

The following general policy statement will be published each year in the official Student Handbook. It will also appear in each new edition of the Rose State College Policies and Procedures Manual. Copies of the policy statement will also be available in the Registrar/Director of Admissions and Records Office, AD Room 100.

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Rose State College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students’ education records without written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll or are currently enrolled, to persons or organizations providing financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, to the provider or creator of the educational record, to state and local educational officials, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Rose State College community, only those members, individually or collectively, acting in the student’s educational interest are allowed access to student education records.

Additionally, all rights of parents under FERPA, including the right to inspect and review education records, to seek to have education records amended in certain circumstances, and to consent to the disclosure of education records, transfer to the student once the student has reached 18 years of age or attends a postsecondary institution and thereby becomes an “eligible student.” Even after a student has become an “eligible student” under FERPA, postsecondary institutions may allow parents to have access to their child’s education records, without the student’s consent, in the following circumstances: the student is a dependent for Federal income tax purposes (Parents of 17 years of age and under students will need to provide proof of dependency for Federal income tax purposes); the disclosure is in connection with a health or safety emergency under the conditions specified in the law (i.e., if knowledge of the information is necessary to protect the health or safety of the student or other individuals); and for postsecondary students, the student has violated any Federal, State or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding that use or possession and the student is under 21 at the time of the disclosure.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include but not limited to: student name, address, telephone number, date and place of birth, electronic mail address, photograph, major field of study, dates of attendance (attendance is defined as attendance in person or correspondence via video conference, satellite, internet, or other electronic information and telecommunications technologies), degrees, honors and awards received, the most recent previous educational agency or institution attended by the students, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar/Director of Admissions and Records in writing within two weeks after the first day of class for the fall term. A printed form for this purpose is available in the Office of Admissions and Records.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar/Director of Admissions and Records.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panels are unacceptable. The Registrar/Director of Admissions and Records at Rose State College in has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education and placement records. Students wishing to review their education records must make written requests to the Registrar/Director of Admissions and Records listing the item or items of interest. Forms for this purpose are available in the Office of Admissions and Records. Only records covered by the Act will be made available no later than ten working days after the request. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar/Director of Admissions and Records. If the decisions are in agreement with the students’ requests, the appropriate records may be amended. If not, a student may request a formal hearing, which must be made in writing to the chairperson of the Academic Grade Appeals Committee.
Decisions of the Academic Grade Appeals Committee will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, DC 20202.

Revisions and clarifications will be published as experience with the law and institution’s policy warrant.

IMMUNIZATION REQUIREMENTS FOR ROSE STATE COLLEGE STUDENTS

Rose State College is committed to protecting the health of its students. Therefore, nonexempt students who will be attending class on-campus must submit documentation showing proof of immunization against Hepatitis B, Measles, Mumps, and Rubella (MMR), or sign an exemption form.

A listing of approved exemptions follows:

A. Full-or part-time students who graduated from high schools in other states with immunization laws similar to Oklahoma’s law (Those not included are as follows: Alabama, New Jersey, and West Virginia);
B. Students who are active military;
C. Adult student born before 1956;
D. Students enrolled in Higher Education Centers and other learning sites authorized by the State Regents (training centers, Oklahoma City Downtown Consortium, business outreach classes, and technology centers);
E. Concurrently enrolled high school students;
F. Students transferring from another Oklahoma college or university after fall 2004;
G. Non-degree seeking students and students provisionally admitted (students taking nine credit hours or less);
H. Students graduating from Oklahoma high schools;
I. Other (student in the Reserves/National Guard).

Certain departments may require further documented evidence of a student’s medical history as part of its program admission criteria.

ACADEMIC GRADE APPEALS COMMITTEE

A. FUNCTIONS:

Petitions for admission: Students who have been placed on Academic Suspension from other colleges or universities may petition for admittance to Rose State College.

Petitions for readmittance: Students who have been suspended from Rose State College may petition for readmittance.

B. PROCEDURES:

Information concerning the procedures to be followed may be obtained from the Registrar/Director of Admissions and Records in the Office of Admissions and Records.

C. MEMBERSHIP

Chairperson - Registrar/Director of Admissions and Records
Representative from Financial Aid Coordinator, Student Activities
Representative from Enrollment Management
Faculty - One faculty member selected by the Faculty Senate to serve one year.
Student - One student selected by the Student Senate to serve one year.

D. MEETING SCHEDULE

Fall and Spring Semesters - Normally on the Friday afternoon during the fourth week of the sixteen-week session. Normally on Thursday afternoon during the twelfth week of the session.

Summer Semester - Normally no meetings. Should a meeting be required, a meeting will be scheduled during the fourth week of the eight-week session and additional meetings prior to the beginning of the semester as needed.

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 purposes. By virtue of enrolling in Rose State College, a student has indicated that he/she will assume the responsibility for his/her behavior and acknowledge and share the following responsibilities:

• Students must acknowledge that the only legal authority for the operation of the College belongs to the Board of Regents of the College, who have delegated this authority to the College to the administration.
The College is committed to providing a study and work environment free from discrimination and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding discrimination.

The grievance procedure embodied herein shall be available to any person who, at the time of the acts alleged, was enrolled as a student at Rose State College. Nothing contained in the policy shall be construed either to limit the legitimate exercise of the right of free speech or to infringe upon the academic freedom of any member of the College community. Nor shall the use of these grievance procedures constitute a waiver by the complainant or respondent of any other legal rights he/she may have. This procedure shall not be applicable to academic evaluations and/or admissions decisions. Complaints of discrimination on the basis of disability shall follow the procedures set forth in the subsequent section entitled Compliance with the Americans with Disabilities Amendment Act.

FILING COMPLAINT OF DISCRIMINATION

Any student alleging discrimination (except on the basis of disability) shall submit such complaint in writing to the College’s Executive Director of Human Resources/Affirmative Action Officer and is located at 6420 S.E. 15th Street, ADM Building Room 104, Midwest City, OK 73110 and may be reached at (405) 733-7979. The Executive Director shall attempt to bring the matter to an informal resolution and agreement between the parties. The informal resolution process shall endure no more than twenty business days from the date of written notification of the complaint. If after twenty business days, the matter of alleged discrimination is not resolved, then the Executive Director shall deliver the written complaint to the College's Grievance Committee. The Grievance Committee shall consist of two faculty members nominated by the Faculty Senate and shall be chaired by one administrative staff member nominated by the Professional/Administrative Staff Association.

The Committee shall receive the written complaint from the Executive Director and meet with the complainant and any other involved parties as may be necessary to conduct a full and fair investigation of the complaint. The investigation should endure no longer than ten business days from the date of notification. After the investigation is concluded, the Committee shall forward its written findings to the Executive Director. The Executive Director shall decide the matter and deliver the decision in writing to the involved parties within ten business days from receiving the Committee’s written findings. If the complainant does not agree with the Executive Director’s decision, then the complainant may appeal by sending a written request for such to the Office of the President within five business days of receiving the Executive Director’s decision. The President shall review the record and make a final decision within ten business days of receiving the written appeal. The President’s decision is final.

STUDENT COMPLAINTS

Students may express complaints other than those based on discrimination (see preceding section) according to the following procedure.

A. General employee complaint. If a student has a complaint regarding an employee of the College, then the student should first make a good faith effort to address and resolve the issue with the employee. If this is either unsuccessful or not practical, then the student should seek the guidance of the employee’s immediate supervisor. If this step is either unsuccessful or not practical, then the student should proceed up the chain of command until the Executive Council level is reached if necessary. If the student should have questions regarding the chain of command for the employee, the student should consult the Executive Director, Human Resources/AAO for guidance. If, in the student’s opinion, the issue is still not resolved at the Vice President’s level, then the student should seek the guidance of the Executive Director, HR/AAO. Once the Office of Human Resources has heard the complaint and made a decision regarding action, then all administrative remedies have been exhausted regardless of the student’s opinion of such decision.

B. General student complaint. If a student has a complaint regarding another student enrolled at the College, then the student should first make a good faith effort to address and resolve the issue with the student. If this is either unsuccessful or not practical, then the student should seek the guidance of the Director of Student Conduct. If there is an issue of misconduct, then the Administrative Procedures for Student Conduct contained in this Handbook shall govern. If there is no issue of misconduct, then the Office of Student Conduct shall not have any authority to intervene and all administrative remedies shall have been exhausted.

C. Other individual complaints. If an individual has a complaint regarding another individual who is not an employee or enrolled at the College as a student, then the individual filing the complaint should follow the process outlined above in (A.) General employee complaint.
COMPLIANCE WITH THE AMERICANS WITH DISABILITIES AMENDMENT ACT

POLICY STATEMENT

Rose State College is committed to compliance with the letter and the spirit of the requirements of the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Amendment Act of 2008 (S. 3406) and will continue its practice of nondiscrimination against the disabled in employment and in their access to the facilities, programs and services of the College. The College will provide reasonable accommodation to persons with disabilities in order for students to have access to educational programs and services, for employees to perform the essential functions of their jobs, and for the general public to have access to all on-campus public events and services available to the public.

PROCEDURES

• Student Access - Students with disabilities requiring accommodations for access to programs of instruction and/or services will make the initial request for accommodation to the Student Disabilities office located in the Learning Resources Center, Room 125. For an appointment, call (405)-733-7407. They will coordinate with faculty, staff or administrators to consider the request and to provide appropriate accommodations.

• Physician/Diagnosing Professional Statement - The College may require a physician's statement or a statement from appropriate diagnostic professionals to verify the disabilities for which accommodation is requested.

• Appeals Process - Rose State College (“RSC”) Office of Disability Services has the responsibility of determining the need for accommodation and arranging for appropriate accommodations. If the request is not considered appropriate, reasonable, or effective, and an appeal is desired the following procedure should be followed: (If at any time during the grievance process, the student requires an accommodation to participate in the grievance procedures, the student must communicate that need to the RSC ADA Coordinator. The ADA Coordinator for the College is the Executive Director, Human Resources/AAO and is located at 6420 S.E. 15th Street. Admin. Building Room 104 Midwest City, OK 73110 or by calling (405) 733-7979.

1. Meet with the Coordinator of Disability Services (LRC 125) to review and discuss the appropriateness of the accommodation(s).

2. If the student is not satisfied, the student should contact the Director of Special Services and Student Outreach (SSB101, 733-7373) to arrange a meeting to discuss the issue. Other RSC staff may also be asked by the Director to attend the meeting when considered appropriate.

3. If the student is not satisfied with the results of the meeting with the Director of Special Services and Student Outreach, the student may submit a written complaint to the Office of the ADA Coordinator.

4. The written complaint must be completed and returned to RSC’s ADA Coordinator’s office, within five (5) working days (“working day” means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session) of the date of the meeting with the Director of Special Services and Student Outreach.

5. After receiving the written complaint, the ADA Coordinator will conduct a review of the student grievance. The review will involve meeting with the student, a faculty member, and/or other staff members from the Office of Disability Services.

6. During the review process, if there is agreement between the student and RSC staff to retain the original accommodation or change to another accommodation, the RSC ADA Coordinator will prepare written documentation detailing the agreement to be signed by the student and appropriate RSC staff.

7. If no agreement is reached during the process, the RSC ADA Coordinator will make a final decision regarding the grievance within ten (10) working days (“working day” means any day, excluding Saturday and Sunday, on which RSC is open for business, even if classes are not in session) of receiving the written complaint from the student. The decision will be communicated to the student in writing with a copy provided to the Special Services and Student Outreach and other appropriate RSC staff.

UNDocumented IMMigrant STUDent POLICY

Undocumented Immigrant Students must meet all admissions standards set forth by the Oklahoma State Regents. Undocumented Immigrant Students need to come to the Office of Admissions and Records to have their admissions eligibility evaluated. There are three categories of Undocumented Immigrant Students:

Category I - students enrolled in a degree program during the 2006-07 year or any prior school year who receive a resident tuition benefit pursuant to State Regents policy revised November 1, 2007. These students are “grandfathered” and remain eligible for resident tuition and state financial aid under the new policy.

Category II - students enrolling in a postsecondary education institution in 2007-08 and thereafter. These students are subject to the new restrictions provided by the Oklahoma State Regents effective November 1, 2007. GED or homeschool education will not establish eligibility.

Category III (Oklahoma’s Promise) - While students participating in Oklahoma’s Promise also fall into either Category I or Category II, SB 820 provides unique treatment of these students with respect to their eligibility to receive the Oklahoma’s Promise award.

Depending on what category the student qualifies for, a notarized affidavit will need to be filed with the Rose State College Office of Admissions and Records. It may also be necessary to provide specific immigration documents to Rose State College. No Undocumented Immigrant Student is eligible for any type of federal financial aid, but those who meet required criteria may be eligible to pay resident tuition or receive state financial aid. Contact Rose State College Office of Admissions and Records for more information.

EXPOSURE CONTROL POLICY FOR BLOODBORNE PATHOGENS

This Exposure Control Policy is established for Rose State College in accordance with the guidelines published in the Federal Register (12-6-91) as part of Subpart Z of 29 CFR § 1910.1030. The policy applies to all at-risk faculty, employees, and students who have the potential for occupational exposure to bloodborne or other potentially infectious materials and is designed to minimize or eliminate faculty and student exposure to such materials. It is the intent of Rose State College to establish and enforce policies and procedures to protect faculty, employees, students, and their patients. The procedures include universal precautions, at-risk faculty, employee and student education, exposure management, follow-up, and record keeping. The plan is available for public inspection. The procedures will be published as an Exposure Control Plan Handbook and will be available for public inspection in any Division Office, and the Physical Plant Safety Office.
STUDENT RIGHT-TO-KNOW ACT

Title I of this legislation is the Student Right-to-Know Act. Section 103 of the title requires an institution to produce and make readily available the completion or graduation rates of certificate or degree-seeking, full-time students entering that institution to current students and, to each prospective student upon request prior to that prospective student’s enrolling or entering into any financial obligation. The institution must make this information available beginning on July 1, 1993, and annually thereafter. This information is available through the College website.

FULL-TIME HONOR ROLL

Enrolled in 12 Hours or More: Honor Rolls will contain the names of students who have completed twelve or more credit hours within one semester with a grade average of B (3.0) or better. The President’s Honor Roll is for students with a grade point average of 4.0; and the Vice President’s Honor Roll is for students with a grade point average of 3.0-3.99 with no course grade below a “C” including the grade of “U.” Grades of “S” are neutral and are not figured in the student’s semester grade point average; and only College credit courses (excludes “O” level courses) generating “S” grades will be considered toward the number of enrolled hours required for Honor Roll consideration. A student must complete any course for which an “I” was awarded before he/she may be considered for the Honor Roll for that semester.

PART-TIME HONOR ROLL

Enrolled in 6 to 11 Hours: Honor Rolls for part-time students, those who are at least half-time (six hours or more), will be based on the same academic standards as the full-time Honor Rolls. A student must complete any course for which an “I” was awarded before he/she may be considered for the Honor Roll.

Enrolled in Summer Session: Honor Rolls for a summer session will contain the names of students who have completed six or more credit hours with a grade average of “B” (3.0) or better. The same academic standards required during the fall and spring semesters for President’s Honor Roll (4.0 GPA) and Vice President’s Honor Roll (3.0-3.99 GPA) will be required for summer semester Honor Rolls. In addition, a student must complete any course for which an “I” was awarded before he/she may be considered for the Honor Roll for that semester.

ACADEMIC FORGIVENESS

Currently enrolled students may be granted academic forgiveness by repeating individual courses, reprieving complete semesters, or forgiving old course work that is five or more years old. Students may be granted academic forgiveness in three circumstances: 1) when for pedagogical reasons, a student will be allowed to repeat a course or, 2) when a student has performed poorly in an entire enrollment due to extraordinary circumstance or, 3) when a student will be returning to college after an extended absence and/or under circumstances that warrant a fresh start. All courses and grades will be reflected on a student’s transcript with the cumulative GPA. Those courses that are forgiven will not be used in calculating the student’s retention and graduation GPA. An application for academic forgiveness must be filed in the Office of Admissions and Records. Academic forgiveness must be requested prior to the end of a student’s graduating term.

REPEATED COURSES

Students can retake courses and have only the second grade earned count in the retention/graduation GPA calculation up to a maximum of four courses or 18 credit hours in courses in which the original grade earned was a “D” or “F.” Students may visit the Office of Admissions and Records (ADM100) to receive more information about the procedure.

ACADEMIC REPRIEVE

A student may request an academic reprieve of up to two consecutive semesters if he/she can demonstrate to the appropriate institutional officials extraordinary circumstances which contributed to or caused the student to do poorly. Guidelines for reprieves include but are not limited to, 1) at least 3 years must elapse between the time grades were earned and the reprieve request; 2) prior to requesting the reprieve, the student must have earned a GPA of 2.00 or higher with no grade lower than a “C” in all regularly graded course work (minimum of 12 hours) excluding activity or performance courses; 3) a student must petition for a reprieve according to institution policy; and 4) a student cannot receive more than one reprieve in his/her academic career or combine an academic reprieve with an academic renewal. Students may visit the Office of Admissions and Records to receive more information about the procedure.

ACADEMIC RENEWAL

Effective with the Fall 2004 semester, a currently enrolled student who has been out of higher education for a number of years may, with the College registrar’s approval, request that all course work over five (5) years old not be counted in the retention/graduation GPA. Requirements for academic renewal include:

1. A student may receive only one academic renewal in his/her academic career.
2. A student must be a currently enrolled undergraduate student.
3. All courses will remain on the student’s transcript.
4. Renewal courses cannot be used for hours or content toward graduation or degree requirements.
5. Prior to requesting the reprieve, the student must have earned a GPA of 2.00 or higher with no grade lower than a ‘C’ in all regularly graded course work or (minimum of 12 hours) excluding activity or performance courses.
6. A student cannot combine an academic reprieve with an academic renewal.

Students may visit the Office of Admissions and Records to receive more information about the procedure.

CLASS ATTENDANCE

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 professors when an absence must be excused. Professors are given the prerogative of determining the excusableness of student absences except absences for school-sponsored activities and legally required jury duty, which shall be deemed excusable. A student is also responsible for all class work covered during his/her absence from class, even in cases in which he/she is able to satisfy the professor that the absence was unavoidable. Failure to attend class regularly may result in a recommendation for the student to withdraw from class or from College.

CHANGE OF SCHEDULE

DROPPING/ADDING CLASSES

First time entering college students, concurrent high school students or undecided majors should go to the Academic Advisement Office, Student Services Building, Room 100. Students with previous college credit and a declared major should go to the appropriate division.
advisor. Students who enroll via telephone or on-line may drop or add courses via the same method.

Deadlines for dropping and adding courses are recorded in the class schedule for each semester. See the College Catalog for more information.

COMPLETE WITHDRAWAL FROM COLLEGE

If a student finds it necessary to withdraw from the College, he/she is encouraged to meet with the appropriate advisor and should then report to the Office of Admissions and Records in the Administration Building to complete the necessary form, or mail in a letter postmarked prior to the deadline to withdraw. A complete withdrawal may also be done on the Rose State College web page at www.rose.edu. Complete withdrawals may not be done by phone. Deadlines for withdrawing are recorded in the class schedule for each semester. See the College Catalog for more information.

PAYMENT OF FEES

Students are given a statement of account at enrollment. Students are encouraged to pay the balance in full at that time or as early as possible. Partial payments are accepted. All fees are due before the first day of class; however, students are not dropped from classes for nonpayment of fees. (See Charges and Cancellations for Never Attending Class.)

Fee payments may be made at the cashiers’ window of the Business Office located in the Administration Building. The cashiers’ windows are open from 8 a.m. until 7 p.m. Monday, 8 a.m. until 6 p.m. Tuesday, Wednesday and Thursday and 8 a.m. until 5 p.m. Friday. Students may pay by cash, check, money order, MasterCard, VISA or Discover credit cards. EXCEPT: Checks are not accepted for payment of prior debts or from a person who has written a non-attending student who do not officially drop or withdraw from classes will receive an unsatisfactory grade (F or U, depending on the class) and will be responsible for full payment of the charges—plus any late payment penalties incurred.

FEE REFUND/CREDIT POLICIES

Students who enroll in classes and decide not to attend must withdraw from those classes immediately to release space for other students who are registering. The amount of refund due or credit applied to the student is determined by the following policies. These policies are applicable to tuition and other fees charged for College classes.

1. Eligibility - To be eligible for a refund or credit, a student must officially withdraw from classes during a refund period. Neither refunds nor credits are given to students who stop attending class and do not process the appropriate forms.

2. The Oklahoma State Regents for Higher Education Refund Policy - The refund policy with respect to tuition and other fees collected from students at institutions shall be as follows: Changes in schedules during the defined add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the add/drop period for that session. Deadlines for dropping and adding courses are printed in the semester schedule books in the “Calendar” section. Drops and adds are processed on the same form.

3. Federal Title IV Return of Funds Policy:

a. Federal law now specifies how a school must determine the amount of federal financial aid that a student earns if he/she withdraws, drops out, is dismissed, or takes a leave of absence prior to completing more than 60% of a payment period.

b. The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period, all financial aid assistance is considered to be earned.

   • Percent earned = Number of calendar days completed up to the withdrawal date* divided by total calendar days in the payment period—excluding any scheduled breaks that are at least 5 days long.

   • Percent unearned = 100% minus percent earned.

c. When a student receives federal financial aid in excess of earned aid,

   • The school returns the lesser of: Institutional charges (tuition and fees)** multiplied by the unearned percentage, or Title IV federal financial aid disbursed multiplied by the unearned percentage.

   • The student returns: Any remaining unearned aid from the funds that he/she received as financial aid disbursements.

   Any loan funds are repaid in accordance with the terms of the promissory note. That is, scheduled payments to the holder of the loan over a period of time.

   Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.


LATE PAYMENT PENALTIES

Late payment penalties are assessed against student accounts throughout the semester beginning with $20.00 increasing to $40.00 with a maximum of $60.00 if paid after the semester ends. The specific dates of late payment deadlines and penalties are printed in the semester schedule books on the first page of information for each session.
e. The student is responsible for funds the college is required to repay. Federal law requires that the calculation assume that federal aid was used first to pay for education costs. Consequently, a student may owe a payment to the College for educational costs—even if the student received a tuition waiver or other scholarship or assistance. The students account with the Business Office will reflect any amount owed to the college. Student accounts not paid promptly will be charged a late fee.

* Federal financial aid includes the federal Pell Grant, federal Supplemental Educational Opportunity Grant (SEOG), federal Stafford Loans (subsidized and unsubsidized), federal PLUS loans for parents and Talent Incentive Program (TIP) grants.

** Withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of academically related activity, or the midpoint of the payment period for a student who leaves without notifying the institution.

*** Book charges may not be included in institutional costs; however, a student remains financially responsible for any charges made by him/her in the College Bookstore.

4. Refund Check Procedures

- Refunds are reduced by any amount the student owes the college for the current term. When a refund is issued the student should review their account to determine if any past obligations are still owed to the college.

- Processing of refunds often requires as long as 45 days.

**LEARNING RESOURCES CENTER**

**USE OF MATERIALS - STUDENT BORROWERS**

A. Circulation Period - Students may check out books for twenty-one days.

B. Student Book Limit - Twelve books may be on loan to a student at any one time.

C. Noncirculating Items - Reference books, audiovisual materials, and periodicals may not be checked out by students.

D. Reserve Materials - The circulation period for reserve materials varies and is set by the faculty or staff member who placed the material on reserve. The usual circulation period for reserve materials is two hours.

E. Beginning of Privileges - Borrower privileges begin when a student enrolls and is issued an RSC photo identification card. An RSC photo I.D. is required to check out materials.

F. End of Privileges - Borrower privileges end on the last day of the last semester in which a student is enrolled or on the date a student withdraws from college.

**COMPUTER USE**

The Learning Resources Center has an open computer lab for student use. A student photo identification card is required. Copies of the policy governing the use of the lab are available upon request. Printing (both black-and-white and color) is available, but may be limited. The campus usage policy elsewhere in this manual also applies.

**OVERDUE NOTICES**

Two overdue notices are sent for overdue materials. Borrower privileges are automatically blocked for overdue materials. A “hold” is placed on students' academic records for overdue materials.

**TELEPHONE NOTICE**

Patrons with overdue materials may be contacted by telephone if a large number of books are involved or if there appears to be some misunderstanding about policy.

**RESPONSIBILITY FOR “HOLDS” ON RECORDS**

The borrower will be responsible for clearing “holds” which have been placed on his/her records. Holds will be cleared when all overdue books have been returned.

**RETURN OF OVERDUE MATERIALS**

Overdue materials may be returned at any time and records cleared when the borrower pays his/her fines. However, materials kept for more than one year that are damaged, already replaced, or obsolete may not be accepted. In these instances, the Dean of the Learning Resources Center, or the Librarian on duty may, at his/her discretion, charge the student or other patron the full value of the book plus a $10 fee. If full value is charged, the student or other patron may keep the book.

**PAYMENT FOR LOST MATERIAL**

When a student or other patron pays for a lost book or one which has been kept out for more than one year, a “deprocessing” fee of $10 will be added to the cost of the book. If a lost book which has been paid for is found and returned, the library will retain the deprocessing fee and refund the price of the book. No fines, however, will be charged.

**UNAUTHORIZED REMOVAL OF MATERIALS**

Disregarding Learning Resources Center regulations, including unauthorized removal, of materials will be reported to the Office of Student Conduct for disciplinary action. Serious infractions may result in expulsion from the college.

**STUDENTS BORROWER CATEGORIES**

a. Regular Students - Student photo I.D. will be issued to all Rose State College students, part-time as well as full-time. OK-Share cards may be issued to utilize other college libraries in the state.

b. Special Students - Student photo I.D. will be issued to all special students participating in the Senior Citizen Program, Community Service, American Institute of Banking and other nontraditional programs sponsored by the College. Students of high school age or younger, who are participating in programs of a special nature, will not be issued student identification cards.

c. Students When Employees - In instances where employees of the College are also students here, student cards will be issued unless the employee is in a full-time or part-time regular position.

d. Proof of Eligibility - Proof of eligibility for borrowing privileges in each of the preceding categories will be as follows:

1. Student Borrower - Rose State College student photo I.D.
2. Special Student Borrower - Photo I.D. Card and verification by the on campus sponsor.

**MOTOR VEHICLES: GENERAL INFO**

The rules and regulations stated herein have been approved and adopted by Rose State College. These rules form a part of the established regulations of the College.

Upon recommendation by the College President, the Board of Regents may revise, alter, or amend these regulations when published in the 15th Street News (the student newspaper) at least twice prior to implementation.

The College reserves the right to change the allocation of parking spaces when deemed necessary in view of overall College community needs including, but not limited to, visitor parking for special events. Temporary changes in allocation and/or in the enforcement posture relating to these regulations need not be published or otherwise publicly announced prior to implementation. The Security
Office will make a reasonable effort to notify beforehand any user group which can be anticipated to be affected by temporary changes in allocation or availability.

Registration by Nonresidents of Oklahoma - Any student certified as a full-time equivalent student by an institution of higher learning in this state and being a nonresident of Oklahoma, presently attending any institution of higher learning in this state, is a resident affords a similar exemption to Oklahoma students attending institutions of higher learning in such state, federal district, territory, or possession of the United States of which the student is a resident. Title 47, Section 22.12 (B) of the Oklahoma Statutes does not apply when such student registers to vote as a resident in Oklahoma. Title 47, Section 22.12 (B) of the Oklahoma Statutes.

TRAFFIC REGULATIONS

Oklahoma State Statutes and the City of Midwest City Municipal Ordinances governing registration, licensure, and/or operation of motor and other vehicles are applicable on campus.

1. The speed limit on all College drives and streets is 25 miles per hour unless posted otherwise.
2. The speed limit in College parking lots is 10 miles per hour unless posted otherwise.
3. Except for College vehicles, motor vehicles (including mopeds whose engine is engaged) may be driven only on roadways and must observe applicable statutes/ordinances. Motor vehicles other than College-owned may be driven on sidewalks only by express authorization of College Security; emergency vehicles may operate on sidewalks at will when making emergency response.
4. Pedestrians will be given the right-of-way at all times except where traffic control lights with pedestrian indicators are provided (such as a crossing light at a traffic signal).
5. Moving, parking in front of, blocking, or driving around College parking/traffic control devices is strictly prohibited and may constitute a violation of state law as well as these regulations.
6. Bicycles:
   a. When ridden on streets or in areas intended for use by motor vehicles, bicycles shall observe all “rules of the road” applicable to those vehicles.
   b. Bicycles may be ridden on campus sidewalks but at all times must be kept under the control of the rider, operated at a safe speed, and yield the right-of-way to pedestrians.
   c. When parked, bicycles must be in bicycle racks or other spaces or areas designated for their use. Bicycles must be parked clear of sidewalks, ramps, building entrances, and handrails; parked bicycles blocking any facility for pedestrians or physically disabled persons may be issued a parking citation and are subject to impoundment.
   d. The use of roller skates, skateboards, or roller blades is prohibited on the College campus.
   e. The College assumes no responsibility for the protection of vehicles or property left in vehicles.

GENERAL PARKING REGULATIONS

a. These regulations are applicable to all members of the community, faculty, staff, students, visitors, customers, office occupants, tenants, vendors, and contractors.

b. All motor vehicles using College parking facilities on campus must display a current College parking permit (see Parking Permits).

c. Only parking permits issued or authorized by the College are valid and will be honored. Such substitutes as signs or decals made or issued by others, handwritten notes left on the exterior of a vehicle, etc., are unacceptable and will not be honored by enforcement personnel.

d. All parking spaces are allocated to a specific user group and parking permits are available for each category of user.
1. Parking is on a first-come, first-served basis.
2. The issuance of a parking permit merely constitutes authorization to park if space is available.
3. The responsibility for finding a legal parking space rests with the vehicle operator.
4. Lack of space in a particular lot is not a valid excuse for violating parking regulations and will not be considered as a valid basis for appeal.
5. The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on his/her vehicle.

e. When parked, the entire motor vehicle must be within the boundaries of the single parking space used. The fact that other motor vehicles may have parked improperly does not constitute an excuse for parking any part of the motor vehicle outside the space boundaries.

f. Vehicles may not be double-parked or parked in any position which prevents adjacent vehicles from entering or exiting their legal parking space.

g. Vehicles parking on a street must be parked facing the same direction as the flow of traffic in the adjacent lane.

h. Motorcycles and motorbikes must use those spaces within or adjacent to regular motor vehicle parking lots/spaces/areas designated specifically for motorcycles and may NOT use spaces intended for full-sized vehicles. Motorcycles and motorbikes must also be within the boundaries of the single parking space used.

i. The owner-of-record of the individual registering a vehicle with the College is responsible for all College parking citations written against that vehicle regardless of the identity of the driver at the time of the violation. If a College employee, student, or other individual affiliated with the institution is identified with a vehicle cited for repeated parking violations, the College will assume that it is that individual and NOT a visitor who is operating/parking the vehicle on campus. In such event, the College employee, student, or affiliate will be held accountable for the citations.

j. The parking of motor vehicles on campus is prohibited in areas other than those established for parking and marked by signs or other devices controlling their use.
1. Any unauthorized vehicle parking in a yellow, blue, or red zone, driveway, travel lane, or any area not specifically marked as a legal parking space will be subject to citation and may be impounded.
   2. “Service” and “Loading” zones are enforced from 7 a.m. to 9 p.m. Monday through Friday in all campus areas unless otherwise marked. Vehicles other than those identified as College or commercial vehicles which do not display a loading permit may be impounded.
   3. Spaces identified by a sign and/or pavement marking bearing the international pictographic symbol for a wheelchair are reserved for use only by vehicles displaying a state-issued Physical Disability permit in conjunction with any valid College permit.
k. All parking and traffic regulations are in effect at all times, day and night, including holidays. Motor vehicles parked in violation are subject to removal, towing costs, and violation penalty.

l. Enforcement of any or all College Parking Regulations throughout the campus or in selected areas only may be suspended by the College to accommodate needs associated with special events, emergencies, or other unusual situation.

m. A standard color-code is used on curbing, edge-stripping, and other parking space identification on the College campus to indicate certain restrictions as follows:

1. Red - Prohibition of parking by all users (“No Parking Any Time”)
2. Yellow - Parking reserved for faculty/staff
3. Blue - Parking reserved for use by disabled permit holders
4. White - Parking reserved for students
5. Visitor Parking Signs - Parking reserved for visitors

**PARKING PERMITS**

a. Permits may be obtained in the Office of Business Affairs located on the first floor of the Administration Building. The hours are posted.

1. All persons desiring to obtain a College parking permit must complete an application/registration form, which will be reviewed for eligibility, completeness, and any outstanding parking citations.

2. Any person who gives false information on the application/registration form may be subject to College disciplinary action.

b. No vehicle is considered “legal” for parking purposes until the permit has been properly and visibly displayed in the vehicle.

c. Parking Permit use must comply with the following guidelines:

• Parking Permit must be displayed totally unobstructed hanging from the rearview mirror with the Rose State College Logo and number showing through the windshield whenever the vehicle is on campus. Failure to Properly Display parking permit constitutes a parking violation.

• Parking Permit is transferable from one vehicle to another. If a person possess two or more vehicles and desire to purchase another permit there will be an additional charge of $5.00 per permit.

**TICKETS AND FINES**

A. Fine schedule: Violation during each academic year and the following summer session of any of the regulations governing the use of motor vehicles on campus will subject the violator to a penalty according to the following schedule.

- Failure to display decal ........................................ $15.00
- Falsification of registration information........ $15.00
- Parking violation in faculty/staff stall ....... $15.00
- Parking violation in reserved stall ............ $15.00
- Double parking ....................................................... $15.00
- Parking in fire lane.............................................. $50.00
- Disabled parking without permit ............... $55.00
- Reckless driving/speeding ......................... $35.00
- Parking violation in visitor stall ............. $15.00
- All other parking violations ...................... $15.00
- Use, sale, or distribution of tobacco products... $25.00

B. Suspension of privileges: Four violation tickets per student may result in suspension of parking and driving privileges on campus for the remainder of the academic year.

C. Suspension or dismissal: Five or more violation tickets may result in suspension or dismissal from College.

D. Academic records: Student’s academic records will be withheld until all fines are paid.

E. Excessive violations: Students with excessive violations may have their vehicle wheel locked to prevent movement until the violations have been resolved through the Business Office.

**PROCEDURES FOR APPEAL**

A. Appeal period: Upon being issued a parking or other violation ticket under these regulations, the violator shall either pay the penalty imposed or file a written appeal within ten days to the Student Traffic Committee at the Office of Student Activities, located in the Student Center, at the information desk.

B. After appeal period: No appeal will be considered after ten days from ticket-issue date.

**SUGGESTIONS**

Written suggestions to promote traffic and parking safety on campus are welcomed by both the Student and the Faculty-Staff Traffic Committees. Please address such suggestions to the respective committee at the following addresses:

Rose State College
Student Traffic Committee • Student Activities
6420 S.E. 15th Street • Midwest City, OK 73110-2799

Rose State College
Faculty/Staff Traffic Committee • Student Activities
6420 S.E. 15th Street • Midwest City, OK 73110-2799

**COMMITTEE ON STUDENT TRAFFIC VIOLATIONS**

**MEMBERS**

1. Coordinator, Student Activities (ex-officio)
2. Three students appointed by the Student Senate
3. Auxiliary Enterprises Representative (shall function as ex-officio)

**FUNCTION**

1. To review appeals of student receiving traffic citations while on College property.
2. To make recommendations of the Committee’s decisions to the Vice President for Student Affairs.

**MEETINGS**

The Committee meets when necessary.

**ROSE STATE COLLEGE BOOKSTORE**

Conveniently located on the north end of the Student Center, the Rose State College Bookstore is proudly managed by the Follett Higher Education Group and is open Monday through Friday. Additional hours are scheduled on the Saturday morning preceding the beginning of
each semester and weekly operating hours are extended during the beginning of each semester. Advanced prepaid textbook reservations may be made prior to the fall, spring, or summer semesters by coming into the bookstore, completing a Pre-Paid Textbook Form, and purchasing your books. These orders are filled immediately upon the arrival of the books and either shipped to you at your request or held for you to pick up in the store. You may also order your books by going online to www.rosestate.bkstr.com. For more Rose State College Bookstore information, call 405-733-7436 or email the bookstore at rosestate@bkstr.com.

Textbooks, laboratory manuals, and other required class materials are available, as are all necessary academic supplies. In addition, the Bookstore carries an array of Rose State College logo clothing, logo cups, mugs, pens, pencils, and notebooks.

**BookNow**

For your convenience the Bookstore has a new online tool to help you quickly order the correct textbooks and other course materials. Called BookNow this tool is “one-click” shopping for what you need. Simply bring up your schedule while you are online at the Rose State College website or as you are finishing enrolling on the web site, and click on the Rose State College Bookstore icon in the upper right hand corner of your schedule. You will be taken instantly to the Bookstore’s website and your shopping cart will be populated with required and recommended course material items chosen for your classes. Simply “unclick” the items you don’t want, then follow the quick and easy directions, choosing method of payment and delivery. That’s all there is to it.

**ROSE STATE COLLEGE BOOKSTORE POLICY**

**Cash Register Receipts Required For All Refunds**

It is the responsibility of the student to confirm the correct textbook issued and students are strongly urged to use their enrollment printouts when purchasing textbooks.

Follett is pleased to accept returns in accordance with the following policies:

- **Non-textbook items in original, resalable condition may be refunded or exchanged at any time with the original receipt.**
- **Textbooks in resalable condition may be refunded with original receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including during summer term.**
- **Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.**
- **Computer software may be returned if it is unopened and shrink-wrapped.**
- **In addition, upon proof of drop/add, Follett will accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first.**
- **Students must present an I.D. to pay for merchandise by check. Also, the person signing the check must be the person presenting the check. Other forms of identification may be required. The bookstore does not accept out-of-state checks. Students can use their MasterCard, VISA, Discover, or American Express credit cards and/or debit cards by presenting an RSC I.D., driver’s license, or military I.D.**
- **Students will need their RSC I.D. to be able to access their financial aid.**

**TEXTBOOK RETURN POLICY**

**Cash Register Receipts Required For All Refunds**

The student must be enrolled in or have just dropped the current semester. The student must have a Rose State College Bookstore cash register receipt for the book(s). The book(s) must be in the same condition as when the student made the purchase. Under these conditions a 100% refund will be given for the following terms:

- **Sixteen-Week Semesters:** Through the 1st week of class. Through the 2nd week of class with a drop slip.
- **Eight-Week Semesters:** Through the 1st week of class.
- **Four-Week Fast Track Classes:** Through the first 2 days of class.

Students enrolled in courses of shorter duration must withdraw on or before the first day of class to receive a 100% refund and the student must present the books for refund on or before the end of that first day of class.

**CANCELED CLASSES**

A 100% refund is given when a class is cancelled. The student must be enrolled in the class. The student must have a Rose State College Bookstore receipt for the book(s). The book(s) must be in the same condition as when the student made the purchase. The book(s) must be returned to the Bookstore within one week after the cancellation of the class.

If your return does not fit one of these defined time frames, you may return your book(s) to the Bookstore under the Textbook Buy Back program (see below).

Workbooks and study guides must be in new condition with no writing to be eligible for return.

Books with CD’s must contain those CD’s, to be eligible for return. If the CD can only be used once, or is in unusable condition, the book may not be eligible for return. If the book(s) has an internet access number and/or password that has been revealed (enclosed card is opened), the book may not be eligible for return.

web:purchases@bkstr.com

Web Purchases are subject to the same policies and rules as on-campus sales. Returns must arrive at the Bookstore within the same time limit, under the same conditions, and in the same condition as when it was purchased. A copy of the Rose State College Bookstore receipt (enclosed paperwork) must accompany the return.

**BOOK BUY BACK**

The Rose State College Bookstore and Follett are pleased to purchase used textbooks year-round.

We will purchase used textbooks adopted for the next academic term, in quantities sufficient to meet the needs of the Bookstore, at not less than 50% of the customer’s purchase price. Textbooks not adopted for the next academic term or in excess of the needs of the Bookstore will be purchased at nationally set wholesale prices.

**AVAILABILITY OF COURSE SECTIONS**

Course sections are subject to the availability of funding from student general enrollment fees, tuition, and state appropriations. Course sections that do not reach minimum enrollment will be cancelled.
**CAMPUS DINING**

Rose State College offers students, faculty and staff with a choice of two dining opportunities, both located in the Bill Atkinson Student Center. The RSC Main Café is a full service dining cafeteria that offers an extensive variety of menu options that regularly include traditional entrees, grilled entrees, pasta, vegetarian menus, action stations and homemade soups. The Café also offers hot and cold breakfast items, a variety of coffee blends, cold drinks and bottled beverages. Hours of operation are Monday through Thursday, 7:30 a.m. to 2:00 p.m., except when the campus is closed.

The Java Rose Café, also located in the Student Center adjacent to the Student Activities Office, offers hot and cold Starbucks items fresh baked items, fresh fruits, soups, salads deli choices, pizza, bottled drinks, cookies and more. Hours of operation are Monday through Thursday, 7:30 a.m. through 8:00 p.m., and Fridays, 7:30 a.m. through 2:00 p.m., except with the campus is closed.

We encourage your involvement and input of your dining experience through our surveys, comment cards, food committee meetings and suggestion boxes.

**VENDING**

Vending machines are conveniently located in several locations on Campus, and offer a variety of bottled beverages, water and snacks.

**AUTOMATED TELLER MACHINE (ATM)**

Rose State College has partnered with Higher One, Inc., to provide on-campus ATM services for students. The Higher One ATM is located in the Student Center Building next to the bookstore. Service fees may apply.

Rose State College is committed to providing a safe and secure campus for all students, faculty and staff. To accomplish this goal, security for the campus is provided by contract security staff and Midwest City Police officers.

Campus Security staff are on duty 24 hours a day and patrol the campus grounds, respond to emergencies and other calls for service, conduct traffic checks, provide security for campus buildings, staff special events, and monitor security cameras located around campus. Campus Security staff may ask individuals for identification to determine if they have legitimate business at the College. Campus Security staff have the authority to investigate offenses involving policy violations and to make referrals to the appropriate college authority. Midwest City Police officers have full law enforcement authority on campus, and patrol the campus using marked police vehicles, a Segway and foot patrols, and are authorized to investigate, arrest or detain any individual suspected of criminal activity.

Campus Security staff work closely with Midwest City Police officers, other local and state law enforcement agencies, and Rose State College administration to ensure that the College campus provides a safe and secure environment for students, faculty and staff.

Rose State College has installed emergency phones in all campus classrooms and in the process of real-time high resolution surveillance equipment across campus, and non-key door-locking mechanisms in all classroom doors. These measures will provide students, faculty, and staff with improved campus security.

**REPORTING CRIMES & EMERGENCIES**

Anyone on the Rose State College campus who witnesses or is the victim of any criminal activity should contact Campus Security by dialing 405-733-7313. For an emergency, or to report a crime in progress, dial 911. In addition, Rose State College has installed emergency call phones at strategic locations around the campus. These phones are located in white kiosks topped with a blue light. When the call button is pressed, the phone automatically dials the 911 Call Center. When reporting a crime or emergency, speak clearly and be prepared to provide the following information:

- **Location** – be as specific as possible
- **Type of crime being committed.**
- **If an ambulance or other emergency vehicles are needed.**
- **Any description of events or individuals involved in the emergency.**

Off-campus incidents should be reported to the Midwest City Police Department by dialing 911.

**EMERGENCY PROCEDURES**

In the event of an emergency such as a fire or tornado, warnings will be announced via the College’s Emergency Notification System and the Emergency Quick Reference Guide procedures posted in each area should be followed. Any potentially dangerous situation should be avoided, if possible, and reported at once to the nearest staff member or to Campus Security at 405-733-7313. Emergency Quick Reference Guides are located throughout the campus to guide students, faculty, staff, and visitors through emergency situations such as fire, tornado, bomb threat, and evacuation.

**EMERGENCY NOTIFICATION**

In an emergency, Rose State College will provide emergency alerts, notifications and updates via the campus phone system, campus email accounts, and to students, faculty and staff cell phones. The Emergency Notification System is your connection to real-time emergency information, updates, instructions on where to go, what to do or what not to do, who to contact, and other important critical information. Alerts may be received over cell phones by texting the word “rose” to 2884111 and reply to the text you receive. Text alerts may be cancelled by texting the word “stop” to 2884111 (standard messages rates from your cellular provider will apply).
CAMPUS SAFETY TIPS

Students can take simple steps to assist in protecting themselves from crime. Some useful tips that will assist in preventing crimes include:

- Travel in a group or pairs during evening hours.
- Walk in well-lit areas.
- When attending evening classes, students should attempt to park as close to an entrance as possible.
- Security personnel are available to provide escort services as needed by dialing 405-733-7313. Emergency phones are located throughout the campus.
- Do not carry large amounts of cash.
- Do not leave valuables unattended.
- Ensure that vehicles have windows closed and doors locked.
- If you feel you are being followed, call Campus Security at 405-733-7313 immediately. Attempt to move to a safe, well lit location, or to a public area or group of people.

CAMPUS SECURITY ACT

In compliance with the federal Crime Awareness and Campus Security Act, Rose State College annually prepares a Campus Security publication that includes crime statistics for the last three years, as well as safety-related policy and procedures. Also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the law requires all institutions of higher education give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported and disseminated to the campus community, as well as the U.S. Department of Education. To obtain a printed copy of the report, contact the Campus Security Office at 733-7516.

THE OKLAHOMA SEX OFFENDER REGISTRATION ACT

In accordance with the Oklahoma Sex Offender Registration Act, convicted sex offenders are required under 57 O.S. 583 to register with the Rose State College Campus Security Office within three days of becoming a full or part time student, or a full or part time employee. The offender must complete and update the Campus Security Sex Offender Registration Form and file it with the Campus Security Office within three days of any change in status. Registering with the Rose State College Campus Security Office does not satisfy the offender’s responsibility to register with the law enforcement agency having jurisdiction over the offender’s residence. For questions regarding compliance with the Oklahoma Sex Offender Registration Act, please contact the Rose State Security Office at (405) 736-0213.

THE IMPORTANCE OF PRESERVATION OF EVIDENCE FROM SEXUAL ASSAULT

Midwest City Police Department (MWCPD) is in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the nearest Hospital Emergency Room (Midwest Regional Medical Center), before washing yourself or your clothing, The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A representative from the College can also accompany you to the Hospital and law enforcement or Security can provide transportation. If a victim goes to the hospital, MWCPD will be contacted, but s/he is not obligated to talk to MWCPD or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene leave all sheets, towels, etc. that may bear evidence for the police to collect.

PROCEDURES FOR OBTAINING A VICTIM PROTECTION ORDER (VPO)

a. If you have been a victim of domestic or dating abuse; a victim of stalking; a victim of harassment; and/or a victim of rape, under 22 O.S. § 60.2 at www.oscn.net you may have the right to request a Victim Protective Order (VPO). VPOs are filed through the Oklahoma County Court Clerk’s office located at 320 Robert S. Kerr, Oklahoma County, OK.

b. For questions regarding the process for filing a VPO, please contact the Oklahoma County Court Clerk’s office at (405) 713-1735. For further assistance regarding a VPO, you may also contact the Midwest City Police Department (MWCPD) at (405) 732-2266 for non-emergency inquiries.

c. For emergencies regarding incidents of domestic or dating abuse; a victim of stalking; a victim of harassment; and/or a victim of rape call 911.
**SERVICES DIRECTORY**

**ADMISSIONS INFORMATION**
- Admissions Information: SSB 100, 733-7408
- Application for Graduation/Degree Audit: SSB 106, 733-7332
- Change of Major: SSB 100, 733-7408
- Enrollment Management: SSB 100H, 736-0223

**ACADEMIC SERVICES**
- Math Lab: SM 121, 733-7929
- Mentoring: SC 111, 733-7334
- Student Success Center: SC 111, 733-7334
- Transcripts: AD 100, 733-7308
- Tutoring: LRC 100, 733-7417
- Withdraw from School: AD 100, 733-7308
- Withdraw from Class: SSB 100, 733-7408

**STUDENT SENATE AND CLUB**
- Student Activities: SC 120, 733-7376
- Student Clubs (See Directory on page 4)
- Student Senate: SC 122, 733-7376

**ATHLETICS AND SPECIAL EVENTS**
- Athletic Schedules: HPE, 733-7350
- Communications Center Events: 733-7960
- H.B. Atkinson Theatre Events: HU 109, 733-7380
- Recreational Activities: HPE, 733-7351
- Open Wellness Center Hours: HPE 117, 733-7350
- Swimming Pool: HPE, 733-7396

**SERVICES FOR STUDENTS**
- Career and Degree Planning: SSB 106, 733-7332
- Disabled Students Services: LRC 125, 733-7407
- Financial Aid: SSB 200, 733-7424
- Health and Wellness: HPE 103, 733-7525
- Personal Counseling: SSB 101, 733-7373
- Scholarships: SSB 100H, 736-0223
- Student Employment Opportunities: PTC 134A, 733-7488
- Office of Student Conduct: SSB 209, 736-0355
- Student Success Center: SC 111, 733-7334
- Student Welcome Center: SSB 107, 733-7372
- Study Skills Seminars: SC 111, 733-7334
- TRiO: SSB 204, 733-7379
- Veterans Information: SSB 100, 733-7326

**SCHEDULE OF EVENTS**

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