WELCOME TO
ROSE STATE COLLEGE
GOING SOMEWHERE STARTS HERE

2017-2018
STUDENT HANDBOOK
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NON-DISCRIMINATION STATEMENT
Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational programs, activities, or services. The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. Complaints and grievances will be handled in accordance with the College’s Grievance Procedures which are located at Grievance Procedures.
SECTION I: GENERAL INFORMATION

HISTORY OF THE COLLEGE
Mid-Del Junior College, later renamed Oscar Rose Junior College in memory of the well-known Midwest City-Del City Superintendent of Schools, offered its first classes on September 21, 1970. The school again was renamed Rose State College by Senate Bill #9 in April 1983. The new name became effective on November 1, 1983.

The College district was formed in 1968 by an overwhelming vote of the citizens in Midwest City, Del City, and some portions of southeast and northeast Oklahoma City. The vote followed passage of Senate Bill #2 in 1967, a law enabling district operated community colleges to receive state aid. Voters of the new district then passed a $1.75 million general obligation bond issue and a two-mill levy for operating expenses in 1969; a following vote in 1970 added a three-mill levy for operations. In December 1973, the College became a member of The Oklahoma State System of Higher Education, after approval from the College’s Board of Trustees.

The College has grown from an initial enrollment of 1,700 in 1970 to a regular Fall enrollment of approximately 8,500. The campus now includes 25 buildings on approximately 120 acres.

COLLEGE VISION STATEMENT
Supporting, serving and advancing the common good—sustaining and advancing a tradition of excellence.

COLLEGE MISSION STATEMENT
As a public and open admission institution that grants associate degrees, Rose State College provides higher education programs and services intended to foster lifelong learning for a diverse population.

COLLEGE FUNCTIONS
Rose State College has been authorized by the Oklahoma State Regents for Higher Education to provide programs and activities in the following areas:
STRATEGIC VISION
By constantly creating and improving learning programs and services that are measurably effective and keenly matched to the needs of our students and community, Rose State College will be recognized as one of the nation’s premier two-year colleges, distinguished by

VALUES
- **Learning**: The College is a learner-centered institution that regards students as partners in the learning process and supports them in meeting their educational goals.
- **Excellence**: In its commitment to excellence, the College establishes high standards designed to promote and sustain learning in an innovative environment, thereby honoring the trust of its internal and external stakeholders.
- **Integrity**: The College maintains fair, honest, accurate, and consistent policies and procedures to assure credibility and accountability.
- **Service**: The College builds lasting relationships with the communities it serves—recognizing the unique opportunity it has to positively impact the lives of both students and the greater citizenry.
- **Diversity**: Acknowledging the value of diverse backgrounds and perspectives, the College is a place of diversity, civility, and collegiality, and celebrates the benefits of mutual learning and growth from all.
PART II: CAMPUS MAP

ROSE STATE COLLEGE CAMPUS GUIDE
5420 S.E. 15th, Midwest City, OK 73110

LEGEND
1. Administration - AD
2. Humanities - HU
3. Social Sciences - SS
4. Engineering Technology - ET
5. Learning Resources Center - LRC
6. Lecture Hall - LH
7. Maintenance
8. Science and Math - SM
9. Business - BS
10. H.B. Atkinson Theatre - TH
11. Fine Arts - FA
12. Tower
13. Health, Physical Education & Recreation/Aquatic Center - HPE
14. Student Center - SC
15. Student Services Building - SSB
16. Susan Catlett Loveless Center - CD
17. University Center - UC
18. Amphitheater - AMP
19. Rose State College/ Hudiburg Chevrolet Center - CC
20. Community Learning Center - CLC
21. STEM Center - ST
22. Allied Dental Education - ADE Building
23. Shipping & Receiving
24. Professional Training Center - TRC
25. Health Sciences Center - HSC
26. The Village - Student Housing

DEPARTMENT OF TRANSPORTATION

AIR ARMY COMMAND

Towler AFB

INTERSTATE 40

AIR DEPOT EXIT

TIMBER ARMY BASE

AIR DEPOT EXIT

AIR DEPOT EXIT

AIR DEPOT EXIT

AIR DEPOT EXIT

AIR DEPOT EXIT

AIR DEPOT EXIT
## PART III: ACADEMIC CALENDAR

### FALL 2017

<table>
<thead>
<tr>
<th></th>
<th>First 8-Week</th>
<th>16-Week</th>
<th>Second 8-Week</th>
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<tbody>
<tr>
<td>Regular Enrollment</td>
<td>April 3 – August 21</td>
<td>April 3 – August 21</td>
<td>April 3 – October 17</td>
</tr>
<tr>
<td>Class work Begins</td>
<td>August 21</td>
<td>August 21</td>
<td>October 17</td>
</tr>
<tr>
<td>Last Day to Enroll</td>
<td>August 23</td>
<td>August 23</td>
<td>October 19</td>
</tr>
<tr>
<td>Last Day to Withdraw with 100% Refund</td>
<td>August 25</td>
<td>September 1</td>
<td>October 23</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 4</td>
<td>September 4</td>
<td></td>
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<tr>
<td>Fall Break</td>
<td></td>
<td>October 19 - 20</td>
<td>October 19 – 20</td>
</tr>
<tr>
<td>Last Day to Change from Credit to Audit</td>
<td>September 15</td>
<td>October 13</td>
<td>November 13</td>
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<tr>
<td>Last Day to Withdraw</td>
<td>September 29</td>
<td>November 17</td>
<td>November 27</td>
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<tr>
<td>Thanksgiving Break</td>
<td>November 20 – 25</td>
<td>November 20 – 25</td>
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<tr>
<td>Final Examinations</td>
<td>October 12-16</td>
<td>December 13 – 19</td>
<td>December 18 – 19</td>
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<tr>
<td>Last Day of Semester</td>
<td>October 16</td>
<td>December 19</td>
<td>December 19</td>
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### SPRING 2018

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<th>16-Week</th>
<th>Second 8-Week</th>
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</thead>
<tbody>
<tr>
<td>Regular Enrollment</td>
<td>October 30 – January 17</td>
<td>October 30 – January 17</td>
<td>October 30 – March 20</td>
</tr>
<tr>
<td>Martin Luther King Day Holiday</td>
<td>January 15</td>
<td>January 15</td>
<td></td>
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<tr>
<td>Class work Begins</td>
<td>January 22</td>
<td>January 22</td>
<td>March 20</td>
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<tr>
<td>Last Day to Enroll</td>
<td>January 24</td>
<td>January 26</td>
<td>March 28</td>
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<tr>
<td>Last Day to Withdraw with 100% Refund</td>
<td>January 26</td>
<td>February 2</td>
<td>March 30</td>
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<tr>
<td>Last Day to Change from Credit to Audit</td>
<td>February 16</td>
<td>March 16</td>
<td>April 20</td>
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<tr>
<td>Spring Break</td>
<td>March 19 – 23</td>
<td>March 19 – 23</td>
<td></td>
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<tr>
<td>Last Day to Withdraw</td>
<td>February 9</td>
<td>April 20</td>
<td>May 4</td>
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<tr>
<td>Commencement</td>
<td>May 11</td>
<td>May 11</td>
<td>May 11</td>
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<tr>
<td>Final Examinations</td>
<td>March 14 – 16</td>
<td>May 14 – 18</td>
<td>May 16 – 18</td>
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<tr>
<td>Last Day of Semester</td>
<td>March 16</td>
<td>May 13</td>
<td>May 13</td>
</tr>
</tbody>
</table>
**PART IV: IMPORTANT PHONE NUMBERS**

**Academic Advisement** ................................................. SSBB 100 ........................................ 733-7408
**Academic Testing** ..................................................... LRCC 240 ...................................... 736-0397
**Admissions Information** .............................................. 733-7308
**Application for Graduation/Degree Audit** ...................... SSBB 106 ........................................ 733-7332
**Athletic Schedules** .................................................... 733-7350
**Bookstore** ................................................................. 733-7436
**Campus Security** ...................................................... 733-7313
**Change of Major** ....................................................... SSBB 100 ........................................ 733-7408
**Communications Center Events** ................................... 733-7960
**Counseling Services** .................................................. LRC 106 ........................................ 733-7373
**Enrollment & Specialized Testing** ................................. SSBB 204 ........................................ 733-7320
**Financial Aid** ........................................................... SSBB 200 ........................................ 733-7424
**Graduate and Career Services** ...................................... SSBB 106 ........................................ 733-7332
**H.B. Atkinson Theatre Events** ...................................... HU 109 ........................................ 733-7380
**Health and Wellness** .................................................. HPE 103 ........................................ 733-7525
**Library** ................................................................. LRC, 1st Floor ........................................ 733-7543
**Lost and Found** ......................................................... 733-7376
**Marketing** ................................................................. SSBB 208 ........................................ 733-7458
**Mentoring SSBB 100H** ................................................ 733-7334
**Open Wellness Center Hours** ...................................... HPE 117 ........................................ 733-7350
**Recreational Activities** ................................................ 733-7351
**Scholarships** ............................................................ ADM 100C ........................................ 736-0223
**STEM Lab** ................................................................. LRC 250B ........................................ 733-7929
**Student Access Services** .......................................... LRC 106B ........................................ 733-7407
**Student Affairs** ....................................................... SSBB 209 ........................................ 736-0281
**Student Clubs** .......................................................... 733-7376
**Student Engagement** .................................................. SSBB 107 ........................................ 733-7376
**Student Senate** ........................................................ SC 122 ............................................. 733-7376
**Student Employment Opportunities** ............................ PTC 134A ........................................ 733-7488
**Student Conduct** ....................................................... 211 .............................................. 733-0355
**Student Success Center** ............................................. SSBB 100H ...................................... 733-7334
**Student Support Services-TRIO** ................................ SC 114 ............................................. 733-7379
**Study Skills Seminars** ............................................... SSBB 100H ...................................... 733-7334
**Swimming Pool** ........................................................ 733-7396
**Transcripts** .............................................................. AD 100 ............................................ 733-7308
**TRIO** ........................................................................ SC 120 ............................................. 733-7379
**Tutoring** ................................................................. LRC 250 ............................................. 733-7417
**Veterans Services** ...................................................... SSBB 100 ........................................ 733-7326
**Withdraw from Class** ................................................ SSBB 100 ........................................ 733-7408
**Withdraw from School** ............................................... AD 100 ............................................ 733-7308
SECTION II: STUDENT BEHAVIOR & EXPECTATIONS

PART I: 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 of the College to the administration.

• Students should acknowledge that the primary purpose for their being involved in the administration of appropriate functions of the College is to gain the education it affords the student and to assist the administration in making better decisions.

• By enrolling in college, students assume the responsibility for complying with the rules and regulations of the College. Further, students must assist the College in reinforcement of such regulations to provide the greatest educational opportunities to all.

• The right to disagree has been previously established. However, the student must make sure the disagreement is in good taste, is factual, and is presented with the proper respect for those with whom he/she is disagreeing.

• When approaching the administration about any matter, students should go through the established channels of communication. Students must assume responsibility for active participation in student government in order that this organization might continue to be an effective means of communication.

• Students have the responsibility to comply with all regulations established by the Board of Regents of Rose State College and the laws of the State governing student conduct, and such regulations and laws as may now exist or may be subsequently enacted and adopted shall have precedence over the provisions of this document.
PART II: STUDENT CODE OF CONDUCT

PHILOSOPHY & PURPOSE OF THE STUDENT CODE OF CONDUCT

PURPOSE

The purpose of the Student Code of Conduct is viewed to be two-fold:

1. **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

2. **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 be 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.

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 sanctions 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.

B. **CIVIL LAW:** All students are expected to conform to all local, state, and federal laws. Particular attention is called to laws pertaining to theft, possession of drugs/alcohol/weapons, drunkenness, and gambling.

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 disrepute 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 to intentionally, recklessly, or negligently engage in verbal abuse, threats, intimidation, harassment, coercion, and/or conduct which threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of such harm.

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 affair sponsored by or for a student organization, is forbidden, unless the individual is under a physician’s care.
   3. Tobacco Free Campus Policy: Tobacco products are 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 2013-43 by the Governor of Oklahoma effective January 1, 2014. For the purposes of this policy, tobacco use includes smoking, chewing, dipping or any other consumption or use of tobacco products.
      a. 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.
      b. No College publication shall accept any form of advertising of tobacco products.
c. 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.

d. 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.

e. 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 Student Conduct Officer. College employees failing to pay fines shall be reported to their supervisors.

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. FAILURE TO PAY: The intentional or unintentional failure to pay any legitimate outstanding financial balance to the College or any attempt to financially defraud the College.

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. UNCOORDERATIVE 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 includes, but is not limited to:

1. Unauthorized access, alteration or destruction of another user’s data, programs, electronic mail, or voice mail.
2. Attempts to obtain unauthorized access to either local or remote computer systems or networks.
3. Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
4. Obscene, offensive, threatening, harassing, or intimidating material entered into the computer and sent by electronic means.
5. 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.
6. 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.
7. 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 copyrighted materials by users of the institution’s network.

**SANCTIONS**
Sanctions for violation of the Student Code of Conduct may include one or a combination of the following:

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

B. **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 or Student Conduct and Campus Compliance. 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.

C. **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.
D. 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 can apply for readmission to the course(s) the following semester.

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

F. Expulsion. A student may be permanently barred from the College by decision of the Student Conduct Officer. Expulsion is recorded on the transcript.

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 Student Conduct Officer 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 Student Conduct Officer 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 Student Conduct Officer or designee will determine the appropriate sanctions 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 Student Conduct Officer or designee will further investigate the allegations. If it is determined that the student violated the Student Code of Conduct, the Student Conduct Officer or designee will determine appropriate sanctions and notify the student in writing within 10 business days of the decision.
D. In cases involving sanctions other than suspension or expulsion, the student may appeal to the Senior Director of Student Life if he/she feels the decision is unjust. The appeal must be in writing on the Student Conduct Decision Appeal Form, signed and submitted to the Senior Director of Student Life within 5 business days from the date of the Student Conduct Officers or designee’s decision. The Senior Director of Student Life shall review the record submitted by the Student Conduct Officer and all materials, documents, or media submitted by the student and the complainant. Further interviews may be conducted as the Senior Director of Student Life deems necessary. The Senior Director of Student Life shall decide the appeal within 30 business days from the date of receiving the record from the Student Conduct Officer. The student shall be notified of the Senior Director of Student Life’s decision and the reasons for the decision in writing. The decision of the Senior Director of Student Life shall be final.

E. Cases involving suspension or expulsion requires the Student Conduct Officer to consult with the Senior Director of Student Life before issuing such sanctions. In such cases, the student may appeal to and have a hearing before the Student Conduct Committee (see Article V).

F. If it is determined that a reported incident is an emergency or endangers campus safety, then the Student Conduct Officer or designee or the campus security officers 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 on the Student Conduct Provisional Suspension Appeal Form, signed, and dated. If so requested, the Senior Director of Student Life will serve 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. 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.
STUDENT CONDUCT APPEALS COMMITTEE
STUDENT CONDUCT COMMITTEE

A. A Student Conduct Committee shall be chosen within five (5) college business days of the receipt of a completed Student Conduct Committee Hearing Request Form. The Committee shall be comprised of the following:
   1. Two (2) College staff members selected from the Professional/Administrative Staff Association.
   2. Two (2) College faculty members selected from the Faculty Senate.
   3. Two (2) College students selected from the Student Senate.
   4. The Senior Director of Student Life shall serve as the non-voting chair.

B. Under no circumstances may a student, staff or faculty member serve on the Committee if such person is a complainant, a witness to the incident or personally knowledgeable of the incident.

C. The Committee may be assisted by the College’s legal counsel if the College President has authorized such assistance.

D. The Student Conduct Officer shall represent the College in the hearing.

E. No less than five (5) College business days prior to the Student Conduct Committee hearing, the student and the Student Conduct Officer shall submit written materials to the other party, through the Senior Director of Student Life, as follows:
   1. The Student Conduct Officer shall provide to the student:
      a. A copy of the original conduct code violation complaint form
      b. A summary of the facts of the incident(s) which form the allegations against the student.
      c. The names of all witnesses who will be called to testify against the student, and a brief summary of the expected testimony of each witness.
      d. The identity of any affidavit, statement or other document the designated administrator plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the student.
      e. The time, date and location of the hearing.
      f. The procedure to be followed at the hearing.
   2. The student shall provide to the Student Conduct Officer:
      a. The names of all witnesses who will be called to testify for the student, and a brief summary of the expected testimony of each witness.
      b. The identity of any affidavit, statement or other document the student plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the designated administrator.
RIGHTS OF THE STUDENT
A. The student has the right to be represented by a person of the student’s choice, the expenses of which, if any, must be borne by the student.
   1. This person may be an attorney.
   2. If the student chooses to be represented, he/she must notify the Senior Director of Student Life and identify the representative by name and provide the representative’s address and phone number no less than five (5) College business days prior to the Student Conduct Committee hearing.
B. The student has the right to confront and cross-examine witnesses who give oral testimony.
C. The student has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

RIGHTS OF THE STUDENT CONDUCT OFFICER
A. The Student Conduct Officer has the right to request a representative and/or legal advisor.
   1. The representative and/or legal advisor may be employed by the College, provided that the designated administrator shall not be represented or advised by the direct supervisor of any member of the Student Conduct Committee.
   2. The representative and/or legal advisor may not be the College’s legal counsel if such counsel has been authorized by the College President to assist the Committee.
   3. If specifically authorized by the College President, the designated administrator may be represented and advised by outside counsel.
B. The Student Conduct Officer has the right to confront and cross-examine witnesses who give oral testimony.
C. The Student Conduct Officer has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

ROLE OF THE VICE PRESIDENT OF STUDENT AFFAIRS DURING THE HEARING
A. The Vice President of Student Affairs shall present opening remarks and procedural instructions to the committee, student and Student Conduct Officer.
B. The Vice President of Student Affairs shall be present for the entirety of the proceedings, with the exception of deliberation of the committee.
C. The Vice President of Student Affairs is permitted to take notes.
D. The Vice President of Student Affairs is not permitted to speak or ask questions once the hearing is turned over to the committee chair.
HEARING PROCESS
A. Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure:
   1. Both the Student Conduct Officer and the student will be permitted to present opening statements of no more than five (5) minutes in length to the Committee, with the Student Conduct Officer speaking first.
   2. The Student Conduct Officer will present evidence first, followed by the student.
   3. The oral testimony of all witnesses will be made under oath.
   4. Each party will be permitted to cross-examine any witness giving oral testimony on behalf of the other party after that witness has testified.
   5. Each party will be afforded the opportunity to present closing arguments of not more than five (5) minutes in length to the Committee at the conclusion of the hearing, with the student speaking first.
B. Proceedings before the Committee will be recorded.
C. All Student Conduct Committee Hearings will be closed meetings.

EVIDENCE
A. Strict conformity to courtroom rules of evidence is not required in the hearing conducted by the Committee.
B. Rulings as to the admissibility of evidence will be made by the Chairperson of the Committee.
C. The Chairperson of the Committee has the authority to limit incompetent, unduly repetitious or irrelevant exhibits and testimony.

COMMITTEE FINDINGS AND RECOMMENDATION
A. The Student Conduct Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing.
B. On each violation alleged and under consideration by the Committee, the Committee shall conduct a vote as to whether the violation occurred. If a majority of the Committee agree that a particular violation occurred, the Committee’s finding shall be that the violation occurred; otherwise, the Committee’s finding shall be that the violation did not occur.
C. If the Committee finds that some or all of the alleged violations occurred, it shall consider and make a recommendation by majority vote regarding the appropriate level of discipline to be imposed, which shall include one or more of the sanctions provided for in Article III of this Student Conduct Code; provided, the Committee shall not make any recommendation consisting solely of the disciplinary sanctions described in Article III of this Student Conduct Code.
D. The Committee shall inform the Vice President of Student Affairs in writing of its findings and recommended sanctions, if applicable, within five (5) College business days.

E. If the Committee’s recommendation as to sanctions is unanimous, the recommended sanctions shall serve as the final resolution of the violation(s). If the Committee’s recommendation as to sanctions is less than unanimous, the Vice President of Student Affairs shall, after considering the recommendation of the Committee and the evidence presented and submitted during the Hearing, determine the sanctions to be imposed as the final resolution of the violation(s).

F. The Vice President of Student Affairs shall inform the student in writing of the findings and recommendations of the Committee and the final resolution of the alleged violations within ten (10) college business days after receipt of the Committee’s findings and recommendations.

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 Student Conduct Officer to review the record. If the Student Conduct Officer 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 sanctions and the incident shall follow the procedures for Student Conduct contained herein as a matter of course.
CONFIDENTIALITY & RETALIATION

A. Confidentiality: Employees of the Human Resources/Affirmative Action Office, the Student Conduct Officer, all Rose State College students, and responsible administrators receiving good faith 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 or charge of 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.

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 proof and the burden shall not shift from the College to any other party.

VIOLATIONS OF STUDENT HOUSING POLICY

It is the intent of Rose State College (College) and Residence Life staff to provide a fun, safe, and secure learning and living environment for all residents, visitors, and guests of The Village @ Rose State. To ensure The Village @ Rose State provides a learning environment that encourages academic success, The Village @ Rose State Community Living & Standards Handbook in conjunction with the Student Housing Contract and the Student Code of Conduct govern the behavior and expectations for all residents, visitors, and guests of The Village @ Rose State.

The Village @ Rose State, to ensure a residential campus community conducive to campus engagement and academic success, requires that all residents, visitors, and guests behave in a manner that does not disrupt the community. Should a resident, visitor, or guest violate these rules then the resident, visitor, or guest may be in violation of Student Housing policy and receive a citation from Student Housing.
Violations of Student Housing policy by any resident, visitor, and guest of The Village @ Rose State will be addressed by the Student Housing disciplinary process in accordance with The Village @ Rose State Community Living & Standards Handbook. All alleged violations of Student Housing policy will be forwarded to the Student Conduct Officer for Student Conduct review in accordance with Article III of the Student Code of Conduct.

PART III: THREAT ASSESSMENT & BEHAVIORAL INTERVENTION TEAM (TABIT)

As a result of growing national trends on college campuses of mental health issues and potential threats to campus safety stemming from behavioral issues, the College created the Threat Assessment and Behavioral Intervention Team (TABIT). In order to promote the safety and health of the College’s students, the TABIT addresses alleged concerning student behaviors that are disruptive and may include mental health and/or safety issues.

The TABIT consists of a group of qualified and dedicated RSC professionals whose mission is to:

- Balance the individual needs of the student and those of the greater campus community
- Provide a structured positive method for addressing student behaviors that impact the campus community and may involve mental health and/or safety issues
- Manage each case individually
- Initiate appropriate intervention without immediately resorting to punitive measures
- Eliminate “fragmented care”

The TABIT provides the campus community with the necessary information to refer students in psychological distress, or who are experiencing personal crises, to the appropriate resources on-campus. The TABIT is a proactive approach to coordinate and plan responses to identify, assess, manage, reduce and educate the campus community as to the risk of individual harm or interpersonal violence. To activate the TABIT and make a non-emergency referral, call the Director of Student Conduct at (405) 736-0355 during normal business hours. If a student is about to harm themselves (suicide attempt) or others, and the situation presents an imminent threat to safety constituting an emergency, please call Campus Security at (405) 733-7313 or 911. If you see something, say something.
SECTION III: SEXUAL MISCONDUCT & DISCRIMINATION

PART I: SEXUAL MISCONDUCT, SEX DISCRIMINATION AND UNLAWFUL HARASSMENT DEFINITIONS

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.

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 evaluative 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.

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.
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.

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).

A. Sex Discrimination:
- 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:
- 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 Senior Director, Human Resources/AAO.

C. Sexual Harassment:
- 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 access, 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 Senior Director, Human Resources/AAO.
Hostile Environment Sexual Harassment includes conduct that is sufficiently severe, pervasive or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:

- The frequency of the conduct;
- The nature and severity of the conduct;
- Whether the conduct was physically threatening;
- Whether the conduct was deliberate, repeated humiliation based upon sex;
- The effect of the conduct on the alleged victim’s mental or emotional state from the perspective of a reasonable person;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
- Whether the speech or conduct deserves constitutional protections.

Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant:

- Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the victim’s submission to such activity.

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

1. Submission to the conduct is made either an explicit or implicit condition of employment or academic instruction/standing;
2. Submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting the harassed employee or student;
3. The conduct, either by intent or by effect, creates an intimidating, hostile or offensive work or learning environment; or
4. 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.
Sexual harassment can occur in a variety of circumstances, including but not limited to:

1. 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;
2. 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;
3. 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
4. Unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

D. Sexual Violence:

- 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.
  - 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 violence.
  - 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 and/or by force. It also includes the touching of any part of a victim’s body 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.
  - 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.
E. Sexual Exploitation:
- 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.
- Examples of sexual exploitation include, but are not limited to:
  o Non-consensual video or audio-taping of any form of sexual activity;
  o 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);
  o Sexually-based stalking or bullying;
  o Engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
  o Knowingly transmitting a sexually transmitted disease or illness to another;
  o (f ) Exposing one’s genitals in a non-consensual circumstance or inducing another to expose his or her genitals;
  o Prostituting another person; and
  o Other forms of invasion of sexual privacy.

F. Domestic and Dating Violence:
- Dating violence is violence between individuals in the following circumstances:
  o The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
  o The existence of such a relationship shall be determined based on a consideration of the following factors:
    ▪ Length of the relationship;
    ▪ Type of relationship;
    ▪ Frequency of interaction between the persons involved in the relationship.
  o Domestic Violence under College policy means violence committed by a:
    ▪ Current or former spouse of the victim;
    ▪ A person with whom the victim shares a child in common;
    ▪ A person who is cohabitating with or has cohabitated with the victim as a spouse;
    ▪ A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;
    ▪ Any other person against an adult or youth victim who is protected from that person’s acts under Oklahoma domestic or family violence laws.
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).

G. Sexual Assault:
• 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).
• 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).
• 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:
  o An assault and battery becomes aggravated when committed under any of the following circumstances:
    • When great bodily injury is inflicted upon the person assaulted; or
    • 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).
        ▪ For purposes of this section “great bodily injury” means bone fracture, protracted and obvious disfigurement, 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).
H. Stalking:

- Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:
  - 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
  - Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested.

- Any person who violates the provisions of subsection A of this section when:
  - 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
  - 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
  - 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.

- 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.

- For purposes of this section:
  - “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;
“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”;

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

“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:

- Following or appearing within the sight of that individual;
- Approaching or confronting that individual in a public place or on private property;
- Appearing at the workplace or residence of that individual;
- Entering onto or remaining on property owned, leased or occupied by that individual;
- Contacting that individual by telephone;
- Sending mail or electronic communications to that individual; and
- Placing an object on, or delivering an object to, property owned, leased or occupied by that individual.

“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).

I. Other Misconduct:

- 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;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- 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 systematic effect of unreasonably interfering with or depriving someone of educational, institutional or employment access, benefits, activities or opportunities;
• Gender-based intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
• 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;
• 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);
• Violence, including assault, battery or other physical abuse between those in an intimate or dating or romantic relationship with each other;
• 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.

J. Consent:
• 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.”
  o 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.
  o Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
  o Previous relationships or consent does not imply consent to future sexual acts.
  o Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. Coercion is unreasonable pressure for sexual activity.
  o In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity 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). Incapacity 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.

- Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.
- Examples of prohibited conduct. Conduct prohibited by this policy may include, but is not limited to:
  - Unwelcome conduct of a sexual nature.
    - Conduct of a sexual nature may include, but is not limited to:
      - Verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances and/or propositions of a sexual nature;
      - Touching, pinching, patting or brushing against;
      - Unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines or cartoons;
      - Comments regarding physical or personality characteristics of a sexual nature;
      - Sexually-oriented “kidding,” “teasing,” double meanings and jokes; and
      - Sexual assault.
    - 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.
    - 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.
- 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).

Oklahoma Criminal Law Definition of Rape

Oklahoma Penal Code, §21-1111:

- Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
  - Where the victim is under sixteen (16) years of age;
  - Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
  - Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
  - 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;
  - Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
  - 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;
  - 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
• 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.

• 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.

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

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

• 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;

• 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;

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

• 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;

• 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

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

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.

- Definition of Stalking under Oklahoma Criminal Law Oklahoma Penal Code, §21-1173, defines stalking as:
  - Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:
  - Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed or molested; and
  - Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested.

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

K. 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:
  - For emergency situations, contact the Midwest City Police Department (MWCPD) by calling 911.
  - For non-emergency situations, contact the Campus Security Office by calling (405) 733-7313.
  - 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.
PART II: SEXUAL MISCONDUCT, SEX DISCRIMINATION AND UNLAWFUL HARASSMENT GRIEVANCE PROCEDURE

DISCRIMINATION POLICY
Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational programs, activities, or services. The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. Complaints and grievances will be handled in accordance with the College’s Grievance Procedures (PDF).

OTHER 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 take the issue to 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 Senior 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 Senior 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 and Campus Compliance. 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 Director of Student Conduct and Campus Compliance 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.

GRIEVANCE PROCEDURES

A. General Statement

- This Policy covers the complaint and grievance procedure for all forms of discrimination, harassment, retaliation, or violence (whether on-campus or off-campus) that occur in conjunction with a College activity, athletic program, educational program, employment, or in conjunction with an application for enrollment or employment as well as administrative redress for employee grievances not in the aforementioned categories. All students, faculty, staff, guests, vendors, and visitors are required to comply with this Policy.

- Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational programs, activities, or services. If discrimination, including harassment or retaliation, occurs, the College will take prompt and appropriate corrective and remedial action.

- The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. This designee, in addition to handling inquiries regarding nondiscrimination policies, including issues of noncompliance, also coordinates the College’s Title IX Investigative Staff to ensure services to students, employees and guests of the College. Coordinator duties include periodic assessment of the College’s Title IX compliance, overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints, annual review of the College’s anti-discrimination statement, policies, and complaint procedures, and leadership of the investigative and record-keeping requirements set forth in this policy. The Title IX coordinator or designee will be available to meet with students as needed and to provide assistance to College law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.
B. General Duty to Report

• Rose State College encourages any person who believes that he or she has experienced discrimination, harassment, retaliation, or violence based on a protected status in conjunction with a College activity, athletic program, educational program, employment, or in conjunction with an application for enrollment or employment, to report that complaint to the Senior Director, Human Resources/AAO, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979.

• Where violations of sexual misconduct, harassment, and discrimination may have occurred, all Rose State College employees who have witnessed or who have been advised of such alleged violations have a duty to report claims of sexual misconduct, harassment, and discrimination to the Title IX Coordinator or a Deputy Title IX Coordinator. The campus Title IX Coordinator is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. The Deputy Title IX Coordinators are the Director, Student Conduct and Campus Compliance, 6420 SE 15th Street, Midwest City, OK 73110, Student Center Room 128, (405) 736-0213 and the Director for Residence Life, 1704 Hudiburg Drive, MWC, OK, 733110, (405) 733-7490.

• The only employees who do not have a duty to report are employees who are statutorily prohibited from reporting because of a privilege recognized under Oklahoma law – e.g., attorney-client privilege, physician- and psychotherapist-patient privilege, religious privilege, etc. Such a privilege would negate the duty to report only when the employee receiving the complaint is acting in the privileged capacity.

• Employees must promptly (i.e., within 24 hours of receiving information) report knowledge of sexual misconduct, discrimination, and harassment to the Title IX Coordinator or a Deputy Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. College employees, supervisors and administrators who receive a complaint of discrimination, harassment or retaliation must provide the complainant with information about filing such a complaint, including providing the complainant with the Discrimination/Harassment Complaint Form, if requested, and providing the complainant with contact information of the Title IX and Deputy Title IX Coordinators. The campus Title IX Coordinator is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. The Deputy Title IX Coordinators are the Director, Student Conduct and Campus Compliance, 6420 SE 15th Street, Midwest City, OK 73110, Student Center Room 128, (405) 736-0213 and the Director for Residence Life, 1704 Hudiburg Drive, MWC, OK, 733110, (405) 733-7490.
• If the College knows, or reasonably should know, about possible sexual misconduct, discrimination, and harassment, the College must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

C. Duty to Report Child Abuse
• Oklahoma law requires every person having reason to believe that an unmarried child under the age of 18 is a victim of abuse (including sex abuse) or neglect to report the matter promptly to the Oklahoma Department of Human Services. Under Oklahoma law, “abuse” means harm or threatened harm or failure to protect the health, safety, or welfare of a child by a person responsible for the child’s health, safety, or welfare. This includes, but is not limited to, non-accidental physical or mental injury, sexual abuse, or sexual exploitation. Under Oklahoma law, no privilege or contract shall relieve any person of this duty to report. The duty to report is individual, and no employer, supervisor, or administrator shall interfere with any person’s reporting duties or in any manner discriminate or retaliate against any person who in good faith reports suspected child abuse or neglect.

D. Reporting Cases of Sexual Violence
• Who to Contact
  o Any person who has experienced or witnessed sexual violence, including sexual assault, sexual battery, sexual coercion or another sex offense, should immediately contact the Campus Title IX Coordinator/Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979.
  o Any person who has experienced or witnessed sexual violence, including sexual assault, sexual battery, sexual coercion or another sex offense, may also contact:
    o Midwest City Police Department (MWCPD) at 911
    o College’s Security Office located at 6420 S.E. 15th Street, Midwest City, OK 73110, SC Room 100 or by calling (405) 733-7313 and/or any campus faculty member or administrator.
• Suggested Resources/Additional Contacts for Victims
  o In addition to services available from reporting contacts above, victims are encouraged to seek additional support from campus/community resources such as:
    • Domestic Violence/Sexual Assault: (800) 522-7233 or (405) 917-9922 (917-YWCA)
    • Rape Crisis Center: (405) 943-7273 (943-RAPE)
    • YWCA DVVP (for VPO Assistance and Information): (405) 297-1139
    • Professional Counseling Services available on campus: (405) 736-0266
COMPLAINT PROCEDURE AND INVESTIGATION

A. The Initial Complaint

• When the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, receives notice, either from the complainant or from any other source, that a violation of Policy has occurred, the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, will:
  o initiate any necessary actions to ensure the safety of the complainant as well as the campus at large;
  o determine the identity and contact information of the complainant (whether that be the reporting party, the alleged victim, a College representative, or other party);
  o identify the portions of this Policy allegedly violated;
  o advise the complainant that he or she need not participate in informal resolution;
  o notify the person bringing the complaint of his or her right to file a formal complaint and explain the procedure for doing so;
  o assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of prohibited conduct;
  o advise the complainant that he or she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency’s jurisdiction;
  o if the complaint is employment-related, advise the complainant that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) where such a complaint is within that agency’s jurisdiction; and
  o if the complainant alleges abuse or neglect of a child under the age of 18, report the matter promptly to the Oklahoma Department of Human Services (no privilege or contract shall relieve any person from this requirement, and failure to report is a misdemeanor under Oklahoma law).

B. Qualifications for Title IX and Deputy Title IX Coordinators and Investigators of Complaints Involving Sexual Discrimination, Sexual Harassment, or Sexual Violence

• Complaints Involving Sexual Discrimination or Sexual Harassment
  o A complaint involving allegations of sexual discrimination, sexual harassment, or sexual violence shall be reviewed, handled, investigated, and adjudicated only by persons with training or experience in:
    ▪ handling complaints involving sexual discrimination or sexual violence;
• the College’s relevant grievance procedures; and
  • relevant confidentiality requirements.
• Complaints Involving Sexual Violence
  • A complaint alleging sexual violence, including sexual assault or
    sexual coercion, shall be reviewed, handled, investigated, and
    adjudicated only by persons with adequate training or knowledge
    regarding sexual violence.
C. Submitting a Complaint
• Timeliness
  • Generally, any complaint should be filed with the College within
    180 calendar days of the alleged discrimination, harassment, or
    retaliation, to facilitate the process of gathering facts and evidence.
    Complaints that are filed after that time will be reviewed, but a
    lengthy lapse of time may make an investigation difficult.
• Obtaining the Complaint Form
  • Complaint Forms (ADM 44 - Discrimination/Harassment Complaint
    Form) are available online through the intranet Forms Handbook
    and from the Senior Director HR/AAO (also the campus Title IX
    Coordinator) or a Deputy Title IX Coordinator, as appropriate. The
    complaint shall include the following information:
    a. the complainant’s name and address;
    b. the name and title of the person(s) against whom the
       complaint is made;
    c. a statement of the accused’s specific acts that allegedly
       violated this Policy;
    d. the specific dates on which those actions allegedly took
       place;
    e. a clear and concise statement of any other facts that form
       the basis of the complaint;
    f. if the complainant is not the alleged victim, the
       complainant’s relationship, if any, to the person who
       experienced the prohibited conduct;
    g. a clear and concise statement of the remedy the
       complainant seeks; and
    h. the complainant’s signature.
• Submitting the Complaint Form
  • The signed complaint form may be submitted to the Senior Director
    HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX
    Coordinator, as appropriate, by mail, electronic mail or in person.
  • The campus Title IX Coordinator is the Senior Director, Human
    Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM
    Room 104, Midwest City, OK 73110, (405) 733-7979, anutter@rose.edu.
The Deputy Title IX Coordinators are:

- The Student Conduct Officer, 6420 SE 15th Street, Midwest City, OK 73110, Student Center Room 128, (405) 736-0355, elogan@rose.edu.
- The Director for Residence Life, 1704 Hudiburg Drive, MWC, OK, 733110, (405) 733-7490, aloveless@rose.edu.

Review of the Complaint

- Within 5 business days of receiving the complaint, the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, shall review the complaint to determine whether:
  - the written complaint is complete;
  - the written complaint alleges conduct prohibited by Policy; and
  - the complainant experienced the alleged conduct or is a personal representative of someone who experienced the alleged conduct, witnessed the alleged conduct, or is a faculty member or staff member who learned of the alleged conduct in his or her official capacity.

Defective Complaint

- If the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, determines that the written complaint is defective, he or she shall return it to the complainant within 5 business days of the defective determination, with a complete written explanation of why an investigation will not be initiated. This explanation shall state that:
  - the complaint does not meet the requirements of this policy;
  - the manner in which the complaint is defective; and
  - the fact that the complainant may submit a rewritten complaint. The complainant may submit a rewritten complaint within ten (10) business days of receiving written notice of the defective complaint unless the complainant provides good cause for extending this deadline.

D. Investigation of the Complaint

- Selection of the Investigator

  - If the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, determines the written complaint is sufficient, he or she, in his or her discretion, within 2 business days, may assign the investigation to a qualified internal designee. The Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, may also elect to investigate the complaint personally.
In cases of sexual discrimination, sexual harassment, or sexual violence, the investigator must meet the qualifications established in II.B of this Policy.

In all cases, the investigator selected will be a neutral, disinterested individual. The selected individual should not be a party to the complaint, the complainant or the accused, nor should the selected individual have a vested interest in the outcome of the investigation.

**Notification of the Accused**

Within 5 business days of the complaint being reviewed and determined to be a sufficient, valid complaint, the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, shall inform the accused of the filing and the general nature of the complaint in a manner that is appropriate under the circumstances. The Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, shall advise the accused:

- that the accuracy of the allegations has not been assessed;
- that the accused will have an opportunity to present his or her side of the matter; and
- that any conduct that could be viewed as retaliatory against the complainant or witnesses is strictly prohibited and would constitute a separate violation of this policy.

**Start of and Timeliness of the Investigation**

Once an investigator has been selected, he or she shall conduct the investigation in a timely manner and shall complete it expeditiously (usually within 30 calendar days or less) unless the matter is informally resolved or the complainant withdraws the complaint.

**Relation of the Investigation to Law Enforcement Investigation**

The investigation conducted pursuant to this Policy may be concurrent with an investigation by law enforcement officers, but it is not dependent on any law enforcement investigation. Further, the College will not delay investigation of complaints to allow law enforcement’s investigation to conclude. If the written complaint alleges sexual discrimination, sexual harassment (including sexual violence), or retaliation for claims of sexual discrimination and sexual harassment, the law enforcement investigation does not relieve the College of its independent obligation under Title IX to investigate. The College is not obliged to notify law enforcement of an alleged violation of this policy at any time, including prior to, during or at the conclusion of an investigation under the purview of this policy; however, as explained in Sections V.A and V.B. of this policy, the College may refer cases involving serious misconduct such as sexual assault to local law enforcement for possible criminal prosecution.
Protection for the Complainant during an Investigation of Sexual Harassment or Sexual Violence

Protection of the Complainant:
- Once the College has notice of allegations of sexual harassment or violence, the College shall immediately take steps to protect the complainant as necessary, including notifying the complainant of his or her options to avoid contact with the alleged perpetrator. The College may prohibit the alleged perpetrator from having any contact with the complainant during the investigation. The College will minimize the burden placed on the complainant for avoiding the alleged perpetrator. The College will provide the complainant with information about how to obtain services from resources available on and off campus, including those listed in I.C.2. The College may also consider steps, such as but not limited to, transfer to classes in similar sections, housing transfers to different buildings/floors, security escorts to and from parking areas, classes, housing and activities, etc. These remedies and actions will be implemented, as appropriate, on a case-by-case basis.

Anonymity and Confidentiality
- The College does not reveal information about complaints of discrimination except as necessary to fulfill its legal obligations.
- Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the College to respond.
- If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate while maintaining the complainant’s confidentiality and respond to the complaint consistent with the complainant’s request as long as doing so does not jeopardize the rights of other students or employees.

E. Rights of the Parties

Right of Representation
- Complainants and the accused shall be entitled to be accompanied by a representative or advocate (such as a colleague, parent, student advocate, etc.) of their choosing at all complaint meetings. All representatives or advocates are prohibited from disclosing any information concerning the content of a meeting or hearing. Representatives and advocates are also prohibited from any retaliatory conduct related to information disclosed during a meeting or hearing.
Legal advisors and attorneys may be present during any meetings or hearings but cannot participate directly in the process.

Rights of the Complainant(s)

- A complainant has the right:
  - to object to behavior that is perceived as hostile, threatening, or intimidating;
  - to be informed when an investigation begins of the allegations, any known facts surrounding the allegations, and a proposed timeline for resolving the complaint;
  - to seek counseling and advice from the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate;
  - to present relevant witnesses, evidence, and information at any meeting or hearing;
  - to have access to any information, to the extent permitted by the Family Educational Records and Privacy Act (FERPA) and by rules of privilege and confidentiality, that will be used at any meeting or hearing;
  - not to be personally questioned or cross-examined by the accused;
  - to the College’s taking reasonable steps to maintain the complainant’s reputation during the entire process and/or to restore the complainant’s reputation if it is damaged during any proceeding;
  - to be protected against retaliation from the accused or from other persons during or after the complaint process;
  - to a prompt and equitable resolution of the complaint; and
  - to receive a written notice of the outcome of the investigation.

Rights of the Accused

- A person accused of violating this Policy has the right:
  - to be informed by the complainant, either directly or indirectly through a third party, verbally or in writing, that a particular behavior was objectionable to the complainant; see Section II.E.2 for possible exceptions;
  - to be informed of the identity of the complainant(s), in most cases; see Section II.E.2 for possible exceptions;
  - to be informed when an investigation begins of the allegations, any known facts surrounding the allegations, and a proposed timeline for resolving the complaint;
  - to seek counseling and advice from the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate;
  - to present relevant witnesses, evidence, and information at any meeting or hearing;
to have access to any information, to the extent permitted by FERPA and by the rules of privilege and confidentiality, that will be used at any meeting or hearing;

• not to be personally questioned or cross-examined by the complainant;

• to the College’s taking reasonable steps to maintain the accused individual’s reputation during the entire process and/or to restore the accused’s reputation if it is damaged during any proceeding; if appropriate;

• to be protected against retaliation from other persons during or after the complaint process;

• to a prompt and equitable resolution of the complaint; and

• to receive a written notice of the outcome of the investigation.

F. RESOLUTION OF THE COMPLAINT

• The Investigative Report
  o Preparation
    ▪ Within 5 calendar days of completion of an investigation, determination that the complaint is defective, or completion of Further Proceedings, see Section IV.B.4., the Senior Director HR/AAO (also the campus Title IX Coordinator), a Deputy Title IX Coordinator, or assigned Title IX investigator, as appropriate, shall prepare a complete written report.

• Contents of Report
  o The investigative report shall:
    ▪ explain the decision of the Senior Director HR/AAO (also the campus Title IX Coordinator) or Deputy Title IX Coordinator, as appropriate, to determine the complaint to be defective, and therefore, the absence of an investigation (if applicable), along with the return of the complaint to the complainant

    ▪ clearly state the complainant’s decision to withdraw the complaint, and therefore, the absence of further investigation (if applicable)

    ▪ describe the circumstances giving rise to the complaint;

    ▪ summarize the statements provided by each witness, including the complainant, the accused and any witnesses identified by the complainant in the complaint or offered subsequently by the accused;

    ▪ analyze any relevant data or other evidence collected during the investigation;

    ▪ specifically state, under the ‘preponderance of the evidence standard’, whether the investigator finds it more likely than not, that the accused committed prohibited discrimination, harassment, or retaliation regarding each allegation in the complaint;
• state the investigator’s proposed resolution of the complaint, including, if appropriate, proposed sanctions against the accused; and
• state, as appropriate, the right of the complainant or the accused to bring further proceedings under IV.B.4. of this Policy (Further Proceedings).

• Notification and Distribution of the Investigative Report
  o Notification to Parties
    ▪ The Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, will provide both parties with a written notification of the findings of the investigation within 5 calendar days of completing the investigative report. For defective complaints, the returned complaint will serve as the notice to the complainant.
    ▪ The notification will include a summary of the complaint, the findings of the investigation, remedies requested by the complainant and the decision and explanation of the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate to grant or not grant requested remedies.
    ▪ The notification will afford the complainant or the accused the option, within 5 business days, to accept the findings and decisions of the Senior Director HR/AAO (also the campus Title IX Coordinator) or Deputy Title IX Coordinator, as appropriate, or the option for the investigative process and findings to be reviewed under Further Proceedings.
  o Distribution, as appropriate
    ▪ Unless unusual or complex circumstances exist, the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, shall complete and distribute the investigative report to the General Counsel, President, and any other Dean or Vice President deemed by the Senior Director HR/AAO (also the campus Title IX Coordinator) or Deputy Title IX Coordinator, as appropriate, to have a need to know of the findings of the Report within 60 days of the filing of the complaint.
    ▪ In cases of alleged employment discrimination the Senior Director HR/AAO, or his or her designee, shall complete the investigative report within 90 days of the filing of a formal written complaint and within that time will distribute the report and make the notifications described above. The complainant also has the right to
file a complaint with the EEOC or state agency where the case is within the jurisdiction of that agency.

- If the Accused is a Student:
  - The Family Educational Rights and Privacy Act (FERPA) generally prohibits the nonconsensual disclosure of personally identifiable information from a student’s educational record. However, FERPA permits the College to disclose to a harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. This information includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or that the harasser transferred to other classes or another residence building. Disclosure of other information in the accused student’s “education record,” including information about sanctions that do not relate to the harassed student, may result in a violation of FERPA.
  - When harassing conduct involves a crime of violence or a non-forcible sex offense, FERPA permits the College to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the College concluded that a violation was committed. Additionally, the College may disclose to anyone – not just the alleged victim – the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the College’s rules or Policies.
  - In addition, the College is subject to the federal Clery Act, which requires that “both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.” Compliance with this requirement does not constitute a violation of FERPA. Furthermore, the FERPA limitations on re-disclosure of information do not apply to information that the College is required to disclose under the Clery Act. Accordingly, the College may not require a complainant to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of this information.
Lack of Objection to the Findings
- If neither the complainant nor the accused objects, in writing, to the investigative findings within 5 business days after receiving notice of those findings, the investigative report’s findings and the proposed resolution shall become final and binding.

Further Proceedings
- Right to Further Proceedings/Review of Findings
  - The parties to a complaint may initiate further proceedings, within 5 business days of receiving the notification of findings, if a party is not satisfied with the findings of the College’s investigation. The Further Proceedings request must be in writing and is submitted to the Senior Director/Human Resources-AAO. The requesting party must state one of the following grounds for further proceedings resulting from the investigation:
    - There is new evidence that could have affected the decision that was not reasonably known prior to the issuance of the notification of findings;
    - The investigation or findings exhibited prejudice, bias or other unfair treatment that affected the outcome of the case; or
    - The institution’s stated Policies and procedures were not followed
- Rights of parties during Further Proceedings
  - The Senior Director/Human Resources-AAO will inform the opposing party of the Further Proceedings request within 5 business days of receiving the request, and will afford the opposing party the opportunity to submit, within 5 business days, a written response to the request for further proceedings.
- Decision of the Executive Vice President
  - The Executive Vice President will review the original complaint, the investigative process and report, the notification, and the party’s request for Further Proceedings.
  - The Executive Vice President may schedule meetings, as needed, with any party or advisor, to arrive at a decision to either uphold the investigation’s findings and remedies, or overturn all or a portion of the findings or remedies.
  - If personal appearances, evidence and witness statements are granted to the requesting party during
Further Proceedings, equitable opportunity, under a reasonable timeframe (5 business days) will be granted to the opposing party.

• The Executive Vice President will issue a final decision in the matter within 30 days after receiving the request for Further Proceedings.
• The Executive Vice President’s decision is final. The Executive Vice President, or designee, will inform both parties, in writing, of the Executive Vice President’s decision. Once the requesting party is notified of the Executive Vice President’s final decision, all administrative actions have been exhausted.

G. Sanctions for Violations of this Policy

• Faculty/Staff/Employee Sanctions for Violations of this Policy
  o In accordance with the College’s policies and procedures, the College may impose sanctions such as verbal reprimands, mandatory enrollment in seminars pertaining to prohibited discrimination and sexual harassment issues, written reprimands, demotions, suspensions without pay, and termination of employment. Referral to law enforcement may be appropriate as set out in above or as required by law.

• Student Sanctions for Violations of this Policy
  o In accordance with the College’s student disciplinary procedures, the College may impose sanctions such as verbal reprimands, mandatory enrollment in seminars pertaining to prohibited discrimination and sexual harassment issues, written reprimands, dismissal from class and/or other College activities, suspension or expulsion, depending upon the severity of the act. Referral to law enforcement may be appropriate as set out above or as required by law.

• Interim Suspensions
  o In extraordinary circumstances, where potentially serious and immediate harm may result to persons affiliated with the College and after consultation with the President, the Executive Vice President may relieve, reassign, or remove students, employees, faculty and/or staff members or administrators from their current positions/environment at any time during or after the investigation period.

H. Records Retention

• A confidential file of all materials, including the complaint, interview and investigation notes and records relating to the investigation of the complaint will be maintained in the Human Resources Office. The campus Title IX Coordinator, or a Deputy Title IX Coordinator, as appropriate, will be the only persons who have access to the file. The
file will then be handled in a manner consistent with applicable state and federal guidelines for maintaining records for this type of complaint. Nothing will be placed in the accused person’s official College files, including employment, contract or student records, unless disciplinary action is taken against the person.

I. Prohibition of Retaliation

• Consistent with the law and this policy, the College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College’s discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Any attempt to retaliate against a person for filing a complaint or participating in the investigation of a complaint may be treated as a separate violation of this policy.
SECTION IV: CAMPUS SAFETY

PART I: 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 procedures will be published as an Exposure Control Plan and will be available for public inspection in any Division Office and the Campus Safety Office.

PART II: CAMPUS SAFETY AND SECURITY

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 and visitors.

Rose State College safety and security initiatives include; emergency phones in all campus classrooms; 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. In the event of 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.

RAIDER ALERT: ROSE STATE COLLEGE EMERGENCY NOTIFICATION SYSTEM (RAVE)
Raider Alert is Rose State College’s emergency notification system. Raider Alert allows authorized Rose State officials to send emergency information and instructions simultaneously through cell phones, text messaging, landline phones, and Rose State College email to all registered students, faculty, and staff. All students are registered for Raider Alert by Rose State College with contact information provided to Admissions and Records at the time of admission to Rose State College. All students are required to contact Admissions and Records at (405) 733-7308 to provide updated contact information. All students are required to verify registration with Raider Alert and ensure all contact information is accurate. Students should visit https://www.getrave.com/login/rose and log-in using your Rose State College email address for the username and your assigned initial pass- word in the notification email from RAVE. For questions or concerns please contact the Coordinator, Safety, Security and Risk Management at (405) 736-0213.

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 (405) 736-0213.

THE OKLAHOMA SEX OFFENDER REGISTRATION ACT
In accordance with the Oklahoma Sex Offender Registration Act (57 O.S. 583), convicted sex offenders are required 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 (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 (Alliance Health Midwest), 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 Campus Security can provide assistance in arranging 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 so desire. 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)

1. 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.

2. 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.

3. 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.

4. If you have obtained a VPO, please provide a copy of the order to the Campus Security Office as soon as possible.

ACTIVE SHOOTER
Rose State College is committed to the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an active shooter scenario on Rose State College campus you should remain calm and respond in the manner that best ensures your safety, security, and survival. An active shooter scenario is a fluid and unpredictable situation; therefore, the Department of Homeland Security (DHS), the Federal Bureau of Investigation (FBI), and the Midwest City Police Department (MWCPD) recommend that you should respond in one or all of these approaches that best ensures your safety, security, and survival:

1. RUN: If feasible and safe, then you are to immediately evacuate campus and do not return until an all clear has been issued by Midwest City Police Department and the President of Rose State College.
2. HIDE: If evacuation is not feasible and safe, then you are to shelter/barricade in place into a safe and secure interior room. Turn off all lights, lock all doors, and silence all cell phones. Remain sheltered/barricaded in a safe and secure interior room until safe to evacuate and/or until an all clear has been issued by Midwest City Police Department and the President of Rose State College.

3. FIGHT: If feasible and safe, block all doors with furniture. Stay away from doors, windows, and all exterior walls. Be as quiet as possible. If neither evacuation nor shelter/barricade in place is feasible and safe, then utilize any means necessary to ensure your safety, security, and survival.

Should you witness alleged concerning behavior, first get to a safe location and immediately contact Midwest City Police Department at 911 followed by contacting Campus Security at (405) 733-7313. The only way to ensure a fun, safe and secure community is for all members of the campus community to take a proactive approach and report alleged concerning behavior. If you see something, say something. Midwest City Police Department may be contacted at 911 and Campus Security may be contacted at (405) 733-7313.

PART III: 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 Student Engagement. Student Engagement 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.

Student Engagement 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.

**PART IV: EMERGENCY MESSAGING**

**PERSONAL EMERGENCY MESSAGES**
The College does not provide a message delivery service; however, in an emergency situation, the class may be interrupted to deliver a message to a student. The Campus Security Office in the Susan Loveless Center, (405) 733-7313, is designated for emergency calls regarding such matters. For further assistance during normal business hours, Monday – Friday 8:00 a.m. to 5:00 p.m., please contact the Coordinator, Safety, Security and Risk Management at (405) 736-0213.

**RAIDER ALERT: ROSE STATE COLLEGE EMERGENCY NOTIFICATION SYSTEM (RAVE)**
Raider Alert is Rose State College’s emergency notification system. Raider Alert allows authorized Rose State officials to send emergency information and instructions simultaneously through cell phones, text messaging, landline phones, and Rose State College email to all registered students, faculty, and staff. All students are registered for Raider Alert by Rose State College with contact information provided to Admissions and Records at the time of admission to Rose State College. All students are required to contact Admissions and Records at (405) 733-7308 to provide updated contact information. All students are required to verify registration with Raider Alert and ensure all contact information is accurate. Students should visit https://www.getrave.com/login/rose and log-in using your Rose State College email address for the username and your assigned initial pass- word in the notification email from RAVE. For questions or concerns please contact the Coordinator, Safety, Security and Risk Management at (405) 736-0213.

**PART V: LOST AND FOUND**
Campus Security in the Susan Loveless Center Building maintains a lost-and-found department. Any articles found shall be turned in to the Security Office in the Susan Loveless Center Building and all inquiries regarding lost items shall be made in the Security Office or by calling (405) 733-7313.

Unclaimed items remaining in the lost-and-found after the semester will be disposed of at the close of the subsequent semester.
PART VI: MOTOR VEHICLES - GENERAL INFORMATION

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, shall not be required to purchase an Oklahoma automobile or motorcycle license plate, provided that the state, federal district, territory or possession of the United States of which the student 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. This exemption for non-resident students 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.

A. The speed limit on all College drives and streets is 25 miles per hour unless posted otherwise.

B. The speed limit in College parking lots is 10 miles per hour unless posted otherwise.

C. 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.
D. 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).

E. 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.

F. Bicycles:
   1. 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.
   2. 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.
   3. 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.

G. The use of roller skates, skateboards, or roller blades is prohibited on the College campus.

H. 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-striping, 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 Administrative Services located on the first floor of the Administration Building. The hours are posted.
   • 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.
   • 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 be 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 Administrative Services 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 Engagement, located in the Student Services Building, 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 Engagement
6420 S.E. 15th Street
Midwest City, OK  73110-2799

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

COMMITTEE ON STUDENT TRAFFIC VIOLATIONS
A. MEMBERS
   • Director, Student Engagement (ex-officio)
   • Three students appointed by the Student Senate
   • Auxiliary Enterprises Representative (shall function as ex-officio)

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

C. MEETINGS
   • The Committee meets when necessary.
SECTION V: DRUG-FREE CAMPUSES

As an educational and public service institution, Rose State College (RSC) recognizes its responsibility to promote a productive learning and work environment. The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989 required the establishment of anti-drug programs and prohibited the use of illicit drugs in the workplace of an educational institution that received federal funds. In order to meet its responsibilities, the College has established the following policy:

PART I: PHILOSOPHY

Rose State College is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy. The maintenance of a drug-free campus is part of this commitment.

The drug-free policy is designed to provide a drug-free environment for students and employees wherein intellectual, physical and social activities may occur. The long-term well-being of students and employees is the objective of the policy.

PART II: POLICY

The illegal manufacture, distribution, possession or use of illicit drugs or alcohol on the Campus or anywhere else as any part of the College’s activities is strictly prohibited. The prohibition of use or consumption of alcoholic beverages shall not be construed to apply to functions or activities conducted at the Communications Center or Atkinson Center by independent contractors.

Employees are forbidden to perform safety-sensitive, security-sensitive or image-sensitive functions for the College while a prohibited drug is in his/her system or possession. An employee must notify his/her supervisor in writing of a criminal conviction of a drug-related or alcohol-related offense no later than five calendar days following the conviction.

A referral service for drug or alcohol counseling and treatment is available through the Student Affairs area to students and employees. Treatment and rehabilitation programs will be conducted at the direction and the expense of the student or employee. Sick leave or other appropriate benefits may be available for treatment or rehabilitation services for benefits-eligible RSC employees. Seeking help from, being referred to or from these services is confidential and will not, alone, result in any disciplinary action. Individual privacy will be maintained in any counseling/rehabilitation process. Satisfactory completion of a treatment or rehabilitation program may entitle the student or employee to re-enter a Campus program of study or employment.
Drug and alcohol testing of applicants for regular positions (50% or more) and current employees shall be conducted in accordance with applicable federal and state law. RSC requires all job applicants for regular positions (50% or more), who have received a conditional offer of employment, to undergo drug and alcohol testing prior to employment. Also, RSC may require or request current employees to undergo testing under the following circumstances: for-cause (reasonable suspicion) testing; post-accident testing; random testing; scheduled, periodic testing; and, post-rehabilitation testing.

The above stated circumstances are further explained in Section 1-1 (b) Alcohol and Drug Testing Policy Applicable to RSC Employees and Applicants. Employees and students are required to abide by the terms of this policy as a condition of employment or matriculation.

Students and employees will receive notification of the College’s policy, applicable legal sanctions and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

A violation of this policy will be considered a major offense, which can result in the immediate recommendation for dismissal of an employee or expulsion of a student. Employees may be required to demonstrate satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

RSC’s Drug-Free Campus Policy is available in its entirety at www.rose.edu, the College’s Policies and Procedures Manual or through the Office of Human Resources, Administration Building, Room 104.

PART III: HEALTH RISKS

Serious health risks are associated with the use of illicit drugs and the abuse of alcohol and include, without limitation: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects follows:
ILLICIT DRUGS

Amphetamines/Methamphetamine Stimulants: (Speed, uppers, crank, caffeine, ecstasy, etc.)
Speed up the nervous system, which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids
Seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants/Benzodiazepines: (Downers, Quaaludes, Valium, etc.)
Slow down the central nervous system, which can cause decreased heart and breathing rates, lower blood pressure, slow reactions, confusion, distortion of reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack/Ice
Stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens: (PCP, angel dust, LSD, etc.)
Interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma and heart and lung failure.

Cannabinoids: (Marijuana, hashish, hash, etc.)
Impairs short-term memory, comprehension, coordination and motivation. May cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics: (Heroin, Morphine, Demerol, Percodan, etc.)
Initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.
OTHER ADDICTIVE SUBSTANCES

Alcohol
Causes short-term changes in behavior, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain. Alcohol may cause such conditions as: ulcers, gastritis, malnutrition, delirium tremors and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

Tobacco/Nicotine
Causes the death of an estimated 170,000 people in the United States each year from smoking-related coronary heart disease. About 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Further information concerning health risk may be found in the Student Affairs area. One’s personal physician should also be consulted about the health risks associated with alcohol and drug use.

PART IV: REHABILITATION PROGRAMS
A referral service for students and employees is maintained in the Student Affairs area. In addition, the toll-free, hotline numbers listed herein may be of use to those needing help or advice:

Alcoholic Anonymous
(405) 524-1100

CODA Meetings (12 steps)
All Souls Episcopal Church
(405) 524-2677

Crisis Hotline
(405) 522-8100

Moore Alcohol Drug Center, Inc.
(405) 799-7761

NAIC Center for Oklahoma Alcohol and Drug Services, Inc.
(405) 321-0022

Narcotics Anonymous
(405) 524-7068

National Clearing House for Alcohol and Drug Information
1-800-729-6686

National Council on Alcoholism
1-800-622-2255

National Institute on Drug Abuse (NIDA) and Referral Line
1-800-662-HELP or www.nida.nih.gov

Reach-Out Hotline
(Alcohol, drug crisis intervention, mental health and referral)
1-800-522-9054

S.T.A.R.T. Unit – St. Anthony Hospital
(405) 272-6216

Women’s Resource Center
(405) 364-9424
PART V: COLLEGE SANCTIONS
Disciplinary sanctions for violations of the standards of conduct required by this policy will be imposed on students and employees as identified in the Student Handbook (for students) and the Policies and Procedures Manual (for employees). Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense could seriously affect one’s record and prevent entry into many careers. RSC requires students to abide by the terms of this policy as a condition of College attendance.

PART VIII: EXTERNAL SANCTIONS
Under federal law, the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol are severe penalties for distributing, dispensing or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions and whether death or previous injury resulted from use of the drug in question (this is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is the first offense (no prior convictions), the offender is subject to imprisonment of not more than 5 years, a fine of $250,000 or both. However, if 50-100 kilograms of marijuana are involved instead of 50, and all other factors are the same as in the preceding example, the offender is subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then the offender is subject to not less than 20 years to life, a fine of $1,000,000 or both.

While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year of imprisonment, a fine of at least $1,000 but not more than $100,000 or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison but not more than 20 years, a fine of $250,000 or both.

State law provides similar penalties with regard to the simple possession, distribution or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to one year in the county jail. A second or subsequent conviction for simple possession of marijuana carries two to ten years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of two years to life in the penitentiary and a fine of up to $20,000 for the first conviction. A second or subsequent conviction carries a punishment of four years to life in prison and a fine of up to $40,000. Depending on the quantity involved, a convicted individual could be sentenced under the Oklahoma “Trafficking in Illegal Drugs Act” which provides for much harsher penalties.
In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by persons under 21 years of age in a public place is a misdemeanor punishable by a fine not to exceed $100 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by persons under 21 years of age in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed $100 or both.3

There are also state laws concerning driving under the influence of alcohol and using a false driver’s license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances, conviction of a felony or misdemeanor for such an offense may cause forfeiture of driving privileges. Local (municipal/city) laws are similar to those described above. If drugs are involved, the city may defer to the state or federal authorities for more severe penalties. If alcohol is involved, one may be convicted of violating both local and state law and punished according to both laws.

Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to: fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual’s criminal record and may prohibit certain career and professional opportunities.

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

Rose State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA); Genetic Information Nondiscrimination Act of 2008 (GINA); and other federal laws and regulations, does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to: admissions, employment, financial aid and educational programs, activities or services. The Affirmative Action Officer is the Executive Director, Human Resources/AAO. Issues of noncompliance need to be referred to the Affirmative Action Officer, Administration Building, Room 104, telephone (405) 733-7979.

1 Cocaine, marijuana, opiates, amphetamines, and other designated substances as set forth in Section 202 of the Controlled Substances Act (21 U.S.C., sec 812)

2 Cocaine, marijuana, opiates, amphetamines, and any other drug or substance as set forth in Schedules I through V of the Uniform Controlled Dangerous Substances Act, 63 O. S. 1981, Sec. 2-101, et seq., as amended.

3 Under RSC regulations, no 3.2 beer or other alcoholic beverages are permitted on the Campus or anywhere else as any part of the College’s activities. The prohibition of use or consumption of alcoholic beverages shall not be construed to apply to functions or activities conducted at the Communications Center or Atkinson Center by independent contractors.
SECTION VI: ACADEMIC INFORMATION

PART I: ACADEMIC FORGIVENESS AND RELATED INFORMATION

ACADEMIC FORGIVENESS
Currently enrolled students may be granted academic forgiveness by repeating individual courses or reprieving complete semesters. Although all courses and grades will be reflected in a student’s cumulative GPA, those courses that are forgiven will not be used in calculating the student’s retention and graduation GPA’s. All academic forgiveness requests require the College Registrar’s approval. 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. Academic reprieves and renewals cannot be reversed at any time once processed.

REPEATED COURSES
Students can retake courses and have only the second grade earned count in the GPA calculation up to a maximum of four courses (not to exceed 18 hours) in which the original grade earned was a “D” or “F.” Students may visit the Office of Admissions and Records to receive more information about the procedure. Forgiven courses cannot be used for hours toward graduation or degree requirements.

ACADEMIC REPRIEVE
Students may request an academic reprieve of up to two consecutive semesters if they can demonstrate to the appropriate institutional officials extraordinary circumstances which contributed to or caused them to do poorly.
Guidelines for reprieves include, but are not limited to:

1. At least three years must elapse between the time grades were earned and the reprieve request;
2. Prior to requesting the reprieve, students must have earned a GPA of 2.00 or higher with no grade lower than a “C” in all regularly graded coursework (minimum of 12 hours) excluding activity or performance courses;
3. Students must petition for a reprieve according to institution policy;
4. Reprieved courses cannot be used for hours toward graduation or degree requirements.
5. Students cannot receive more than one reprieve in his/her academic career;
6. Students cannot combine an academic reprieve with an academic renewal request; and,
7. A reprieve cannot be reversed at any time.

Students may visit the Office of Admissions and Records to receive more information about procedure.
ACADEMIC RENEWAL
Currently enrolled students who have been out of higher education for a number of years may request that all coursework more than five years old not be counted in the GPA. Requirements for academic renewal include:

1. Students may receive only one academic renewal in their academic career;

2. Prior to requesting the renewal, students must have earned a 2.00 or higher with no grade lower than a “C” in all regularly graded coursework (minimum of 12 hours), excluding activities or performance courses;

3. All courses will remain on students’ transcripts;

4. Renewal courses cannot be used for hours or content toward graduation or degree requirements;

5. Students may not combine an academic reprieve and an academic renewal request;

6. Students must be a currently enrolled undergraduate student; and,

7. A renewal cannot be reversed at any time

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

PART II: ACADEMIC GRADE APPEALS
FUNCTIONS
The Academic Grade Appeals Committee provides an opportunity for students to challenge a final grade if a solution cannot be reached through proper academic channels. Examples of such appeals may include a student’s appeal of a grade in a class based on a miscalculation or interpretation of a student’s grade in a class, attendance reporting procedures, or a mistake made by the professor resulting in the student receiving a grade lower than would have occurred if the alleged issue had not occurred. Appeals for final grade review must be made within 90 working days after the grade in question appears on the permanent record, or a special extension of time must be granted by the Vice President for Academic Affairs. Information concerning procedures to be followed is available from the Associate Vice President for Academic Affairs located in Fine Arts 100. The Committee will not address requests to change an assigned grade, including a W, to a drop nor will the committee review appeals regarding the faculty/administrative assignment of an Administrative Withdrawal. Also, the Committee will not accept or address appeals requesting an Incomplete for a course.
MEMBERSHIP
• Chairperson - Associate Vice President for Academic Affairs Registrar/Director of Admissions and Records
• Dean - One Division Dean, selected by the Vice President for Academic Affairs to serve one year.
• Faculty - Two faculty members selected by the Faculty Senate to serve one year.
• Student - One student selected by the Student Senate to serve one year

MEETING SCHEDULE
Fall and Spring Semesters - Normally on Thursday 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.

PART III: 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.

PART IV: 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.
PART V: 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 in the event of an absence. Students should consult the Class Syllabus to find out the impact upon his/her grade in each class. A student is 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.

PART VI: PROFICIENCY IN THE ENGLISH LANGUAGE
English proficiency. All students seeking to enroll at a college or university of the State System and for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission, either as first time students or by transfer from another college or university. The intent of this policy is to admit only those students into an institution who have a reasonable chance of success based on their ability to comprehend and use spoken and written English. Students must either demonstrate their competency in English through passing the test as described below or demonstrate proficiency through successfully completing the State Regents’ high school core requirements in an English speaking school. In administering this policy, institutions will err on the side of assuring competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category of admission within the State Regents’ general policy on admission. For students who have not taken their high school core curriculum in an English speaking school, the institutions will use the following minimum standards to determine English language proficiency.

PART VII: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act of 1974, as amended, require each postsecondary educational institution to publish and make available to its students statements of policy which specify institutional intent in the following matters:

- 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 the 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 student 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 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.

**PART VIII: HONOR ROLL**

**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 “0” 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.

PART IX: LEARNING RESOURCES CENTER
The Learning Resources Center (LRC) is home to a variety of academic services and resources consisting of the Library, Academic Testing, the Tutoring Center, Academic Innovation, and Academic Outreach. For service hours, please visit us online at http://lrc.rose.edu or call 405.733.7370.

The Library maintains a large collection print and nonprint items, including access to a variety of full-text electronic databases and e-books. A professional librarian is on duty at the Ask Here Desk during Library hours to help students with research questions. Many Library services, including our Ask-a-Librarian chat service, are available online. For research help, get in touch with a friendly RSC Librarian at refdesk@rose.edu, 405.733.7543, or by texting the word rosie to 66746.

Student borrowing privileges begin when issued a Student ID card after enrollment. Student borrowing privileges end on the last day of the semester in which the student is enrolled or on the date the student withdraws from college. A valid Student ID card is required to check out materials. Students may check out circulating books for a period of 21 days. Reference books, audiovisual materials, and periodicals may not be checked out by students. Textbooks for some of our classes are available at the Circulation Desk and may be used in the Library for a 2-hour checkout period with a valid Student ID card.

Computers in the Open Computer Lab are available to students, other campus users, and guests. The computers on the north side of the lab are reserved exclusively for current students. Computers on the south side of the lab are available for other campus users and guests. If the lab is busy, current students have priority over other users. Computers in the Open Computer Lab provide users with Internet access and Microsoft Office software. A limited number of computers are equipped with scanners and specialized software. Computer users may print a limited number of pages daily from a lab computer.
Borrowing privileges are automatically blocked and a hold is placed on academic records when a student has overdue materials. The Library will attempt to send notification about overdue materials via the student’s Raider e-mail account. The borrower will be responsible for clearing holds by returning all overdue books and paying necessary fines. Materials kept for more than one year that are damaged, already replaced, or obsolete may not be accepted. In this instance or in the case of a lost book, the Coordinator of Library Access Services or the Director of Library Services may, at his/her discretion, charge the borrower the full value of the book plus a $10 processing fee. If full value is charged, the student or other patron may keep the book. If a lost book which has been paid for is found and returned, the library will retain the processing fee and refund the price of the book.

**Academic Testing** administers tests at the professor’s request for math and science courses, internet and hybrid classes, make-up tests for on-campus courses, tests for students with accommodations, advanced standing exams, and computer proficiency exams. Correspondence testing is done by arrangement only and requires special permission. Students should be prepared to present a valid Rose State College Student ID card to take a test. Exams may not be started within one hour of closing. All tests must be submitted 10 minutes before closing regardless of how much time the instructor has allotted for test completion. Children are not allowed in *Academic Testing* while their supervising adult is testing.

**The Tutoring Center** provides free tutoring services to all Rose State College students. One-on-one tutoring is available for many of the required general education courses, with special emphasis given to English Composition, History, Political Science, Science, and Mathematics courses. All tutoring must occur in the *Tutoring Center* under supervision of *Tutoring Center* staff. Online tutoring is available on a limited basis as funding allows. Students must agree to the *Tutoring Center* policies before engaging in tutoring activities. Please call or drop by the *Tutoring Center* to sign up for a tutor or ask about tutoring.

**The STEM Lab**, housed within the Tutoring Center, provides a quiet place to study and work on assignments for Science, Technology, Engineering, and Mathematics courses. Friendly, knowledgeable Lab Assistants roam the Lab to help answer questions on an as-needed basis. The STEM Lab also has computers, textbooks, graphing and scientific calculators, and other supplies like rulers, compasses, and protractors that can be used in the Lab.

**Academic Innovation** provides faculty consulting, training, and other assistance as needed in the area of faculty development, quality course design, and academic technology. Academic Innovation has a design space for faculty and staff members to collaborate on projects with one another. In addition, Academic Innovation manages and supports the online learning platform used in both online and on-campus courses.
Academic Outreach provides case management services to concurrently enrolled high school students and students at other facilities in Oklahoma. Services include coordination and promotion of College courses and programs with constituent students and educational partners, operation and maintenance of local and remote interactive telecommunication learning sites, and operation of the campus cable system.

Students and guests must follow all College policies while using the Learning Resources Center. Disregarding these, including unauthorized removal, or attempted removal, of Library materials will be reported to Campus Security and/or the Office of Student Conduct. Note that for safety reasons, children must be supervised by an adult at all times. Staff members cannot assist with supervision of children because of the support duties related to their positions.
PART X: STUDENT PUBLICATIONS

15th Street News is the College’s monthly newspaper. Issues are available on the:
- Newsstands located in each building on campus and in FA 110
- Online – 15thstreetnews.org
- Archive – rose.edu/15th-street-news or 15thStreetNews.org
- Social Media – Facebook.com/15thStreetNews, Twitter: @15thStreetNews, Aurasma: @15thStreetNews

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 student editor, Adviser to the 15th Street News or the Dean of Humanities.

PART XI: STUDENT RIGHTS AND RESPONSIBILITIES

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.

STUDENT RIGHT-TO-KNOW ACT

Institutions of the Higher Education are required 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 annually. This information can be found on the College website.
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.

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.

PART XII: STUDENT SUCCESS CENTER
Designed to support students’ academic advancement and personal development, the Student Success Center connects students with campus resources. We provide free workshops on financial literacy, test taking tips, note taking and other study skills. The Student Success Center is located in the Student Services Building, Rm. 100 A-B and is open to all students. For more information contact 405-733-7334.
SECTION VII: RESOURCES, SERVICES & INFORMATION

PART I: ACADEMIC ADVISEMENT

There are two basic types of enrollment available to students: advisor assisted or independent enrollment. Students may utilize the appropriate enrollment option from the following:

ADvised Enrollment
Advisor-Assisted Enrollment is available for students who have questions about course requirements or sequencing. This method of enrollment is required for all students on suspension/probation/academic notice.

First time entering college students, concurrent high school students or undecided majors can seek help in the Student Services Building, Room 100. Students with previous College experience and a declared major should seek enrollment or advisement assistance from the advisor in their respective academic division.

INDEPENDENT ENROLLMENT

Independent or self-advised enrollment is only available to students in good academic standing. Options available to students under independent enrollment consist of online enrollment and telephone enrollment for returning students.

Internet Enrollment is available through OASIS. Online enrollment can be accessed through the following address: http//oasis.rose.edu.

Students must know their Student I.D. number and have a valid password. Steps for on-line enrollment and course listings are available on-line or in the Academic Advisement Offices.

PART II: ACCOMMODATIONS PROCEDURES

Policy to Request, Receive and Grant Accommodations

STATEMENT OF ROSE STATE COLLEGE’S OBLIGATION

Rose State College is obligated under Title II and Section 504 to provide appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability. Rose State College complies with Section 504 of the Rehabilitation Amendment Act and the Americans with Disabilities Act. Students with disabilities are provided with a physically accessible campus and special services designed to meet their needs. Special parking is provided for people with disabilities; and there are ramps, elevators, and covered walkways to the classroom buildings. Adaptive Technology is available for student use on campus by contacting Student Access Services.
STUDENT ACCOMMODATIONS

Students with disabilities requiring accommodations to access programs of instruction and/or services will make the initial request and provide official documentation for accommodations to the Coordinator of Student Access Services, located in the Learning Resource Center. The telephone number is 405-733-7373. The Coordinator of Student Access Services will review the documentation, engage in an interactive process with the student, coordinate with faculty, staff, or administrators to consider the request and provide the appropriate accommodations.

While early requests are recommended, at no point throughout the semester is a request for accommodations from a student denied consideration; however, accommodations will not be retroactive. Therefore, early implementation of the process is definitely in the student’s best interest. The student desiring academic adjustments and/or auxiliary aids will be advised to request their specific accommodations two-to-four weeks before the beginning of each semester in order to assure that timely communication is given to faculty and staff.

Students are provided with the contact information to make an appointment with the Coordinator of Student Access Services. This information is provided in the Student Access Services brochure (available in all initial contact offices including all academic advisement offices), the RSC Catalog, the Student Handbook, the RSC schedule book and online at www.rose.edu. This information is also included in each class syllabus with a uniform statement with contact information.

PROCESS TO RECEIVE ACCOMMODATIONS

• Initial Appointment
  
  A. Student secures documentation from a diagnosing professional. This may be a copy of the psycho-educational evaluation from high school (may be with an IEP); or it may be a note from a medical doctor or therapist concerning the diagnosis of the disability.

  o Note about documentation: When a student makes an inquiry about the procedure of securing accommodations at Rose State College, the student is instructed to “Secure documentation from your diagnosing professional.” Rose State College does not provide evaluations of students’ disabilities. It is the student’s general responsibility to ensure the documentation submitted by the appropriate professional is sufficiently detailed to allow the Student Access Services Coordinator to correlate the diagnosed disability with the accommodations being
requested as part of the interactive process. After reviewing the student’s documentation submitted, if there is question as to the legitimacy of the information provided, the College may request its own evaluation. If the College exercises this right under these circumstances, attainment of the required information will be at College’s expense.

For more information please reference the OCR Bulletin, Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities, September 2011. It may be found online:
http://www2.ed.gov/about/offices/list/ocr/transition.html.

1. Documentation should include:
   - Diagnosis of condition (including relevant assessment/evaluation results/data);
   - Information about duration, severity, and/or prognosis;
   - A sentence or two concerning the manner in which the disability will impact performance in the classroom or related to completing coursework.

2. Student submits documentation to the Coordinator of Student Access Services. Documentation may be faxed to: 405-733-7549; or emailed to jgriffith@rose.edu; or mailed to Coordinator of Student Access Services, Rose State College, 6420 SE 15th Street, Midwest City, OK 73110.

3. Student completes the Request for Accommodations form online and submits via e-mail to jgriffith@rose.edu, or via fax to: 405-733-7549 (attn.: Janet Griffith).

4. Student makes an appointment with the Coordinator of Student Access Services by calling (405) 733-7373. The Coordinator of Student Access Services’ office is currently located in the LRC, room 106 (building #5 in online campus map). The medical documentation and Request for Accommodations should be submitted prior to making this appointment. Student may bring the Request for Accommodation to the appointment in person if preferred.

5. Student attends appointment. Student should expect the initial appointment to last about an hour.
• **Interactive Process**

During the initial appointment, student discusses his/her educational plans and the functional limitations caused by his/her disability with the Coordinator of Student Access Services. This will include a discussion that appropriate accommodations are those which create equal access for students with disabilities. Accommodations are determined on a case-by-case basis through an interactive process between the student and the Coordinator of Student Access Services. Consideration is also given to the feasibility and the effect on the academic program in providing a student with a disability access to its educational program prior to consideration of cost.

If a requested accommodation does not seem appropriate based on the above areas, the Coordinator of Student Access Services may identify possible appropriate alternatives to the student. Rose State College will not modify essential course and program requirements. If there are further questions about the appropriateness of an accommodation or adjustment, the Coordinator will schedule a follow up appointment with the student to allow the Coordinator to consult with faculty, program directors, and/or dean to clarify the essential elements. The Coordinator, along with consulted parties, will work to collaboratively identify appropriate accommodations for the student.

Coordinator will meet with the student for the follow up appointment to discuss the accommodations determined by the Coordinator and consulted parties. If agreeable, the Coordinator will provide the student with the required accommodation forms. If not agreeable, the Coordinator will provide the Student with the College’s grievance procedure to allow the student to appeal the Coordinator’s decision. Student and Coordinator will repeat all or part of the above process, as necessary, for subsequent semesters. Accommodation forms are only applicable for a single semester.

• **Notification to Faculty of Accommodations Granted**

The student then has the responsibility of communicating with faculty and any other relevant staff the provisions of the academic adjustments and/or auxiliary aids approved within the accommodations. Students may choose how approved accommodations are communicated to faculty. Currently two methods are utilized:

A. Students on campus usually come to the Student Access Services Office each semester to pick up their accommodation forms. For
students on campus, the completed forms that include the approved accommodations is given to the student to present to their professors. Any student may request that accommodation forms be emailed to professors. However, even in the email, the coordinator states that the student will email the professor to see if they need to discuss any logistics of implementing the accommodations.

B. Online students usually email their request for accommodations each semester. For online students the completed forms are emailed to the professor with a “cc” copy also to the student.

• **Subsequent Semesters**

Students on campus usually come to the Student Access Services Office each semester to pick up their accommodation forms. Online students usually email their request for accommodations each semester. For students on campus, the completed forms that include the approved accommodations is given to the student to present to their professors. For online students the completed forms are emailed to the professor with a “cc” copy also to the student. Any student may request that accommodation forms be emailed to professors. However, even in the email, the coordinator states that the student will email the professor to see if they need to discuss any logistics of implementing the accommodations.

The methodology utilized by Rose State College to let students give the accommodation form to each professor has traditionally been a common practice within higher education. This method empowers each student to communicate with each professor concerning the accommodations that have been listed on the accommodation form completed by the Coordinator of Student Access Services. Students are told to use the transmittal of the accommodation form to the professor as a tool to create dialogue with that professor to discuss any details. These accommodations are a product of the student and coordinator working together to identify and implement the appropriate accommodations for each individual student. Accommodations for a student may vary depending on the specific courses enrolled in each semester. For example, a calculator may be approved for a Math course; however, would be inappropriate for most English courses. The accommodations reflect the content and needs of each specific course in relationship to the functional limitations caused by the individual’s disability. The completed and signed accommodation forms are given to the student. The student is instructed to give the accommodation form to each professor before or after the next class and arrange a meeting with the professor to
discuss the specifics of the implementation of the accommodations listed. This step has been viewed as a vital step in assisting the student to learn to be his/her own advocate in the transition from common education to higher education; and, also, to help create discussion between the student and each professor. The student is told the form instructs the professor on how to contact the Coordinator of Student Access Services if the professor has any questions. Students are also told to let the coordinator know if there are any questions or concerns they may have as the semester progresses.

Students are informed at this time that each semester they will request accommodation forms for that specific semester’s enrollment. If the student is on campus, they may come to Student Access Services for the completion of these forms. If the student is enrolled in online courses, then the student may email or call the Student Access Services Office to discuss accommodations and request that forms be emailed to the professors. If emailed, the email sent to the professor is copied to the student and it is stated to both the professor and the student that the student will contact the professor to coordinate any necessary details, such as when the test will be in the testing center, when the professor expects the student to complete the exam, etc. As stated previously, any student may request that accommodation forms be emailed to their professors by emailing the Coordinator of Student Access Services.

DENIAL OF REQUESTS FOR ACCOMMODATIONS
Accommodations may be denied for two reasons. First, the accommodation may be denied because it is not seen as appropriate based on documentation and/or the interview with the student concerning functional limitations created by the disability. For example, a student may request untimed tests; however, the documentation and the interview establish that no functional limitation of the disability has suggested that it might be accommodated by giving the student additional time. The second reason to deny an accommodation would be if it is considered not appropriate due to altering a fundamental component of the course and/or program. At that point accommodations will be placed on hold until the subject can be discussed with the faculty, department head, and/or the dean or associate dean to determine the appropriateness and whether the requested accommodation interferes with an essential component of the course.

If a student’s requested accommodation is denied, the student will be provided a written detailed explanation of the process the College used to make the decision. This written notification will include the information needed for the student to appeal the decision using the Rose State College grievance process. Information about this process will be provided to students upon request.
PART III: ADMISSION AND RE-ADMISSION APPEALS

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 re-admittance: Students who have been suspended from Rose State College may petition for re-admittance.

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.

MEMBERSHIP
- Chairperson - Registrar/Director of Admissions and Records Representative from Financial Aid
- Director, Student Engagement
- Engagement 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.

MEETING SCHEDULE
Fall and Spring Semesters - Normally on Friday afternoon two weeks before the sixteen-week session and additional meetings prior to the beginning of the semesters as needed.
Summer Semester - Normally on the Friday afternoon two weeks before the eight-week session and additional meetings prior to the beginning of the semester as needed.

PART IV: 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 pre-paid 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 www.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 class 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.

**CANCELLED 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 these 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.

**ROSESTATE@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.

PART V: 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 student 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 upon enrolling in classes. 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.

PART VI: COUNSELING SERVICES
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 Learning Resource Center (LRC), Room 106. To schedule an appointment call (405) 733-7373.

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

2. 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.

3. 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.

4. 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.

5. 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, have a high school diploma or GED 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). 2017-2018 aid year, the maximum Pell Grant allowed by law is $5,920 per academic year based on full-time enrollment. Pell Grant recipients have a limit of 12 full-time equivalent semesters (600%) of eligibility. After 12 full-time equivalents 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.

**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 officially defined borders of the aforementioned school districts.

Residency will be self-reported. However, if a question arises regarding the student’s residency status, documentation to support the residency of the student within the Mid-Del or Choctaw school district may be required by the Office of Financial Aid. The funding offsets charges for tuition and mandatory fees not covered by “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 paid by “Oklahoma’s Promise” or other assistance programs. For more information, visit www.rose.edu or contact the Rose State College Financial Aid 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.

PART VIII: 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:
1. be a citizen or permanent resident of the United States;
2. be a legal resident of the state of Oklahoma;
3. be officially admitted to or eligible for admission to Rose State College; and
4. enroll in a minimum of six (6) credit hours each semester of an award.

SCHOLARSHIP GUIDELINES
Scholarship recipients will:
1. receive only one Rose State College Foundation scholarship per semester;
2. receive one-half of an annual award each semester; and
3. 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.

PART IX: G.R.A.D CENTER
The G.R.A.D. Center (Graduation, Retention, Advocacy and Diversity) is a one stop office for students who need guidance and assistance. This office evaluates Rose State College credits, as well as, transfer credit through a Degree Audit process. We also process the Application for Graduation, issue diplomas, and prepare the program for Commencement. Students should request a degree audit when they have completed 32 college-level credit hours or upon transferring to Rose. This office also supports retention efforts for the campus and serves as the advocacy center.
for all students. Our diversity component will offer the support services needed for minority students, as well as promote a culturally rich campus. The G.R.A.D. Center is located in the Student Services Building, Room 106. The hours of operation are Monday through Friday from 8AM to 5PM, or by phone (405) 733-7332.

**PART X: IMMUNIZATION REQUIREMENTS**

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 prior to admission to the College. Contact the Office of Admissions and Records for additional information.

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.
PART XI: 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.
PART XII: PAYMENT 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 an insufficient fund check to the College.

Students may choose to pay by mail or by credit card online at www.rose.edu to avoid long lines during peak period. All checks and money orders should include the student’s name and identification number for credit. Payments must be received in the Business Office prior to the late payment penalty dates to avoid those penalties. Do not send cash through the mail.

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.

SETTLEMENT OF DEBTS
The student’s enrollment form is the student’s bill for tuition and fees. Students can print their Student Schedule Bill for any term in which they were enrolled by signing into PeopleSoft (Home>SA Self Service>Learner Services>Finances>View Schedule Bill). Leave the “term” field blank and click “Search.” A listing of all semesters attended will appear. Students who have unpaid accounts, either for current semester charges or any other debts to the College, are not permitted to enroll in subsequent semesters; and no student transcripts will be released until all charges are paid in full.
CHARGES AND CANCELLATIONS FOR NEVER ATTENDING CLASS
Students who enroll in classes will be responsible for the enrollment fee/tuition payment, whether they ever attend classes or not. If students officially drop the classes by the last scheduled day to drop, they will not be charged for the classes. If students do not drop classes by the specified deadline, they will be assessed 100% of the enrollment fee/tuition charges.

Non-attending students 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.

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.

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.

WITHDRAWAL AND RETURN TO TITLE IV FUNDS (R2T4) POLICY
How a Withdrawal Affects Financial Aid
Title IV (TIV) (federal) financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (semester) for which the funds were awarded.

When a student withdraws from all courses, regardless of the reason, s/he may no longer be eligible for the full amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which s/he remains enrolled.
A pro-rated schedule determines the amount of federal student aid funds s/he will have earned at the time of full withdrawal. For example, a student who withdraws in the second week of the semester has earned less of his/her financial aid than a student who withdraws in the fifth week. Once the 60% point in the semester is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Federal regulations require a recalculation of financial aid eligibility if a student:
- Completely withdraws;
- Stops attending before the semester’s end;
- Does not complete all modules (mini-sessions) in which the student is enrolled as of the start date of the mini session.

RSC students who receive federal financial aid and who do not remain in attendance through the end of the semester could be responsible for repaying a portion of the financial aid originally received. Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

NOTE: RSC’s institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from RSC will have no impact on the amount the student must repay to the federal aid programs.

HOW EARNED FINANCIAL AID IS CALCULATED

Financial aid recipients “earn” the aid they originally received by remaining in classes. The amount of federal assistance earned is based on a pro-rated system. Students who withdraw or do not complete all classes in which they were enrolled may be required to return some of the aid originally awarded.

RSC is required to determine the percentage of TIV aid “earned” by the student and return the “unearned” portion to the appropriate federal aid programs. RSC is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:
- The percent earned is equal to the number of calendar days completed up to the withdrawal date divided by the total number of calendar days in the payment period.
- The payment period for most students is the full, 16-week fall and spring semesters or the full, 8-week summer semester. However, for students enrolled in modules (mini-sessions), the payment period only includes those days for the module in which the student is enrolled.
• The percent unearned is equal to 100 percent less the percent earned.
• Breaks of 5 days or longer are not included in the count of total days in the payment period.

Institutional scholarship funds, Oklahoma Tuition Aid Grant (OTAG) and Oklahoma’s Promise are not subject to the R2T4 policy.

FOR STUDENTS ENROLLED IN MODULES
A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. RSC tracks enrollment in each module that doesn’t span the entire 8-week summer or 16-week fall or spring semesters and combines them to form a semester. If a student withdraws from a course in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on the change in enrollment status may be required.

R2T4 PROCESS
• The Financial Aid Office is notified of the withdrawal. The withdrawal date is determined by the Financial Aid Office. The withdrawal date could be the date of withdrawal or the student’s last date of attendance.
• The Financial Aid Office determines the amount of TIV aid originally awarded and whether it is “disbursed” or “could have been disbursed.”
• The Business Office provides the student’s original tuition and fee and bookstore charges.
• An R2T4 worksheet is completed using the above data.
• The Financial Aid Office will post the recalculated amount of aid for which the student is eligible (as per the results of the R2T4 worksheet) to his/her student account.
• RSC will return funds to the federal programs on the student’s behalf and will bill the student.
• In the instances in which a student owes a federal grant repayment in addition to what RSC has returned to the federal programs, the student is notified in writing and the amount is reported by the Financial Aid Office as an overpayment.
• The student is responsible for all RSC charges and federal overpayments resulting from an R2T4 calculation.
POST-WITHDRAWAL DISBURSEMENT OF LOAN PROCEEDS
When the R2T4 calculation results in the student’s being eligible to receive either Federal Direct Stafford Subsidized or Unsubsidized Loan proceeds, s/he will be contacted via e-mail and US Mail by the Financial Aid Office. Written authorization from the student will be requested and is required before loan proceeds can be processed and awarded to the student.

POST-WITHDRAWAL DISBURSEMENT OF FEDERAL PELL GRANT PROCEEDS
When the R2T4 calculation results in the student’s being eligible to receive Federal Pell Grant proceeds, the eligible funds will be applied to the students account to pay for current allowable charges.

DETERMINATION OF WITHDRAWAL DATE
The withdrawal date used in the R2T4 calculation is the actual last date of attendance as provided by the instructors or the date the withdrawal process was started.

WITHDRAWING PRIOR TO THE 60% POINT OF A PAYMENT PERIOD
Unless and until a student completes 60% of the term in which financial aid was awarded, the student will be required to return all or part of the financial aid originally awarded for the term.

WHEN A STUDENT FAILS TO BEGIN ATTENDANCE
If financial aid is processed for a student who never begins attendance in any class for which s/he registered in a term, all aid will be canceled. The instructor reports a grade of AW after the census date of the payment period. Financial aid originally awarded is canceled for students who failed to begin attendance in all classes in which they were originally enrolled and is adjusted for those who fail to begin attendance in a portion of the classes in which they were originally enrolled.

WHEN A STUDENT FAILS ALL CLASSES
If a financial aid recipient who has not officially withdrawn fails to receive a passing grade in at least one class during the term, the Financial Aid Office will determine whether the student actually established eligibility for the aid originally awarded. It is assumed that the student completed 50% of the semester unless the student provides documentation to the Financial Aid Office from their instructor indicating a later last date of attendance. If the student did not begin attendance, or stopped attending during the payment period, the financial aid originally awarded will be canceled or adjusted.
ORDER OF RETURN TO FEDERAL AID PROGRAMS
In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

1. Federal Direct Loans: Unsubsidized, then Subsidized
2. Federal Direct Parent Loans
3. Federal Pell Grant
4. Federal Supplemental Educational Opportunity Grant

INFORMATION REGARDING LOAN REPAYMENT
The R2T4 calculation may result in the student’s and parent’s being responsible for directly returning additional loan amounts to the US Department of Education. The loan grace period begins on the withdrawal date from the school, or when a student ceases to be enrolled on at least a half-time basis. If the student does not re-enroll as a half-time student within 6 months of withdrawal or less than half-time enrollment, the loans enter repayment. The student should contact the loan servicer or the US Department of Education to make repayment arrangements. The promissory note signed by the borrower outlines repayment obligations. The student should contact the servicer or the US Department of Education with any questions.

CONSEQUENCES OF NON-REPAYMENT
Students who owe the US Department of Education for an overpayment of TIV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education. Students who owe RSC because of an R2T4 calculation will have a hold placed on their account. They will not be allowed to register for subsequent semesters or receive academic transcripts until the balance is paid in full.

HOW A WITHDRAWAL AFFECTS FUTURE FINANCIAL AID ELIGIBILITY
Refer to the Financial Aid Office Satisfactory Academic Progress Policy to determine how a withdrawal impacts aid eligibility.

NOTE: This policy is subject to revision without notice based on changes to federal laws and regulations or RSC policies. If changes are made, the student is held to the most current policy. This statement is intended to provide an overview of policies and procedures related to a complicated and very encompassing regulation. Additional information is available in the Financial Aid Office.
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.

PART XIII: 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.

PART XIV: STUDENT EMAIL
Easy Access- go to www.rose.edu and click on “Student Login” 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.

In cases where a name has previously been used by a Rose State student, the student email will contain a number. Your exact email format can be viewed under the Personal Information section under the Student Center link within Oasis.

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 Student Engagement at (405) 733-7372.

PART XV: PART-TIME EMPLOYMENT OPPORTUNITIES FOR STUDENTS
WORK STUDY OPPORTUNITIES
For students receiving Federal Financial Aid through FAFSA, please visit the Financial Aid Office in SSB Room 200 to determine if you have been awarded a work study opportunity. If work study opportunities are available for which you qualify, you may obtain a work study employment application from the Financial Aid office. Once you complete the application, you may submit it to the Rose State College
Office of Human Resources, located in ADM Rm 104, Monday-Friday from 8 AM to 5 PM. You may also mail your completed application to:

Rose State College
Office of Human Resources
6420 SE 15th St
Midwest City, OK 73110

You may also fax your application to (405) 733-7443 or scan your signed application and send it as an attachment to hr@rose.edu. Human Resources will review your application and advise Financial Aid of your eligibility status. If you are eligible, Financial Aid will contact you to discuss placement options.

PART TIME EMPLOYMENT
Please refer to instructions for Work Study Opportunities if you are a student receiving federal financial aid.

If you are not eligible for a work study position, you may submit an application for part-time employment on-line at http://rose.hirecentric.com/ using the Part Time Employment listing. You will be prompted during the application process to identify the position(s) or area(s) that interest(s) you. Your completed application materials will then be provided to the areas indicated. If the areas specified have positions available that would utilize the skills and experience described in your application materials, the department may initiate contact with you regarding any available positions. If you have additional questions regarding the part-time application process, contact the Office of Human Resources at (405) 733-7979.

PART XVI: TRIO STUDENT SUPPORT SERVICES
The Rose State College TRIO Student Support Services program is designed to provide an array of supportive services to 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.

PART XVII: 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.

**PART XVIII: VETERAN STUDENT SERVICES**

All students who may be eligible for Veterans Educational Benefits, should come by the Veteran Student Services Office located in the Student Services Building Room 100T.

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

A. 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.

B. Chapter 31 – Vocational Rehabilitation – Students must apply for this benefit through the Veterans Administration. Forms are available in our RSC VA Office.

C. 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...

1. Discharged from the active duty; or
2. Released from active duty and placed on the retired list or temporary disability retired list; or
3. Released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve; or
4. Released from the active duty for further service in a reserve component of the Armed Forces.
5. Discharged from active duty for a service-connected disability and you served 30 continuous days after September 10, 2011.

D. Chapter 33 Transfer of Entitlement-- allows Active Duty military to transfer their benefits to selected dependents.

E. Marine Gunnery Sergeant 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.

F. 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.

G. 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.

For more in depth details, see the GI Bill Website: www.gibill.va.gov. For additional information, students may contact the Rose State College VSS Office by: Phone: (405)-733-7326 or by e-mail at RoseStateVA@rose.edu.
SECTION VIII: CAMPUS LIFE

PART I: 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 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.
- Through a tryout process determined by the head coach, an athlete may have the opportunity to participate as a walk-on. Those interested should contact the coach prior to the start of that sports prospective 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.

PART II: STUDENT ENGAGEMENT

STUDENT ENGAGEMENT
Rose State College invests in the development of the complete student through the Office of Student Engagement which includes prospective student outreach, campus involvement opportunities and student leadership programs. Through this office, students are encouraged to apply their co-curricular experiences to practices that impact their professional and personal lives after graduation. The Office of Student Engagement fosters campus connectivity through creation of meaningful relationships with faculty, staff and peers through student-led organizations, event committees and student government.
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 officers are elected at the end of the Spring semester.

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. 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 Engagement.

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. **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.

3. **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

Student Clubs
Applications for beginning a new student club or for renewal of an existing club may be obtained at [www.rose.edu/content/student-activities/clubs-organizations/](http://www.rose.edu/content/student-activities/clubs-organizations/). Organization charters must receive the approval of the Director of Student Engagement.

Beginning a New Club
1. Students interested in establishing a club should get the names, and student ID’s 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.
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 Engagement.
4. Upon initial approval, the new club will submit a formal constitution to the Office of Student Engagement. The constitution should contain the following:
   a. Official name
   b. Purpose
   c. At least one regular meeting per month listed
   d. Offices and duties of each officer
   e. Election procedures
   f. Requirements for membership
   g. Procedure for amending constitution

Financing Clubs
Clubs are responsible for raising their own funds.
1. Submit all Requests for Purchase to the Office of Student Engagement 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.
2. No club should charge dues in excess of $10 per semester.
3. Officially chartered campus clubs may request funding assistance from the Student Senate. In order to request funds, a funding request form 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.

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 Engagement 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 Engagement 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 Engagement Office. All clubs shall:

1. 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 Engagement Office;
2. Be initiated by a student or a faculty-student group;
3. Be composed only of students, faculty, or staff of Rose State College;
4. 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;
5. Each club will have an account created in the Rose State College Business Office. All money must be deposited into the campus club account;
6. No off-campus bank accounts are permitted;
7. Submit all Requests for Purchase to the Office of Student Engagement for approval and processing at least ten days in advance of requested item(s);
8. 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.
9. Have at least one advisor present at all events and meetings;
10. Receive approval of the Director of Student Engagement for any outside speaker at least ten days in advance of the proposed event;
11. Schedule and coordinate all on-campus events, socials, fundraisers, workshops, etc., through the Office of Student Engagement at least ten days in advance of the proposed event;
12. Submit an Application for Renewal of Charter at the beginning of each fall semester.
POSTERS AND ANNOUNCEMENTS
All signs (posters, flyers, advertisements, announcements, etc.) must be stamped “Approved for Posting” by Student Engagement. 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.

PART III: 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 extracurricular activities to parallel with educational growth of students, faculty, and staff at Rose State College.

Student Center houses the College Bookstore, dining facility, the College security office, postage 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.

PART IV: STUDENT HOUSING
RESIDENCE LIFE: THE VILLAGE @ ROSE STATE
A. Purpose. The purpose of Residence Life is to provide on-campus student housing to Rose State College and bring the complete college experience to the College’s student population. The Village at Rose State will reinforce the College’s mission in support of academic excellence and campus life involvement through student engagement in the areas of: academic success; student activities; leadership programs; varsity athletics; student life; and intramural sports.
1. Residential Living. The Village at Rose State will be managed by Residence Life Staff at Rose State College and will serve as on-campus apartment style living for 180 students. Student housing requires that all residents must be enrolled in a minimum of part-time (6-9 credit hours) as defined by Federal Financial Aid policy and maintain good academic standing with the College. Preference will be given to students who are enrolled full time (12 or more credit hours) as defined by Federal Financial Aid policy.
2. Apartments and Amenities. The Village at Rose State will be comprised of two floor plans to include two bedrooms/two bathrooms and four bedrooms/two bathrooms. Each unit will have access to amenities such as: furnished apartment; proximity to campus; paid utilities (electricity and internet service); kitchen (with stove and oven); campus security; gated parking; gated community; outdoor volleyball; outdoor gazebo; and a clubhouse with a laundry facility, TV lounge, pool table, table tennis, and a community safe room.

B. Applicability of Residence Life Policies and Procedures. For policies and procedures governing Residence Life and The Village at Rose State, please see The Village at Rose State Community Living & Standards Handbook located in the Rose State College Student Handbook as incorporated by reference in the Student Housing Contract. The Student Housing Contract can be located at http://www.rose.edu/student-housing-contract and shall apply to all students residing at the Village at Rose State along with their visitors and guests. The administrative procedures for The Village at Rose State are contained in the Rose State College Student Handbook as written in The Village at Rose State Community Living & Standards Handbook and enforced by the Student Housing Contract. The comprehensive detailed version of The Village at Rose State Community Living & Standards Handbook can be located at www.rose.edu/residence-life.
PART V: 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 I.D. card. A $5.00 fee will be charged for replacement identification cards. Student I.D. cards may be obtained in the Academic Advisement Office (SSB100).

PART VI: 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. The Rose State College Wellness Center is a great option for students, faculty, staff and community members committed to healthy lifestyles.

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 community 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 advance 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.*