OKLAHOMA CITY COMMUNITY COLLEGE
2019–2020 Student Handbook
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As an open admission college offering associates degrees and certificates, Oklahoma City Community College (OCCC) does not discriminate on the basis of race, color, national origin, sex, disability, age or status as a veteran in admissions, financial aid, educational services, employment or any educational programs or activities. The Director of Equal Opportunity coordinates compliance with and answers inquiries about OCCC’s non-discrimination policies. The Director of Equal Opportunity may be reached at 405.682.7542. OCCC is located at 7777 S. May Avenue, Oklahoma City, Oklahoma 73159, 405.682.1611.
The most recent version of the 2019-2020 Student Handbook will be available on the OCCC website at the following address:

http://www.occc.edu/handbook/pdf/student-handbook.pdf. In the event of updates or amendments, the most recent version posted on the OCCC website will govern.
## Important Enrollment & Registration Dates: Fall 2019

<table>
<thead>
<tr>
<th>FALL 2019</th>
<th>SECTION CODE BEGINS WITH (EX. TR01U)</th>
<th>DATES OF CLASSES</th>
<th>LAST DAY TO ADD A CLASS</th>
<th>LAST DAY TO DROP CLASS WITH NO CHARGE (WITH REFUND)</th>
<th>LAST DAY TO DROP CLASS WITH “W” ON YOUR TRANSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>August Intersession</td>
<td>I</td>
<td>July 29-August 9</td>
<td>Prior to the start time on the 1st day of class</td>
<td>Prior to the start time on the 3rd day of class</td>
<td>August 7</td>
</tr>
<tr>
<td>August Intersession</td>
<td>I</td>
<td>July 29-August 9</td>
<td>Prior to the start time on the 1st day of class</td>
<td>Prior to the start time on the 3rd day of class</td>
<td>August 7</td>
</tr>
<tr>
<td>Early 8 Week</td>
<td>E</td>
<td>August 19-October 12</td>
<td>August 20</td>
<td>August 23</td>
<td>September 27</td>
</tr>
<tr>
<td>16 Week</td>
<td>T</td>
<td>August 19-December 14</td>
<td>August 23</td>
<td>August 30</td>
<td>November 8</td>
</tr>
<tr>
<td>Late 8 Week</td>
<td>M</td>
<td>October 14-December 14</td>
<td>October 15</td>
<td>October 18</td>
<td>November 29</td>
</tr>
<tr>
<td>Fast Track 1</td>
<td>F</td>
<td>August 24-September 29</td>
<td>August 23</td>
<td>August 30</td>
<td>September 18</td>
</tr>
<tr>
<td>Fast Track 2</td>
<td>F</td>
<td>October 5-November 9</td>
<td>October 4</td>
<td>October 11</td>
<td>October 30</td>
</tr>
<tr>
<td>Fast Track 3</td>
<td>F</td>
<td>November 16-December 14</td>
<td>November 15</td>
<td>November 22</td>
<td>December 4</td>
</tr>
<tr>
<td>Holidays College Closed</td>
<td></td>
<td>Labor Day: September 2</td>
<td>Thanksgiving Break: November 28-December 1</td>
<td>Winter Break: December 25-January 1</td>
<td></td>
</tr>
</tbody>
</table>

Please watch the student planning instructional videos to review how to add/drop courses from your plan and schedule:
http://www.occc.edu/get/student-planning.html
## Important Enrollment & Registration Dates: Spring 2020

<table>
<thead>
<tr>
<th>SPRING 2020</th>
<th>SECTION CODE BEGINS WITH (EX. TR01U)</th>
<th>DATES OF CLASSES</th>
<th>LAST DAY TO ADD A CLASS</th>
<th>LAST DAY TO DROP CLASS WITH NO CHARGE OR REFUND</th>
<th>LAST DAY TO DROP CLASS WITH “W” ON TRANSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>January Intersession</td>
<td>I</td>
<td>January 6-17</td>
<td>Prior to the start time on the 1st day of class</td>
<td>Prior to the start time on the 3rd day of class</td>
<td>January 14</td>
</tr>
<tr>
<td>Early 8 Week</td>
<td>E</td>
<td>January 21-14</td>
<td>January 22</td>
<td>January 24</td>
<td>February 28</td>
</tr>
<tr>
<td>Spring 16 Week</td>
<td>T</td>
<td>January 21-May 16</td>
<td>January 24</td>
<td>January 31</td>
<td>April 17</td>
</tr>
<tr>
<td>Late 8 Week</td>
<td>M</td>
<td>March 23-May 16</td>
<td>March 24</td>
<td>March 27</td>
<td>May 1</td>
</tr>
<tr>
<td>Fast Track 1</td>
<td>F</td>
<td>January 25-February 22</td>
<td>January 24</td>
<td>January 31</td>
<td>February 12</td>
</tr>
<tr>
<td>Fast Track 2</td>
<td>F</td>
<td>February 29-April 4</td>
<td>February 28</td>
<td>March 6</td>
<td>March 25</td>
</tr>
<tr>
<td>Fast Track 3</td>
<td>F</td>
<td>April 11-May 9</td>
<td>April 10</td>
<td>April 17</td>
<td>April 29</td>
</tr>
<tr>
<td>Holidays College Closed</td>
<td></td>
<td>MLK Day: January 20</td>
<td>Spring Break: March 16-March 22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please watch the student planning instructional videos to review how to add/drop courses from your plan and schedule:
http://www.occc.edu/get/student-planning.html
IMPORTANT INFORMATION

The Board of Regents of Oklahoma Colleges and Oklahoma City Community College in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991 and other Federal Laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. In addition to the aforementioned federally protected characteristics of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran, Oklahoma City Community College is committed to a diverse and inclusive educational environment, respecting diversity in religious belief, political affiliation, citizenship or alien status, sexual orientation, and marital status.

The Director of Equal Opportunity coordinates compliance with and answers inquiries about OCCC’s non-discrimination policies. The Director of Equal Opportunity may be reached at 405.682.7542. OCCC is located at 7777 S. May Avenue, Oklahoma City, Oklahoma 73159, 405.682.1611.

Oklahoma City Community College is accredited by the Higher Learning Commission, holds a prestigious 10-year accreditation and is a member of the North Central Association of Colleges and Schools (which is located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, (800) 621-7440, www.ncahlc.org. Oklahoma City Community College is also in compliance with Public law 101-226, the Drug-Free Schools and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. In support of the spirit and intent of these laws, Oklahoma City Community College maintains an alcohol-, tobacco-, and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco inside College buildings. (7-16)

HISTORY OF THE COLLEGE

Oklahoma City Community College traces its beginning to March 20, 1969. At that time, a committee of the South Oklahoma City Chamber of Commerce was organized to circulate petitions asking the Oklahoma State Regents for Higher Education to take action to establish a junior college in the area. As a direct result of the interest and initiative of these citizens, a junior college district was formed, and a board of trustees was appointed a year later. Extensive planning and ground-breaking for the College took place in 1971. Construction began in January 1972, and South Oklahoma City Junior College opened for classes on September 25, 1972, with an enrollment of 1,049 students. On October 8, 1972, the College was formally dedicated. In the spring of 1974, the College became part of the state system for higher education, and a new Board of Regents was appointed as the governing unit for the school. In 1983 the name of the College was changed to Oklahoma City Community College, reflecting its purpose as a college for the entire Oklahoma City metro area community.

The College has grown to serve more than 22,000 people each year. It offers a full range of associate degree programs that prepare students to transfer to baccalaureate institutions. Other degree and certificate programs are designed to prepare students for immediate employment in a variety of fields. Additionally, Oklahoma City Community College offers a wide range of community and continuing education courses, workshops, conferences, and seminars.

ASPIRATION

OCCC aspires, through bold and transformative action, to significantly raise the educational achievement of all our students and to be a dispensable pathway to a more prosperous and fulfilling future.

MISSION

OCCC provides broad access to learning that empowers students to complete a certificate or degree and that enriches the lives of everyone in our community.

COLLEGE VALUES

- **Students**: Fundamental to all that we do
- **Safety**: Safe and secure environment for everyone
- **Accountability**: Use of evidence to measure performance and to make decisions
- **Stewardship**: Wise and efficient use of resources
- **Integrity**: Honest, ethical, and respectful to all
- **Innovation**: Creative and forward-thinking
- **Diversity**: Embrace and appreciate the value of differences

COLLEGE ENDS STATEMENTS

- **Access**: Our community has broad and equitable access to both highly valued certificate and degree programs and non-credit educational opportunities and events.
- **College Readiness**: Our students develop the skills and knowledge required to succeed in college.
- **Student Success**: Our students successfully complete their academic courses, persist in college, and earn certificates or degrees at OCCC or another institution.
- **Graduate Success**: Our graduates go on to earn higher-level degrees or are successful in technical or professional careers.
- **Community Development**: Our community’s quality of life is enriched through our educational, artistic, and recreational programs and events.
FEDERAL PELL GRANT AND FEDERAL DIRECT LOAN DISBURSEMENT DATES

All financial aid sources (grants, scholarships, loans) disburse at various times throughout the semester as funds are received. Students are notified by email when funds disburse. Payment of current semester tuition/fee/book charges are paid by the first financial aid funds applied to your student account. For details, review your account activity.

For Disbursement/Refund Dates visit: http://www.occc.edu/financialaid/dates.html

Dates are subject to change.

IMPORTANT DISBURSEMENT INFORMATION

Federal grant and loan funds are awarded to a student under the assumption that the student will attend school for the entire award period. Class attendance is a requirement for Federal Student Aid eligibility. Students must attend and participate in class through the 10th week of 16-week courses or the 5th week for 8-week courses to earn all of their financial aid funds. Students should contact financialaidoffice@occc.edu before totally withdrawing from all courses in one term.

Refunds - OCCC issues refunds from excess loan/grant/scholarship funds through a partnership with BankMobile Disbursements. If you are entitled to a refund, BankMobile will send an email notifying you when it has processed. Refunds process in accordance with your selected refund preference. If you have not selected a refund preference, log in to MyOCCC Portal click menu in upper left corner, MyMoney - Refund Preference. Contact bursar@occc.edu for assistance. For more information about BankMobile, visit this link: https://bankmobiledisbursements.com/refundchoicessso/.

Pell Grant Disbursements – Pell awards are assessed based on a student’s enrollment at the close of the semester add/drop period. Students awarded prior to this date will be on the first scheduled Pell disbursement. After this date, expect a one-week processing time after loan acceptance to be on the next scheduled loan disbursement.

First-Time Student-Borrowers, in the first year of their degree program, initial loan disbursements are scheduled at least 30-days after the beginning of the loan period.

One-Term Loans - Students receiving a one-term loan for the current semester will receive loans in two disbursements. The second disbursement will be on or after the semester midpoint.

Pell Bookstore Charges - Bookstore charges begin one week prior to the semester begin date and continue through the first week of 8-week courses or the first two weeks of 16-week courses. Eligible students enrolled and awarded for the semester with excess Federal Pell Grant funds after all tuition and fee charges are paid may go directly to OCCC Bookstore with their OCCC Student ID to charge required books and supplies.

Student Loan Bookstore Charges - Eligible students with excess loan funds after tuition/fee charges, who are not scheduled to receive their loan disbursement, may request a loan bookstore voucher from the financial aid office to charge against their loan. An OCCC Student ID is required to charge at the OCCC Bookstore.

DISCLOSURE OF INFORMATION

ACCREDITATION


The College is a member of the American Association of Community Colleges and is recognized by the federal government to offer education under the veterans and social security laws. Oklahoma City Community College is authorized by the Oklahoma State Regents for Higher Education to offer certificate, associate in arts, associate in science and associate in applied science programs. The Oklahoma State Regents for Higher Education is located at 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104-3603, Telephone (405) 225-9100. Consult the 2019-2020 College Catalog for specific Associate in Applied Science programs, additional accreditations, and contact information.

OCCC Compliance

ACCREDITATION

Oklahoma City Community College is accredited by the Higher Learning Commission which is located at 230 South La Salle Street, Suite 7-500, Chicago, Illinois 60604-1413, Telephone (800) 621-7440, https://www.hlcommission.org/
The College is a member of the American Association of Community Colleges and is also recognized by the federal government to offer education under the veterans and social security laws.

Oklahoma City Community College is authorized by the Oklahoma State Regents for Higher Education located at 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104-3603, Telephone (405) 225-9100, to offer certificate, associate in arts, associate in science, and associate in applied science programs.

Automotive Technology, Business and Information Technology
Automotive Service Excellence (ASE)
Leesburg, VA
703-669-6600, 703-669-6650
https://www.ase.com/
Start Date: 2005; Renewal: 2024

Child Development, Social Sciences
National Association for the Education of Young Children (NAEYC)
Washington, DC
202-232-8777
https://www.naeyc.org/
Start Date: 2009; Renewal: 2023

Business, Business and Information Technology
Accreditation Council for Business Schools and Programs (ACBSP)
Overland Park, KS
913-339-9356
https://www.acbsp.org/
Start Date: 2005; Renewal: 2025

Emergency Medical Sciences, Health Professions
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
https://www.caahep.org/
Start Date: 1999; Renewal: 2020

Medical Assistant, Prior Learning Assessment Certifications
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
https://www.caahep.org/
Start Date: 2000; Renewal: 2024

Nursing, Health Professions
Oklahoma Board of Nursing (OBN)
Oklahoma City, OK
405-962-1800
https://nursing.ok.gov/
Start Date: 1998; Renewal: 2022

Accreditation Commission for Education in Nursing (ACEN)
Atlanta, GA
404-975-5000
http://www.acenursing.org/
Start Date: 1998; Renewal: 2022

Occupational Therapy Assistant, Health Professions
American Occupational Therapy Association (AOTA)
Bethesda, MD
301-652-6611
https://www.aota.org/
Start Date: 2002; Renewal: 2022

Physical Therapist Assistant, Health Professions
Commission on Accreditation in Physical Therapy Education (CAPTE)
Alexandria, VA
800-999-2782
http://www.capteonline.org/
Start Date: 1997; Renewal: 2027

Respiratory Care Therapist, Health Professions
Commission on Accreditation for Respiratory Care (CoARC)
Bedford, TX
817-283-2835
https://www.coarc.com/
Start Date: 2000; Renewal: 2029

Surgical Technology, Prior Learning Assessment Certifications
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
https://www.caahep.org/
Start Date: 2000; Renewal: 2021

RIGHT TO KNOW
Oklahoma City Community College provides all current, and prospective students, parents, and others with information about the College’s academic programs, student services, student rights, and student responsibilities. The list below identifies subjects of interest along with the office to contact for access to information and reports enabling you to make informed decisions about OCCC. Information about student financial assistance programs available at OCCC is available from the Student Financial Support Services Office (405) 682-7525 Admissions Office (405) 682-6222. Both offices are located on the first floor of the Main Building.

The Financial Aid Office provides a variety of Fact Sheets addressing specific topics to help understand all financial aid application processes, costs of attendance, definitions, and student rights and responsibilities as a recipient of financial assistance. Veterans who are seeking to use their Veterans Educational Benefits should visit the Veterans Services Office.
LEARNING LABS

Several learning labs are available for your use. You must present your current student I.D. card to use the labs. The following is a list of labs:

ACCOUNTING LAB
(405) 682-1611, ext. 7286
Main Building, 2nd floor, Room 2R1
http://www.occc.edu/business/accountinglab.html

BUSINESS LAB
(405) 682-7550
Main Building, 2nd floor, Room 2R0

WRITING CENTER
(405) 682-1611, ext. 7379
Main Building, 1st floor, Room 1N7
http://www.occc.edu/writingcenter

HEALTH PROFESSIONS COMPUTER LAB
(405) 682-1611, ext. 7641
Health Professions Building, Room HP111

MATH LAB
(405) 682-1611, ext. 7291
SEM Center, Main Building, 2nd floor, Room 2G4 & 2G5
http://www.occc.edu/sm/mathlab.html

ENGINEERING LAB
(405) 682-1611, ext. 7711
SEM Center, Main Building, 1st floor, Room 1C2 & 1D2
http://www.occc.edu/sm/physicalsciencecenter.html

CHEMISTRY/PHYSICAL SCIENCE CENTER
(405) 682-1611, ext. 7711
SEM Center, Main Building, 1st floor, Room 1C2 & 1D2
http://www.occc.edu/sm/physicalsciencecenter.html

OTHER LEARNING LABS

Biology Stockroom............................(405) 682-1611, ext. 7175
Cadaver Lab .......................................(405) 682-1611, ext. 7406
EMT Lab ............................................(405) 682-1611, ext. 7641
Microbiology Stockroom....................(405) 682-1611, ext. 7175
Nursing Campus Clinical Lab...............(405) 682-1611, ext. 7663

ACADEMIC DIVISIONS

Arts, English, and Humanities ..............(405) 682-7558
Business and Information Technology ......(405) 682-7550
Social Sciences ....................................(405) 682-7573
Health Professions .............................(405) 682-7507
Science, Engineering and Mathematics .......(405) 682-7508
SECTION I - SERVICES AND RESOURCES FOR STUDENTS

Oklahoma City Community College seeks to meet the various needs and interests of our diverse student population. For that reason, we offer a wide variety of services and resources on our campus categorized here under seven headings:

- ACADEMIC RESOURCES
- STUDENT LIFE
- EMPLOYMENT
- FINANCIAL
- HEALTH & SAFETY
- RECREATION & FITNESS
- SUPPORT

ACADEMIC RESOURCES

ADMINISTRATIVE WITHDRAWAL (AW)
Title: Administrative Procedure No. 5040

An Administrative Withdrawal may be assigned to a student based on disciplinary reasons and/or for non-attendance. These withdrawals may be initiated any time. Administrative withdrawals will not be associated with any refund of fees except for students who are recipients of TITLE IV financial aid. Any refunds due will be returned to the appropriate federal financial assistance program. The letter grade “AW” will be shown on the official transcript for any college-initiated withdrawal of a student after the drop and add period. An AW grade is not used in the computation of a grade point average.

CENTER FOR LEARNING AND TEACHING
www.occc.edu/c4lt/ • (405) 682-7838

The Center for Learning and Teaching (CLT) is a resource center for all faculty and students at OCCC. Students are provided walk-in support for Moodle as well as assistance with setting up OCCC email on a smartphone. Students may take advantage of online student resources created to assist them as they navigate their course at OCCC at www.occc.edu/onlineresources. Students needing information about online classes may contact the CLT at 405-682-7838 or stop by SEM 2G3 on the second floor of the SEM Center (across from the Math Lab).

GRADES

Students at Oklahoma City Community College successfully complete courses when they demonstrate that they have accomplished objectives at the levels required for the courses. Student performance is measured against standards set by program faculty. The grades which the students earn reflect the quality of their performances when measured against these standards. Oklahoma City Community College conforms to the definitions of grading terms and the academic forgiveness provisions set forth by the Oklahoma State Regents for Higher Education.

DEFINITIONS AND PROVISIONS

At the conclusion of a course, one of the following grades will be listed on the student’s transcript along with the course title.

A—(4.0 Grade Point) Excellent.
B—(3.0 Grade Point) Good.
C—(2.0 Grade Point) Average.
D—(1.0 Grade Point) Below Average.
F—(0.0 Grade Point) Failure.

NOTE: To satisfy degree requirements, students majoring in certain programs must earn a C or better or B or better in specified courses.

S—(Satisfactory) In a limited number of courses, the grades S and U are used. An S is a neutral mark indicating minimal competencies have been met. An S is also used to indicate credit earned through advanced standing examination. The grade of S is not used in computing grade point averages.

U—(Unsatisfactory) The grade of U indicates that a student did not meet minimum requirements in a course designated for S/U grading. The grade of U is not used in computing grade point averages. I—(Incomplete) When, in the instructor’s judgment, justifiable circumstances exist, the instructor may issue an “I” grade. The instructor prepares a contract specifying the work, which must be completed, and the date by which it must be completed. The normal “I” contract period extends through the late registration period for the next major enrollment period, but may be as long as a period of one year. When the student completes the specified work, the instructor will replace the “I” grade with the appropriate grade: A, B, C, D, F, S, or U. If the instructor has not replaced the “I” grade within one year, the “I” grade will remain permanently on the student’s transcript. The “I” grade is not used in computing grade point averages.

W—(Official Withdrawal) The student has officially withdrawn from the course. The student may withdraw as late as the twelfth week of a sixteen-week semester (or 3/4 of the duration of a shorter course) and automatically receive the grade of W. The W grade is not used in computing grade point averages.

AW—(Administrative Withdrawal) The student has been “involuntarily” withdrawn by the institution during the designated semester for disciplinary, financial, or other administrative reasons. An AW grade is not used in computing grade point averages. AU—(Audit) The student audited the course. The student receives no credit for the course and the grade of AU is not used in computing grade point averages.

Note: A student may request a change in enrollment status from audit
to credit through the late enrollment period. A student may change enrollment status from credit to audit through the official withdrawal period.

CUMULATIVE GPA—Includes all course work attempted with the exception of developmental (zero-level) coursework.

GRADUATION GPA—This GPA is the same as the retention GPA, but excludes physical education activity courses.

RETENTION GPA—Includes all course work attempted with the exception of developmental (zero-level) coursework and hours which have been forgiven through the Repeat, Reprieve, or Renewal provision.

A complete description of the grading system used at Oklahoma City Community College is delineated in the current college catalog. Grades will be available in the Records and Graduation Office for each term and can be accessed through your My OCCC student portal within five (5) working days of the end of the term. A complete list of procedures required to appeal a grade appears in section four of this handbook.

GRADUATION APPLICATION
www.occc.edu/GET • (405) 682-7519

All students should apply for graduation immediately after enrolling in the final semester of classes needed for their degree. If transfer hours have been earned at another institution the student must submit official transcripts to the Records and Graduation Office before a degree can be conferred. At least 15 of the semester credit hours presented for a degree must be earned at Oklahoma City Community College. For a second degree, at least 15 additional OCCC credit hours that were not applied to the first degree and are applicable to the second degree must have been earned. Applications are available on the college website or in the Records and Graduation Office during regular office hours.

Students are responsible for purchasing their caps and gowns through the Bookstore and will be available for purchase beginning in March. The previous summer and fall graduates, along with spring candidates, are eligible to participate in the ceremony. Students who will complete degree requirements in the Commencement Program, a graduation application must have been submitted to the Records and Graduation office no later than the Friday of Spring Break, no exceptions. Please see Administrative Policy No. 5014 for more information.

HONOR ROLLS

PROGRAM BENEFITS FOR STUDENTS:
1. One-on-one mentoring interaction with Oklahoma City Community College faculty members.
2. Unique academic work that will prepare students for the next levels of academic pursuit.
3. Enhanced scholarship opportunities.
4. Academic distinction noted on official transcript.

TO GRADUATE WITH HONORS, STUDENTS MUST:
1. Complete an Honors Project Contract;
2. Complete the Honors Project;
3. Notify the Honors Program Coordinator of the Completed Project;
4. Honors Credit Documented

TO GRADUATE WITH HONORS, STUDENTS MUST:
1. Complete an Honors Project Contract;
2. Complete the Honors Project;
3. Notify the Honors Program Coordinator of the Completed Project;
4. Honors Credit Documented

ELIGIBILITY

Entering freshmen and students with fewer than 12 college credit hours must have the following: a composite ACT score of at least 22 or a high school grade point average of at least 3.25. Continuing Oklahoma City Community College students, including transfer students, must have the following: 12 or more completed college level, credit hours and a cumulative or retention college GPA of at least 3.25.

Honors Projects present students and instructors with a unique opportunity to work collaboratively on a variety of creative and in-depth intellectual endeavors.

ELIGIBILITY

Entering freshmen and students with fewer than 12 college credit hours must have the following: a composite ACT score of at least 22 or a high school grade point average of at least 3.25. Continuing Oklahoma City Community College students, including transfer students, must have the following: 12 or more completed college level, credit hours and a cumulative or retention college GPA of at least 3.25.

TO GRADUATE WITH HONORS, STUDENTS MUST:
1. Complete an Honors Project Contract;
2. Complete the Honors Project;
3. Notify the Honors Program Coordinator of the Completed Project;
4. Honors Credit Documented

PROGRAM BENEFITS FOR STUDENTS:
1. One-on-one mentoring interaction with Oklahoma City Community College faculty members.
2. Unique academic work that will prepare students for the next levels of academic pursuit.
3. Enhanced scholarship opportunities.
4. Academic distinction noted on official transcript.

Application Process—The application process includes an application form, personal essay, and an interview with the Honors Program Coordinator. Generally, students should apply
to the Honors Program before completing 30 credit hours.

For more information regarding the Oklahoma City Community College Honors Program or to make an appointment to discuss Honors Program opportunities, please contact Dr. Liz Largent, Professor of Leadership and Critical Thinking and Honors Program, at liz.a.largent@occc.edu.

INFORMATION TECHNOLOGY RESOURCES: ACCEPTABLE USE
Title: Administrative Procedure No. 3058

The purpose of this policy is to promote the responsible, ethical, legal and secure use of Information Technology Resources for the benefit and protection of Oklahoma City Community College (OCCC) and users. Use of these resources shall be consistent with the Mission, Values, policies and procedures of OCCC. The use of OCCC owned, leased or contracted Information Technology Resources is granted as a privilege and not a right. This policy applies to all users of OCCC Information Technology Resources, including but not limited to OCCC students, faculty and adjunct faculty, staff and retirees, as well as library patrons and other guests of OCCC who access or utilize OCCC Information Technology Resources. This policy applies to the use of all Information Technology Resources. Both personal equipment accessing OCCC resources and all equipment and services owned, leased or contracted by OCCC are subject to this policy.

LATE ENROLLMENT
www.occc.edu/acs/ • (405) 682-7535

Any enrollment which occurs after the first class meeting of a semester is considered to be a late enrollment. Late enrollment may be allowed during the first week of a 16-week semester or the first 2 days of an 8-week term. Students who wish to enroll late must contact the course instructor for permission. Enrollment prior to the beginning of classes is essential to afford the student the best chance of success. Students who enroll late are responsible for any coursework missed. It is critical that, prior to the next class meeting, the student contact the instructor to obtain information on the attendance policy and any coursework missed.

LIBRARY
• Clock Tower Building
• First and Second floor
• 3rd Floor - Information Technology Division and Student Computer Center
• 4th Floor - Oklahoma Manufacturing Alliance Extension office

Located just northeast of the Main Building, the Library is accessible to Oklahoma City Community College students, staff, faculty and members of the community. The library provides access to books, E-Books, DVDs, CDs, maps, videos, streaming videos and many more electronic sources.

The Library provides 80+ computers to access the online catalog and tens of thousands of online magazine and newspaper full text articles and citations. Login is required for computer use. Students, faculty and staff must use their student email user name and password. Guests must show a valid state/federal photo ID at the Circulation Desk for a guest pass. The Library has small- group study rooms for groups of two or more.

To check out materials faculty, staff and students use their OCCC ID cards. Non-students may apply for a courtesy card at the Library’s Circulation Desk.

Library Website: http://www.occc.edu/library

CIRCULATION SERVICES
• The reserve collection provides access to some textbooks for in- library use.
• Circulation policies are accessible through the “About the Library” link on the library website. The checkout period for books is two weeks with up to two renewals, if the item is not on hold. Renewals may be made by phone or by clicking on “My Account” on the Library Catalog.
• Faculty, staff and students may use libraries at other higher education institutions through the OK-Share program. Obtain an OK-Share card at the OCCC Library Circulation Desk With the OK-Share card and your employee ID card you may go to any OK- Share participating library (most higher education institution libraries in the state) to utilize their facilities and borrow materials from their library. For more information please visit the Circulation Desk or call x7564.

INFORMATION/REFERENCE SERVICES
• From the Library’s web page, the OCCC Library Catalog allows you to search for books, E-Books, audio/visual materials and streaming videos owned by OCCC.
• Magazine and newspaper article databases are available under the “Find Articles” link. These provide access to thousands of full text articles in journals, magazines and current and historical newspapers. College and university catalogs, encyclopedias, a copyright free image database and more are available under the “Other Resources” link.
• Online tutorials, Library Research Help and other help guides are available on the.
• Students and community members at least 16 years of age may use the Library’s 80+ Internet workstations.
• Off-campus access to most online resources is accessible through the Library’s website. Log-in is the OCCC username and password.
• It may be possible to borrow materials from other libraries. Interlibrary loan (ILL) is a system linking libraries across the nation for resource sharing. Stop by or call the Library Assistance Desk (x7251) for additional information.
• Professional librarians are available to instruct students on
Non-credit classes may be used to explore new fields of study, to increase proficiency in a particular profession (workforce development) or for personal enrichment. These courses are primarily designed to meet educational needs in the community. Students enrolled exclusively in non-credit classes do not have to apply for regular admission to the college.

**NOTIFICATION OF STUDENT RIGHTS UNDER FERPA**

www.occc.edu/records/ • (405) 682-7512

The Family Education rights and Privacy Act of 1974 (FERPA) is a federal law that permits students certain rights with respect to their education records, including the following:

1. The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College Official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Students may ask the College to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the College to amend a record should write the College Official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student’s education records. Students may authorize disclosure of educational records to a designated person, such as a spouse or family member, by submitting an Authorization to Release form to the Records and Graduation Office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints must be submitted by written letter within 180 days of the date in which an alleged violation of educational privacy rights occurred, or within 180 days in which the complainant knew or reasonably knew of the violation. Complaints should be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

**Definition of Educational Record**

An “educational record” is defined as a record related to a student and that is maintained by an educational institution or a party acting for or on behalf of the institution. Educational records include but are not limited to grades, transcripts, class lists, scholarship application information, student course schedules, student financial information, and student discipline relevant to their education records, including the following:

- Students who do not attend the course(s) for which they are enrolled will be reported by the individual faculty member as never attended and be subsequently administratively withdrawn from the course(s).
- Faculty members will be asked to electronically (Moodle) identify these students who have never attended their class after the add and drop period for that term.
- Students, regardless of whether or not they have made any payment or been approved for financial aid, will be administratively withdrawn from their course(s).
- Those approved for financial aid will not be awarded that aid if marked as never attended.
- Never attended in online classes will be defined as having not engaged in course assignments or discussion and in face-to-face classes as having not had a physical presence in the classroom.
- Students will have 90 days from the end of the term to appeal for a late administrative withdraw and/or a reduction/elimination of charges. The appeal process will be administered on one form and managed by the Director of the Bursar Office and the Registrar or their designees.
- Additionally, if a student does not begin attending any of their courses during the add/drop period, their pending financial aid disbursements will be cancelled. Funds disbursed prior to the start of the semester will be returned in full to financial aid programs and the student is responsible for reimbursing Oklahoma City Community College.

**NAME AND ADDRESS CHANGES**

www.occc.edu/commdev/ • (405) 682-7814

Name and address changes may be submitted in person or in writing to the Records and Graduation Office. Name changes require verifying documentation, such as a marriage license, divorce decree or driver’s license. Additionally, address changes may be requested in through the My OCCC student portal by going to the Address Change option listed.” Please know that any communication from the college that is mailed to the name and address on record is considered to have been properly delivered and, therefore, it is the student’s responsibility to ensure the most current name and address has been submitted to the Records and Graduation Office.

**NEVER ATTENDED POLICY**

- Students who do not attend the course(s) for which they are enrolled will be reported by the individual faculty member as never attended and be subsequently administratively withdrawn from the course(s).
- Faculty members will be asked to electronically (Moodle) identify these students who have never attended their class after the add and drop period for that term.
- Students, regardless of whether or not they have made any payment or been approved for financial aid, will be administratively withdrawn from their course(s).
- Those approved for financial aid will not be awarded that aid if marked as never attended.
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- Students will have 90 days from the end of the term to appeal for a late administrative withdraw and/or a reduction/elimination of charges. The appeal process will be administered on one form and managed by the Director of the Bursar Office and the Registrar or their designees.
- Additionally, if a student does not begin attending any of their courses during the add/drop period, their pending financial aid disbursements will be cancelled. Funds disbursed prior to the start of the semester will be returned in full to financial aid programs and the student is responsible for reimbursing Oklahoma City Community College.
files. Educational records do not include sole possession documents (such as personal notes created by individual faculty/staff as a memory aid); law enforcement records; employment records that exclusively relate to an individual’s employment capacity and not their student status; medical records; and records including information created after an individual is no longer a student at that institution (such as alumni records).

**Disclosure of Educational Records Without Prior Consent**
Subject to specific requirements of FERPA, OCCC may disclose student educational records without prior consent to 1) “School Officials” with “legitimate educational interest” (See OCCC College Catalog, Release of Academic Information for definition), to transfer schools in which a student seeks or intends to enroll, to specified officials for audit or evaluation purposes, to appropriate parties in connection with financial aid to a student, to organizations conducting certain studies for or on behalf of the school, to accrediting organizations to carry out their accrediting functions, to comply with a judicial order or lawfully issued subpoena, to appropriate officials in cases of health and safety emergencies, and to other individuals and entities when specifically permitted by FERPA.

**Directory Information**
Oklahoma City Community College may provide “directory information” in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Oklahoma City Community College includes the following: name, address (defined as City and State or Country of Residence), phone number, college email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), participation in officially recognized activities or sports, degrees, honors and awards received, educational institution most recently attended before admission to OCC.

**Requests to Block Release of Directory Information**
Students may block the public disclosure of directory information by notifying the Records and Graduation Office Registrar in writing at any time. A non-disclosure block will require Oklahoma City Community College to refrain from releasing any or all directory information both while the student is active at OCC and once the student has left the college until lifted. While a non-disclosure block is in effect, OCC will consequently refuse requests for directory information. Oklahoma City Community College accepts no responsibility to contact students regarding directory information requests and assumes no liability as a result of honoring a student’s instructions that directory information be withheld. The non-disclosure block will only be lifted when the student has submitted a written request to remove it from his or her record.

**STUDENT SUCCESS ADVISING**
www.occc.edu/acs/ • (405) 682-7535

Student Success Advising is located on the first floor of the Main Building, but also has Student Success Advisors located on the second floor of the Main Building, and within each academic division. Students receive academic advisement, assistance with setting educational and career goals, and in selecting a major.

Student Success Advisors provide useful information for students who want to transfer to four-year institutions after they complete their studies at OCC. Responsibility for advising students is shared by twenty-seven full time Academic Advisors. Student Success Advisors serve new degree-seeking students, students who have not yet decided on a major, students seeking to make application to one of the health professions programs offered at OCC and returning students working toward a degree in the first few semesters. The Student Success Advising website has many resources for students including registration drop/add dates, career exploration information, and information on scheduling appointments, and convenient self-service information.

**ONLINE COURSES**
http://www.occc.edu/onlinerources/help.html • (405) 682-7838

Oklahoma City Community College offers online courses (computer based/Internet) which allow students the freedom from attending regularly scheduled course meeting times while still earning college credit. Online courses are similar to traditional, on-campus courses in that they have a regular class schedule, assignment due dates, and the expectation of student interaction. Online courses differ from on-campus courses in that the content is delivered to the student primarily in written form and most of the work is done via computer and the Internet. Students will receive course content through OCC’s Learning Management System (LMS), which can be accessed from the College’s home page. Students will be able to access their course content 48 hours prior to the beginning of the class session. Students may be required to complete an online orientation and/or attend an on campus orientation with the instructor. Some instructors require on-campus or proctored exams. For specific course information, please check the course schedule for the section in which you are enrolling or contact the appropriate division office. For further information, call the Center for Learning and Teaching at (405) 682-7838.

**STUDENT WITHDRAWALS**
www.occc.edu/records • (405) 682-7512

A student choosing to withdraw from a class can withdraw through their My OCC student portal through the beginning of the fourth quarter of a semester (i.e. through the 12th week of a 16-week semester or the sixth week of an eight-week semester). Students who do not take the initiative to officially withdraw from a class may be given the grade of “F” and will be responsible for full payment of tuition and fees for the class.
**TEST CENTER**  
[www.occc.edu/testing/ • (405) 682-7321](http://www.occc.edu/testing/)

The Test Center is located on the first floor of the Main Building, and offers a number of testing services to the College. It serves as a centralized testing area for academic testing purposes. Students wanting to take an academic exam must have a current OCCC student ID card with them and be in the Test Center at least one hour before closing time. It also offers entry-level placement exams for new, incoming students to determine course placement and/or for entrance into degree programs with special admission procedures. Placement testing requires only a current photo ID, such as a driver’s license, state ID, etc.

The Office of Testing and Assessment Services administers tests including, but not limited to, the following: PEARSON VUE Certification Exams, Residual ACT Exam, Test of English as a Foreign Language (TOEFL), Test of Essential Academic Skills (TEAS). Testing and Assessment also provides High School Equivalency testing in both GED and HiSET.

For additional information on available tests, fees, and schedules, please visit [www.occc.edu/testing/](http://www.occc.edu/testing/) or contact the Office of Testing and Assessment.

**CAMPUS LIFE**

**ALUMNI ASSOCIATION**  
[www.occc.edu/alumni • (405) 682-1611 ext. 7478](http://www.occc.edu/alumni/)

As a member of the Oklahoma City Community College Association of Alumni and Friends, you’ll share a common bond with over 2,200 others who have chosen to keep a special connection with OCCC and with each other. Stay in touch with friends, faculty, and staff, and keep up with all the happenings at the College that are important to alumni. Association members are invited to attend and enjoy special events and gatherings throughout the year, participate in programs, events, service projects, and other opportunities with current students as well as other alumni. Bolster your professional career and take advantage of networking opportunities and career services offered free of charge to Association of Alumni and Friends members. Join today online at [www.occc.edu/alumni](http://www.occc.edu/alumni) or contact the Director of Alumni Relations, at 405-682-1611, ext. 7478.

**BULLETIN BOARDS**  
Title: Administrative Procedure No. 5006

The Office of Student Life has maps available showing the locations of all bulletin boards on campus. Bulletin boards are available for use by internal and external organizations. Bulletin boards labeled for the purpose of campus events and activities are used for posting of information regarding internal events and announcements. Permission to post information on these boards, located throughout the campus, must be given by the Director of Student Life or designee. Contact the Office of Student Life for permission and locations of these bulletin boards.

Bulletin boards labeled for general public use are available throughout campus. Items posted on these bulletin boards will be removed after the date of an advertised event or within approximately one month. Contact the Office of Student Life for the locations of these bulletin boards.

Bulletin boards are located throughout campus outside of individual offices and departments. Please check with appropriate department personnel for permission to display information on these bulletin boards within the Oklahoma City Community College (OCCC) campus.

Items posted on campus bulletin boards that are found to be in violation of local, state or federal laws or in violation of OCCC policies may be removed immediately.

**BUS SERVICE**  
[www.embarkok.com • (405) 235-7433](http://www.embarkok.com/)

Embark Metro Transit (Buses 12 & 13) makes regular stops at the college, approximately one every 30 minutes. Brochures listing specific times and schedules are available by calling EMBARK at (405) 235- RIDE. Schedules are also available in the Office of Student Life and online at [www.embarkok.com](http://www.embarkok.com/).

Information regarding evening routes and EMBARK Link are also available in the Office of Student Life.

**CLUBS AND ORGANIZATIONS**  
[www.occc.edu/studentlife/clubs.html • (405) 682-7523](http://www.occc.edu/studentlife/clubs.html/)

Participation in student clubs and organizations provides an excellent opportunity for individuals to get acquainted with faculty, staff and students; as well as make connections to the campus community. Clubs and organizations allow students to form connections with professionals in their field of study, experience new opportunities and develop important leadership and planning skills. A list of currently active clubs and organizations, along with information on how to get involved, can be found in the Office of Student Life. Student Life is located on the second floor of the main building, room MB-2N4, and can be reached at (405) 682-7523 and or you can use the Join a Club link online at [www.occc.edu/studentlife](http://www.occc.edu/studentlife).

**CULTURAL PROGRAMS**  
[www.occc.edu/cp • (405) 682-7576](http://www.occc.edu/cp/)

Cultural Programs is a Division within the OCCC Office of Community and Workforce Development, which aims to enrich the lives of students, staff, and the south Oklahoma City community by fostering a thriving arts environment through events and arts education activities. Engagement in the performing and visual arts, community development, and arts education are key elements found at the core of its current programs. Cultural Programs primary functions include
milestones or other pertinent information to seek written
administrator in the Office of Student Life and provide copies
Life. Contact the Director of Student Life or the designated

distribute and display informational literature, materials, or
College (OCCC) and external organizations or individuals may
banners on campus with the approval of the Director of Student

- Touring Attractions (Performing Arts Series, Close
Encounters of the Cultural Kind, National Theatre Live)
OCCC offers educational and entertaining concerts by
professional touring performing artists each academic year
(September – April). Performances are ticketed events,
open to the public. A limited number of complimentary
student tickets to all attractions booked and promoted by
Cultural Programs are available upon request, through the
OCCC Box Office located inside the Visual and Performing
Arts Center. The Box Office is open Monday through
Friday, from 12:00 PM – 5:00 PM. Most events allow two
complimentary tickets per student I.D. Visit www.occc.
edu/pas for a schedule of upcoming eligible events, or to
purchase tickets. Follow us on Twitter @occcultural or
Facebook at https://www.facebook.com/VPACOCCCC/

- Inasmuch Foundation Gallery– The Inasmuch Foundation
Gallery features temporary exhibitions that change
approximately five times each year. Two of the seven
exhibitions feature the work of OCCC students. The
remaining exhibits are presented by the Office of Cultural
Programs, and include exhibitions produced by community
arts organizations, shows featuring the work of local
artists, and touring exhibits. Admission is free. The
Inasmuch Foundation Gallery is located inside the Visual
and Performing Arts Center. Visit http://www.occc.edu/cp/
currentgallery.html

- Theater Rentals– OCCC Cultural Programs administers
and operates two theatrical venues. The Bruce Owen
Theater, housed inside the College’s main building, is a
small, intimate proscenium theater that seats 285. The
Visual and Performing Arts Center Theater is a large
state-of-the-art proscenium theater that seats 1,067, split
between an orchestra and balcony level. Both venues
are available for rent when not in use by the College.
For theater rental inquiries, please contact Leila Lenore,
Director of Cultural Programs, at (405) 682-7576, or at
leila.c.lenore@occc.edu.

DISPLAY AND DISTRIBUTION OF
INFORMATION
Title: Administrative Procedure No. 5005

Internal organizations of the Oklahoma City Community
College (OCCC) and external organizations or individuals may
distribute and display informational literature, materials, or
banners on campus with the approval of the Director of Student
Life or the designated administrator in the Office of Student
Life. Contact the Director of Student Life or the designated
administrator in the Office of Student Life and provide copies
of materials or other pertinent information to seek written
approval to display or distribute information. The Office of
Student Life will designate which areas will be set-aside for
display and distribution of information.

By serving as a Representative of an internal organization of
OCCC or external organization for the display and distribution
of information, the Representative(s) acknowledges and agrees
to the following:
1. The Representative(s) of external organizations may not
engage in commercial activities to solicit funds on campus.
2. The Representative(s) must provide proof of the written
approval to display and distribute information if asked to
do so by an OCCC official.
3. The Representative(s) must display or distribute
information in English or have an accompanying English
translation.
4. The Representative(s) may only display and distribute
information at a table. All Representatives must be present
at the table at all times and may not verbally or physically
approach others with the information.
5. The Representative(s) must follow all OCCC policies.
6. The Representative(s) must request permission through the
Office of Student Life at least 14 days prior to information
being displayed and distributed.
7. The Representative(s) will be granted approval to display
and distribute information no more than five days per
month, for no more than five consecutive days.
8. The Representative(s) will be granted approval through the
Office of Student Life for display of banners for no more
than 30 days per year.
9. The Representative(s) must remove all information
immediately following the distribution and display period.
10. The Office of Student Life has established bulletin boards
for the use of individual students, student organizations and
outside organizations or individuals. See Administrative
Procedure No. 5006.

E-MAIL FOR STUDENTS
email.occc.edu • (405) 682-7509

Due to the increasing reliance and acceptance of electronic
communication, e-mail is considered an official means for
communication within the OCCC community. Information and
Instructional Technology Services will assign each student an
official OCCC e-mail address. It is to this official address that
OCCC will send e-mail communications. This official assigned
address will be the address recorded in the Student Information
System. OCCC shall consider the official assigned OCCC
student e-mail address as directory information. Because e-mail
is an official means for communication within OCCC, OCCC
has the right to send communications to students via e-mail and
the right to expect that students shall open and read e-mails in a
timely fashion.

A student may have official OCCC e-mail electronically
redirected to another e-mail address at his or her own risk. If a
student wishes to have e-mail redirected from his or her official
address to another e-mail address (e.g., @aol.com, @hotmail.
Within their e-mail accounts (private, dedicated e-mail accounts, or other e-mail server), they may do so. However, OCCC will not be responsible for the handling of e-mail by outside vendors and compliance with educational privacy law no longer pertains. Redirecting e-mail does not release a student from the responsibilities associated with communication sent to his or her official e-mail address. Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with OCCC communications. OCCC recommends checking e-mail once a week at a minimum in recognition that certain communications may be time-critical.

**HOUSING**
www.occc.edu/esl/housing.html • (405) 682-7523

Oklahoma City Community College is a non-residential campus. There are no residence halls. However, a list of apartments located nearby is available in the Office of Student Life.

**LOST AND FOUND**
http://www.occc.edu/police/Crimeprevention.html • (405) 682-7872

The Campus Police Department is the designated holder of lost and found property. Found items should be immediately turned over to an OCCC employee, reported to the Campus Police Department, or brought to the Campus Police Department. Unclaimed lost and found items will be disposed of after six months as authorized by State Statute. Lunch boxes and water bottles are only held for 24 hours before disposal.

**NEWSPAPERS**
www.occc.edu/pioneer/ • (405) 682-1611, ext.7674

The student newspaper, the Pioneer, is published and distributed at various locations throughout the campus. In addition, several major newspapers are available in the library.

**SERVICE-LEARNING PROGRAMS**
www.occc.edu/studentlife/studentinformation • (405) 682-7523

Students participating in the Civic Honors program gain insight and experience about societal needs through civic involvement and develop leadership skills which can be used as a future leader in the community. The Civic Honors Program at OCCC recognizes students who demonstrate an outstanding commitment to both civic involvement and personal life skill development. Requirements:

1. Apply for the program with the Office of Student Life.
2. Complete and document a required number of hours of service at an approved agency.
3. Have one (1) Mentor Session with a Student Life staff member.
4. Create a portfolio with beneficial items for future educational and career endeavors.
5. Complete a reflective project over entire service-learning experience.
6. Submit completed portfolio and project and arrange and final review appointment with Student Life staff for an assessment of the program.

**SMOKING POLICY**
Title: Policy No. 1015

Oklahoma City Community College maintains a “Tobacco Free” campus. The use of tobacco in any form is prohibited by Policy No. 1015 “Tobacco Free Environment” in all campus buildings and on all campus grounds. The use of tobacco on campus is also a violation of State Law (Title 21 Ch. 50 Sec. 1247) and subject to a fine upon conviction of $10.00 to $100.00. The use of vaporizers or E-Cigarettes are also prohibited on all campus property.

**STUDENT I.D. CARDS**
www.occc.edu/records/decals.html • (405) 682-7512

All new students enrolled in credit classes must have a photo identification card made at no additional cost in the Records and Graduation Office, located in the lobby of the Main Building. The I.D. card is needed for admission to the Test Center, the Academic Support Labs, the Library, and other student facilities and activities. It is a permanent card. If it is lost, stolen or intentionally damaged, there will be a $10 replacement charge.

**SUPERVISION OF CHILDREN**
Title: Administrative Procedure No. 5029

Persons who are too young to be admitted to Oklahoma City Community College are required to be under the supervision of a responsible adult at all times while on campus. Students are not allowed to bring children to class. The officer on duty should be notified if unattended children are observed or if poorly supervised children interfere with the educational process. Adult students who are responsible for disruptive children may be subject to disciplinary procedures.

**VOLUNTEERING AND SERVICE-LEARNING**
www.occc.edu/studentlife/serviceday.html • (405) 682-7523

OCCC has partnerships with more than 140 designated non-profit agencies that have a continuous need for volunteers. Volunteering and Service-Learning are great opportunities to participate within the community and learn outside the classroom environment. Stop by the Office of Student Life for a service-learning guide containing descriptions of all the volunteer opportunities and contact information for each.
agency, timesheets for proof of service, and OCCC liability waivers for service learning. Student Life also plans numerous service days each semester. Register for scheduled service learning sessions through the Student Life website under Service Day Registration. Some classes require documentation of Service Learning, timesheets that provide documentation may be picked up in Student Life at our Service Learning Center.

EMPLOYMENT

FEDERAL WORK-STUDY PROGRAM (FWS)
www.occc.edu/financialaid/FCWS.html • (405) 682-7525

Federal

Work Study (FWS) is a need-based award that allows students to earn wages to help pay for college expenses. FWS is awarded, based on the Free Application for Federal Student Aid (FAFSA). Most work study positions enable students to develop or enhance work experience in a variety of positions. Some positions allow for direct service to the general public and Oklahoma City Community College students. Typical positions include, receptionist, clerk, tutor, lab assistant.

Contact the Student Life Office for assistance with applying for student jobs. Apply online at www.occcjobs.com.

Employment applications will be reviewed by Human Resources and selected students will be contacted for an interview process. Hired students should provide the hiring supervisor with a copy of the award letter to include with the Personnel Action Form (PAF). The Financial Aid Office reviews all PAFs for FWS eligibility determination.

Human Resources will assist students with the necessary forms to enable students to begin work.

All candidates for student employment are required to complete a background check. Instructions for completing a background check will be sent to the student’s college email.

Continued eligibility and departmental authorization to work are evaluated each semester. FWS award amounts may be adjusted, based upon increased or decreased amount of need.

Student employees may work a maximum of 25 hours per week. Student employees are paid biweekly, at a starting wage of $8.40 per hour. Continued employment will depend on funds available, performance, and Financial Aid Satisfactory Academic Progress.

A limited number of off-campus public and/or private non-profit organizations offer employment to eligible students for off-campus tutoring and other community service positions. Students interested in off-campus positions in non-profit organizations should contact the Financial Aid Office.

STUDENT TEMPORARY EMPLOYMENT PROGRAM
www.occcjobs.com • (405) 682-7542

Human Resources offers program oversight and assistance to currently enrolled students in securing jobs to meet financial needs and to provide job experience. Campus-based job opportunities include Student non-Work Study and Federal Work Study. Student employees serve in many departments and perform a myriad of duties vital to the success of OCCC. Even more important, research shows that employment is a primary factor in student retention and success. Part-time work experience can also be a significant factor in development of work ethics and career choice. To apply for positions, students should logon to www.occcjobs.com. For more information or assistance, contact Human Resources at 682-7542.

SUPPLEMENTAL INSTRUCTION
www.occc.edu/SI/ • (405) 682-7389

Supplemental Instruction (SI) is a program that provides academic support to students through the use of students who have demonstrated excellence in a particular course. SI student leaders are employed by the college to sit in on a class with their former professor and then to hold structured study sessions at other times during the week.

FINANCIAL

BURSAR
www.occc.edu/bursar/ • (405) 682-7825

The Office of the Bursar is located on the first floor of the Main Building in the hallway along the courtyard in Room 1R7. The Bursar maintains financial information on student accounts, processes electronic billing statements, takes payments for tuition and fees, parking tickets, testing, special charges, etc. The office also administers sponsorships and scholarships which have been awarded to students.

FEE PAYMENT

Tuition and fees may be paid online by logging into a student’s MyOCCC student Portal at https://portal.occc.edu/employees/Pages/default.aspx or in person in the Bursar Office. Students at Oklahoma City Community College will be charged tuition and fees for all classes in which they are enrolled as of the fee due date for the semester/term. Fee due dates are listed in the College Class Schedule and the College Catalog. Students who pay their account in full on their date of enrollment or by the initial fee due date for the semester/term will pay tuition and fees only. Students who choose to make monthly payments will be automatically billed on a monthly basis for all tuition and fees due and assessed a finance charge on their monthly account balance.
STUDENTS WILL NOT BE CANCELED FROM CURRENT CLASSES DUE TO NON-PAYMENT OF FEES BY THE FEE DUE DATE.

Students must withdraw from any class in which they do not wish to be enrolled, prior to the initial due date in order to avoid finance charges. Students will not be charged and/or will receive a refund only for classes from which they withdraw from prior to or during the official drop with refund period for that semester or term. Students who NEVER ATTEND courses, for which they are enrolled, will be responsible for the full amount of tuition and fees owed plus any accumulated finance and late fees.

FEE PAYMENT OPTIONS
Students may choose to pay their tuition and fees prior to the beginning of the semester or by making monthly payments.

OPTION 1: PAY FEES BY DUE DATE
Students may pay their tuition and fees prior to the beginning of the semester (see published fee due date), or on their date of enrollment, and incur no additional charges. Students enrolling after the beginning of the semester may pay their tuition and fees on their date of enrollment or prior to the next monthly payment due date and incur no additional finance charges.

OPTION 2: MAKE MONTHLY PAYMENTS*
Students may choose to pay their fees on a monthly basis. Monthly payments will incur a monthly 2% finance charge on the outstanding balance. A late payment charge of $20 will be applied to any minimum payment plan payment not received by the payment due date. * Students choosing to pay tuition and fees on a monthly basis are required to comply with the payment schedule in order to enroll, or remain enrolled in any future semesters. Payment in full is required by the last monthly payment plan due date for the semester. Students who apply for Financial Aid but are not awarded by the published fee due date and have not paid their tuition and fees will automatically be billed on a monthly basis. If financial aid is subsequently awarded and applied to the student’s account, any remaining balance due for tuition and fees will be paid before any refund to the student. Finance and late charges will be reduced appropriately.

In compliance with the College’s fee payment policy, students WILL be canceled from any future enrollments if they have not paid in full by the final payment due date for the semester. A Bursar hold will be placed upon records, which will prevent enrollment activity.

Oklahoma City Community College uses the services of a collection agency for all past due accounts that remain unpaid after the end of the semester. Overdue account balances will be assessed all additional collection charges associated with the collection of the debt to include reasonable attorney’s fees, court costs, collection agency fees and all other charges allowed by law. This action may result in endangering your credit rating on a local and/or national level by being reported to all three credit bureaus’s (Equifax, TransUnion, and Experian). Oklahoma City Community College also participates in the State of Oklahoma’s Warrant Intercept Program, authorized by House Bill No. 1314 of the State of Oklahoma in 1983. The Intercept System allows a state agency to take a debtor’s state tax refund and apply it to their indebtedness, which may result in collection of debt many years in the future.

REFUND OF FEES
The following procedures regarding refund of fees have been implemented at the college in compliance with guidelines established by the Oklahoma State Regents for Higher Education. To withdraw from a class, students must login to their My OCCC student self-service portal.

Students withdrawing from classes before the beginning of a semester will receive a 100% refund of fees paid. Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a 16-week session or the first week of a four-, five-, six- or eight-week session will be refund for any courses dropped. See the academic calendar for specific deadlines to withdraw with a refund.

No refunds will be made after the designated refund period. These guidelines are subject to change at any time as directed by the Oklahoma State Regents for Higher Education. Refunds are automatically calculated by the Bursar’s Office and will be processed in accordance with the refund preferences selected using the student’ personal code via www.refundselection.com. Payments made by credit card will be refunded to the credit card. Inquiries concerning refunds should be made by contacting the Bursar’s Office at (405) 682-7825.

COMPLETE WITHDRAWAL OF STUDENTS WHO ARE RECIPIENTS OF FEDERAL TITLE IV FINANCIAL ASSISTANCE

Recipients of Federal Title IV student financial assistance: Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Federal Direct Loans Subsidized and Unsubsidized, and Parent Loans who partially or completely withdraw from the college during a semester may be required to repay a portion of the funds they received. The possible repayment of unearned funds is separate from the college’s refund policy and is required by Federal Title IV regulations.

OCCC FOUNDATION SCHOLARSHIPS

www.occc.edu/foundation • (405) 682-7591

The OCCC Foundation is a privately funded nonprofit that offers OCCC students scholarships throughout the year. For available scholarship listings, please visit https://occc.academicworks.com/. For more OCCC Student Scholarship information, please call the OCCC Foundation at (405) 682-7591.
**SCHOLARS FOR EXCELLENCE IN CHILD CARE**
www.occc.edu/scholars/ • (405) 682-7561

Through the Oklahoma State Regents for Higher Education, Oklahoma Department of Human Services Child Care Services, scholarships are awarded to eligible child care professionals to complete coursework in the area of child development. These scholarships enable child care providers in Oklahoma to improve their skills through education, receive an educational stipend and continue the availability of quality child care in local communities. The Scholars for Excellence in Child Care office is located in the Family and Community Education Center.

**HEALTH AND SAFETY**

**ACCIDENTS**
www.occc.edu/police/ • (405) 682-7872

All accidents on campus should be reported to the Campus Police Department. Campus Police Department personnel will dispatch Emergency Medical Services if necessary and completes a report on all vehicle accidents. The Campus Police Department will also assist involved parties in exchanging driver, vehicle and insurance information. Instances of leaving the scene of an accident without complying with state requirements are investigated by the Campus Police. Proof of Financial Responsibility is required for all drivers operating a vehicle on campus property.

**EMERGENCY MESSAGES TO STUDENT (INDIVIDUAL SPECIFIC)**
www.occc.edu/can/ • (405) 682-7872

Oklahoma City Community College has no central paging system or any other way to easily deliver messages to students. Emergency messages, however, will be delivered by staff from the Campus Police Department. “Emergency messages” are defined as those having to do with the health or safety of a student or a student’s family member. In order to request the delivery of such a message, the requester should contact the Campus Police Department Office. Once the staff member has determined the nature of the emergency, the message will be taken in written form. The staff person will then determine the student’s schedule and deliver the message to the appropriate class. If the student is not on campus and the message is not delivered, the staff member will attempt to make a return call to the requester with information that the message was not delivered.

**EMERGENCY EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES**
www.occc.edu/support/EmergencyProcedures.html (405) 682-7872

1. Persons in wheelchairs on the buildings’ upper levels that have no direct exit other than stairs will evacuate to a stairwell marked “safe refuge.” An emergency phone is at each location to contact the Campus Police Department. Campus Police personnel and/or Oklahoma City Fire or Police personnel will provide safe departure from those locations.
2. Students with a visual impairment should be escorted to the exit or safe refuge.
3. Students with a hearing loss should respond to visual alerts and exit if no interpreter is present.

**WEATHER DELAYS OR CANCELLATIONS**
www.occc.edu/can/procedures.html • (405) 682-1611

During inclement weather, a decision to delay or cancel classes will be made as soon as practical but generally no later than 6 am for day classes and 2 p.m. for evening classes. Area radio and television stations will be notified when classes are cancelled. Closings will also be posted on the college website (http://www.occc.edu/), Facebook (www.facebook.com/OTripleC), Twitter (www.twitter.com/OTripleC) and the campus alerts Twitter account (www.twitter.com/OCCCAlerts). The college will also use the newly implemented Emergency Notification System. Information about this system may be found at www.occc.edu/can/.

**RECREATION AND FITNESS**
www.occc.edu/rf/ • (405) 682-1611, ext. 7442

OCCC encourages healthy living through the college’s Recreation and Fitness department. Recreation and Fitness provides noncredit wellness and fitness programs to students, staff, faculty and the community. Enjoy variety, flexibility, and fun in the Group Fitness classes with over 10 different classes to choose from including sets & reps, cardio kickboxing, cross-training, Tai Chi, yoga and TRX classes, to name a few! The classes are designed to furnish a balanced workout program by providing a mixture of cardio, strength and flex workouts. The cardio and weight rooms have been completely renovated and are currently equipped with over 50 new pieces of HOIST fitness equipment.

The new equipment consists of 23 cardio machines, including treadmills, elliptical, water rower, stepper and stationary bikes; the fitness room includes a Smith Machine, three squat racks, 15 Power-Lift free weight stations, 31 strength-circuit machines, incline and decline benches, a stretching/core area, a motion cage for HIIT/interval training and a full
set of dumbbells. The fitness center also includes a functional training unit that is handicap accessible with ten attachments and 18 different exercise options. An air-conditioned two-court gymnasium is available for OCCC students, faculty, staff and the community to use during designated times.

FREE access to the weight room, gymnasium, and fitness classes for all OCCC students, faculty and staff with valid ID! Contact the OCCC Office of Recreation and Fitness at (405) 682-1611, ext. 7442 or stop by the Recreation and Fitness office, located at WC-1, near parking lot E.

SUPPORT RESOURCES

CAPITOL HILL CENTER
www.occc.edu/capitolhill/ • (405) 272-5140

Oklahoma City Community College Capitol Hill Center (CHC) is one of the few bilingual centers in the State of Oklahoma. It opened in the fall of 2000 with a mission to provide access to education through computers and technology for all individuals living within the Capitol Hill area. The CHC offers a variety of non-credit education classes including adult basic education, English as a second language, HSE (High School Equivalency prep, College for Kids (grades 5 through 8), ACT prep workshops and a variety of personal enrichment classes such as basic and intermediate computer applications and job readiness. Instruction is offered in Spanish and English with some classes in Korean. Beginning Fall 2017, the CHC also offers credit classes. Please check the OCCC Class Schedule for additional information. The CHC is located at 325 SW 25th, Oklahoma City, OK 73109.

CAREER TRANSITIONS
www.occc.edu/career/ • (405) 682-7844 • Fax (405) 682-7824

Career Transitions (CT), in cooperation with the Oklahoma State Regents for Higher Education and the Oklahoma Department of Human Services (OK DHS), assists OK DHS-referred participants in obtaining training for entry-level employment. CT provides participants with short-term vocational, educational and job readiness skills that lead to employment. Each CT participant follows an Individualized Education and Employment Plan (IEEP) and attends 35 hours of educational, professional, skills development and work-related activities each week. Core instruction areas include job readiness skills, computer literacy, professional management, and vocational training.

The CT Multimedia Classroom and Lab provides individualized tutoring and assistance in exploring each student’s personal goals. OCCC learning labs assist in providing support in academic classes. Vocational training programs, depending on student interest and background, include most college certificate programs, Associate degrees, and Pharmacy Technician training. Students are assisted in obtaining employment through the Career Transitions office. After employment, participants are supported through follow-up activities by CT staff and other community partners.

The Career Transitions office is located on the second floor of the Main Building in area 2P8 and 2R8.

COMMUNITY OUTREACH AND EDUCATION
www.occc.edu/coe/ • (405) 686-OCCC (6222)

Community Outreach and Education offers a variety of non-credit education classes including adult basic education, English as a second language, HSE (High School Equivalency prep, College for Kids (grades 1 through 8), ACT prep workshops and a variety of personal enrichment classes such as guitar, language, driver’s safety and computer basics. Most classes meet at the Family and Community Education Center, 6500 South Land Ave, Oklahoma City, OK 73159.

STUDENTS CONNECTING WITH MENTORS FOR SUCCESS (SCMS)
www.occc.edu/scms (405) 682-1611, ext. 7652

The purpose of the SCMS program is to improve the academic achievement, retention, and graduation rates of our students, with the goal of preparing them to transfer to a four-year university or successfully enter the workforce. We achieve this by providing professionals from the community who serve as mentors and provide one-on-one supportive relationships to our students. Mentors offer advice, insight, and guidance to mentees regarding academic and professional pursuits and general life matters. The SCMS program is currently for any interested full- or part-time student who is African American, Native American, or Hispanic, and is in an academic program that results in an associate degree or certificate of mastery.

COUNSELING RESOURCES
www.occc.edu/support/Counseling.html • (405) 682-7520

Student Support Services houses licensed mental health counselors, who offer short-term counseling and referrals to community agencies and resources. OCCC recognizes that students’ academic success depends on their personal development and emotional health. Counselors provide a supportive environment to foster the intellectual, emotional and personal development of students.

If you have any questions, regarding counseling services or to schedule an appointment, please contact Student Support Services at (405) 682-7520.
DISABILITY SUPPORT SERVICES
www.occc.edu/support/ • (405) 682-7520

Accommodations are available to students with disabilities as defined by the Rehabilitation Act of 1973 or the Americans with Disabilities Act as amended in 2008, if that disability substantially impairs the student’s ability to participate in educational programs and activities. For additional information, contact or visit Student Support Services located on the first floor of the main building near SEM Entry 3, or visit our web site. For an accommodation grievance procedure contact the Coordinator of Disability Services at (405) 682-7520 or visit http://www.occc.edu/support/disability/index.html

NEW STUDENT ORIENTATION (NSO)
NSO is an online program designed to on-board all new, first time registered students attending OCCC. NSO provides students with an introduction to educational resources and encourages student success. Student Success Advisors will register for NSO prior to beginning classes their first semester. To register for an NSO please go to http://www.occc.edu/nso/registration.html

SINGLE PARENT ACADEMIC RESOURCES COLLABORATIVE (SPARC)
www.occc.edu/sparc/ • (405) 682-7561

Through a grant from the Women’s Foundation of Oklahoma, the Single Parent Academic Resources Collaborative (SPARC) Program supports single parents realizing their educational dream. Parents who participate in the SPARC Program are empowered through information for available resources that provide emotional and educational support as they balance school, work and family schedules. Previously known as the SMART Program, the SPARC program is now incorporated in the Student Support Services Office and housed on the main campus, but also available to visit other OCCC locations as needed. If you have any questions about SPARC, please contact Student Support Services at (405) 6827520.

TRiO STUDENT SUPPORT SERVICES
www.occc.edu/sss/ • (405) 682-7865

TRiO Student Support Services helps students graduate from OCCC and transfer to earn a bachelor’s degree. TRiO SSS is a federally-funded, comprehensive program designed to promote student success and improve academic performance. TRiO SSS provides participants with academic and support services in a friendly environment that seeks to ensure their retention, successful transfer to another college or university, and completion of a baccalaureate degree. TRiO SSS students participate in individual meetings as well as workshops and events that help students increase academic skills, develop interpersonal skills, navigate the college transfer process, and encounter a wide range of cultural experiences.

TRiO SSS services include:
Academic—recurring scheduled tutoring, study skills training, time management skills, academic advisement, financial aid and scholarship assistance, college transfer assistance
Personal—peer mentoring, personal counseling, cultural awareness, career exploration, motivation and encouragement, civic engagement, leadership development
All TRiO SSS services are provided at no cost to eligible students. New participants start the program as a cohort at the beginning of each semester. For more information or to submit an application to join TRiO SSS, stop by the office located on the first floor in Main Building 1T7.

TRIO UPWARD BOUND
www.occc.edu/upwardbound/ • (405) 682-7865

TRiO Upward Bound is a federally-funded program designed to encourage and support students grades 9 through 12 in their preparation for college entrance. Upward Bound currently serves students attending U.S. Grant High School, Capitol Hill High School, Southeast High School, Pathways Middle College, Moore High School, Southmoore high School, Santa Fe South High School and Westmoore High School. Upward Bound provides students with academic and support services through personal, financial aid, and career counseling and academic tutoring in a year-round program. Participants may earn a stipend for participation in all monthly activities. Each summer, Upward Bound students attend a six-week mini-college held at Oklahoma City Community College.

All TRiO Upward Bound services are provided at no cost to eligible students. For more information or to find out if you are eligible to receive services, call or stop by the office located on the first floor in the Main Building 1T7.

WCD WIC PROGRAM
www.wcdwic.org

Located at the OCCC Family and Community Education Center, 6500 South Land Avenue, WIC provides healthy foods and nutritional education to women and children. Call 682-1611 x 7690 or more information.

SECTION II - CAMPUS POLICE DEPARTMENT SERVICES

The Campus Police Department is located in the southeast corner of the OCCC Campus, next to the John Massey Building. The Department is staffed continuously during college operating hours and has the responsibility of providing the college with a safe and secure learning environment. The Campus Police Department responds to all campus emergencies, enforces State laws, manages traffic flow and parking and controls access to all OCCC facilities.
Police and Security Officers provide a number of services to include CPR/First Aid, Automated External Defibrillator (AED) response, motorist assistance, Lost & Found, safety escorts to and from parking lots, grounds and building patrol. The Department also has responsibility for the College Emergency Response and Incident Plans. For questions or concerns other than emergencies, please contact the Campus Police Department at 405-682-7872.

The Campus Security Act of 1990 and the Student Right-to-Know Act (PL 101-542) was signed into law by President George Bush on November 8, 1990. This federal legislation requires colleges and universities to collect statistics on specific crimes occurring on college and university campuses. The Clery Annual Security Report is easily located on the Campus Police web page (www.occc.edu/police). If desired, a printed copy of the Annual Safety Report is available upon request in the Campus Police Department.

The following information on reporting campus crimes, crime prevention, and personal Campus Police Department tips is provided to assist students.

Reporting Crimes—Crime victims are encouraged to report all incidents of criminal behavior to the Campus Police immediately. To report a crime, a victim or witness should depress the emergency button on any campus phone, dial 682-7872 from any phone, use emergency phones inside most building entrances, or the emergency call boxes located in the parking lots. Any OCCC employee is available to assist you in contacting the Campus Police Department. An officer will be dispatched to meet the victim or witness to complete an incident report. The victim may request a copy of the report 24 hours after the incident.

Campus Crime—The Campus Police Department continuously works to reduce crime and prevent criminal activity on campus. Some of the more notable efforts are:

- 24-hour preventive security patrol of college facilities and grounds.
- Crime prevention tips discussed with students at New Student Orientation.
- Surveillance video employed in high risk areas to help prevent incidents before they occur.
- Motorist assistance is provided on campus
- Individual escort to or from vehicles is available on request.

Campus Police Department—The Campus Police Department offers the following tips for personal safety and property security on the college campus:

- Report all incidents and losses to Campus Police Department.
- Do not trust individuals unknown to you.
- Avoid giving personal information to any person on campus, especially a solicitor.
- Allowing a strange person to use your cell phone may compromise your personal information.
- Do not hesitate to call Campus Police Department if confronted by suspicious persons or find yourself in an uncomfortable situation.
- At night, when possible, walk in groups of at least two in the college parking lots.
- Be aware of your surroundings and of what is occurring around you; walk with confidence.
- When parked on campus, remove valuables from plain sight; lock your vehicle.
- Do not leave personal items such as books, book bags, brief cases, etc., unattended on campus.
- Make copies of credit cards and other valuables in your billfold or wallet.
- Write your name and student identification number in several places in textbooks.
- Lock your bicycle in the bicycle rack.
- Use a working lock on lockers in the gym and pool areas.
- Obey all traffic laws when entering or leaving campus.

CAMPUS TRAFFIC AND PARKING POLICIES

PARKING AND VEHICLE PERMITS

A student’s vehicle must have an Oklahoma City Community College parking permit. Reserved parking areas are set aside for faculty/ staff and disabled students. Special parking permits for vehicles transporting permanently or temporarily disabled persons may be obtained from the Oklahoma Department of Public Safety.

All other parking permits may be obtained in the Records and Registrar Office, which is located on the first floor of the Main Building. Violators will be ticketed and fined.

Automobiles parked in “No Parking” areas or fire lanes are subject to towing, fines, and impound fees. Vehicles and/or equipment left on college property for three or more days will also be removed at the owner’s expense. A description of parking regulations and appeals procedures is outlined in Section II of this Handbook.

Disabled Parking—Oklahoma City Community College has reserved parking for individuals with disabilities. These reserved parking spaces are located near accessible building entrances and exits. International handicapped signage is used on Campus.

Individuals parked in Handicapped Parking Areas must display a regular college parking permit and a valid state-issued handicapped parking permit or vehicle tag. The state-issued handicapped parking permits and vehicle tags are issued by the Oklahoma Department of Public Safety, Handicapped Parking Certificate Section. This office may be contacted at the following location:
Applications are also available through a local Oklahoma State Tag Agency. Website: www.dps.state.ok.us.

The following are examples of traffic and parking violations:
A. Registration
1. Vehicles not currently registered with the college.
2. Parking permit not properly affixed to the vehicle.
3. Parking permits on vehicles other than vehicle for which it is authorized.
4. Unauthorized possession of a parking permit.
5. Falsification of registration information.
6. Illegal use: reproduction or alteration of parking permit.
B. Parking in:
1. Unauthorized areas.
2. Handicapped parking without official State permit or license tag.*
3. Fire lanes.*
C. Moving Citations
1. Failure to stop at a “Stop” sign.
2. Speeding, and speed too fast for conditions.
3. Going the wrong way on a one-way street.
4. Failure to yield to a pedestrian.
5. Reckless driving.

The OCCC Campus Police Department has a no tolerance policy regarding driving without a license, driving under suspension or revocation and failure to have proof of liability insurance. These violations are referred to the Oklahoma County District Court for disposition.

Fine Payment - College fines may be paid in the Bursar’s Office. When paid, the issued receipt should be taken to the Campus Police Department. Once verified the associated restrictions on the person’s records will be removed.

*Law Enforcement agencies other than OCCC Campus Police have jurisdiction and may also issue citations for similar offenses. Students and visitors will need to follow instructions provided on any District or Municipal Court violation issued on the OCCC campus. The Campus Police will assist with any questions you have regarding contact with these courts.

Disciplinary Actions for Failure to Pay Campus Parking Fines— Students who have not paid or appealed OCCC parking and traffic fines within 15 calendar days of the date of the citation will be sent a letter detailing if the fine is not paid on time. The student will be prevented from receiving a transcript and from registering for future classes. In order to be cleared and to have access to official transcripts, the student must pay the listed fine. Students receiving four citations within a calendar year may be referred to the Office of the Director of Student Life. Disciplinary action is possible and may include the suspension of parking and driving privileges on campus for the remainder of the calendar year.

STUDENT TRAFFIC AND PARKING APPEALS
1. Students with questions about a citation can informally discuss the matter with the Campus Police Department. Students should call 405-682-7872 to arrange an appointment.
2. If the issue is not resolved with a representative of the Campus Police Department, the student must pay the fine or file an appeal. To submit an appeal, the student must complete a Student Traffic and Parking Appeal Form, available in the Office of the Vice President for Student Affairs. This form must be submitted to the Director of Student Relations within 15 calendar days after the citation was issued.
3. The Student Traffic and Parking Appeals Committee generally meets to hear appeals which have been submitted. The committee is comprised of three college students, one college staff member, and one college faculty member. This committee meets at least once per semester.

This committee will be randomly selected from a list of persons volunteering to serve in this capacity at the beginning of the fall semester of each school year. The Committee will be established at the beginning of the fall, spring and summer semesters for membership during that semester. In the event that it is impossible to gather the entire committee, a substitute committee member will be selected, in the appropriate classification.

Under no circumstances may a college student, staff or faculty member serve on the Committee if such person is directly involved with or personally knowledgeable of a particular incident to be discussed.

ACCIDENTS
http://www.occc.edu/police/ • (405) 682-7872

All accidents on campus should be reported to the Campus Police Department. Campus Police Department personnel
will dispatch Emergency Medical Services if necessary and completes a report on all vehicle accidents. The Campus Police Department will also assist involved parties in exchanging driver, vehicle and insurance information. Instances of leaving the scene of an accident without complying with state requirements are investigated by the Campus Police. Proof of Financial Responsibility is required for all drivers operating a vehicle on campus property.

EMERGENCY MESSAGES TO STUDENTS (INDIVIDUAL SPECIFIC)
www.occc.edu/can/ • (405) 682-7872

Oklahoma City Community College has no central paging system or any other way to easily deliver messages to students. Emergency messages, however, will be delivered by staff from the Campus Police Department. “Emergency messages” are defined as those having to do with the health or safety of a student or a student’s family member. In order to request the delivery of such a message, the requester should contact the Campus Police Department Office. Once the staff member has determined the nature of the emergency, the message will be taken in written form. The staff person will then determine the student’s schedule and deliver the message to the appropriate class. If the student is not on campus and the message is not delivered, the staff member will attempt to make a return call to the requester with information that the message was not delivered. The Welcome Center may be contacted by dialing 682-7553.

EMERGENCY EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES
www.occc.edu/support/EmergencyProcedures.html • (405) 682-7872

1. Persons in wheelchairs on the buildings’ upper levels that have no direct exit other than stairs will evacuate to a stairwell marked “safe refuge.” An emergency phone is at each location to contact the Campus Police Department. Campus Police personnel and/or Oklahoma City Fire or Police personnel will provide safe departure from those locations.
2. Students with a visual impairment should be escorted to the exit or safe refuge.
3. Students with a hearing loss should respond to visual alerts and exit if no interpreter is present.

STORM SHELTER WARNING
Title: Administrative Procedure No. 3048

The Board of Regents of Oklahoma City Community College does not approve the college buildings as a shelter against a tornado or high winds. However, plans are in place to provide maximum possible protection for persons in the building during school hours. The Campus Police Department staff monitors weather conditions and will notify college administrative personnel of hazardous weather conditions.

WEATHER DELAYS OR CANCELLATIONS
www.occc.edu/can/procedures.html • (405) 682-1611

During inclement weather, a decision to delay or cancel classes will be made as soon as practical but generally no later than 6 a.m. for day classes and 2 p.m. for evening classes. Area radio and television stations will be notified when classes are cancelled. Closings will also be posted on the college website (www.occc.edu), Facebook (www.facebook.com/OTripleC), Twitter (www.twitter.com/OTripleC) and the campus alerts Twitter account (www.twitter.com/OCCCAAlerts). The college will also use the newly implemented Emergency Notification System. Information about this system may be found at www.occc.edu/can/.

LOST AND FOUND
www.occc.edu/police/Crimeprevention.html • (405) 682-7872

The Campus Police Department is the designated holder of lost and found property. Found items should be immediately turned over to an OCCC employee, reported to the Campus Police Department or brought to the Campus Police Department. Unclaimed lost and found items will be disposed of after six (6) months as authorized by State Statute. Lunch boxes and water bottles are only held for 24 hours before disposal. Any unclaimed property held for a period of six (6) months will be disposed of as allowed by State Statute.

SMOKING POLICY
Title: Administrative Procedure No. 1015

Oklahoma City Community College maintains a “Tobacco Free” campus. The use of tobacco in any form is prohibited by Policy 1015 “Tobacco Free Environment” in all campus buildings and on all campus grounds. The use of tobacco on campus is also a violation of State Law (Title 21 Ch. 50 Sec. 1247) and subject to a fine upon conviction of $10.00 to $100.00. The use of vaporizers or E-Cigarettes are also prohibited on all campus property.

WEAPON FREE CAMPUS
Title: Administrative Procedure No. 1016

Oklahoma City Community College maintains a “Weapon Free” campus. The possession (except as specifically authorized or as otherwise required by the Oklahoma Self-Defense Act), use and display of weapons of all types at all times on OCCC property and during OCCC activities, trips or events is prohibited by Policy No. 1016 “Weapon-Free Environment.” This Policy applies to all OCCC employees, students and visitors, except authorized peace officers, regardless of whether an individual has a valid license to carry a Firearm under the Oklahoma Self-Defense Act.
Anyone who suspects another individual of possessing, using or displaying a Weapon in violation of this Policy should immediately notify the Campus Police Department. Anyone who violates this Policy will be subject to discipline, up to and including separation from employment, dismissal, expulsion, or immediate removal from OCCC Property. Discipline authorized by this Policy is independent of and in addition to any criminal or civil sanctions which may be sought pursuant to the Oklahoma Self-Defense Act and other statutes.

SECTION III – FINANCIAL AID

MISSION
The mission of Student Financial Aid and Veterans Services is to provide financial assistance for Oklahoma City Community College students enabling access to educational opportunity and in support of persistence toward successful completion of their educational goals.

BASIC ELIGIBILITY
Eligibility for Federal Title IV Student Financial Aid is determined by completing the Free Application for Federal Student Aid (FAFSA). Eligibility criteria include being a U.S. citizen or eligible non-citizen, i.e., a permanent resident, high school diploma, or GED, acceptance for admission to college to pursue an eligible program of study (major), enrollment, and academic progress. Eligible programs at Oklahoma City Community College include associate degree and one-year certificate programs (30 credit hours). Certificate programs of at least 16 credit hours may be eligible if all courses in the program apply to the same associate degree program at OCCC. Students must be making satisfactory academic progress as defined by the Financial Aid Office and based on federal regulations. Academic history at OCCC and other post high school academic and technical programs will be evaluated in determining satisfactory academic progress. Students must submit all academic transcripts from prior schools attended to the Records Office.

COST OF ATTENDANCE
Costs of attendance is used in calculating financial aid awards and is reviewed annually. Tuition costs are subject to legislative and College adjustments that may occur subsequent to publication of this catalog. Costs for the current academic year are listed below and are based on full-time tuition (12 credit hours fall / 12 credit hours spring) and part-time (6 credit hours fall / 6 credit hours spring). Cost of attendance for enrollment in only mid-semester or fast track classes will be adjusted. Non-residents of Oklahoma will be charged additional non-resident tuition as well as resident tuition fees.

DIRECT COSTS
Direct Costs include: Tuition, Fees, Books and Supplies. Tuition and Fees are billed by the College. Books and Supplies can be purchased in the College Book Store, or at other book retailers.

INDIRECT COSTS
Indirect costs include: Room/Board, Transportation and Personal Miscellaneous. These costs are not billed by the College. Students can reduce these cost by living with family and budgeting their spending.

* Full Time: Tuition/fees and other costs are based on 12 hours each semester.
** Part Time: Tuition/fees and other costs are based on 6 hours each semester. Tuition and fees are subject to change each year and will be updated once finalized.

Dependent Care: Documented care not provided free by an agency or family member may be added to the student’s budget.

Disability Services: Any student who requires special services due to a disability may have the documented costs added if these services are not provided by the college or an agency.

Educational Program Fees
Oklahoma City Community College wants students to be aware of its fees and to recognize that they are similar to fees that are assessed at the majority of colleges and universities in Oklahoma. We encourage students to take full advantage of the variety of services available.

Oklahoma Residents:
Enrollment Fee ........................................ $100.84 per credit hour
This is the cost of tuition set forth by the Oklahoma State Regents for Higher Education.

Student Activity Fee ................................. $7.15 per credit hour
Student Activity Fees are assessed to students in order to support the mission of Oklahoma City Community College in planned activities designed to provide the student with extracurricular educational, cultural and recreational opportunities. The fee may be used to support campus service facilities such as student unions, health care facilities, recreational facilities and for any lawful purpose to enhance quality of student life including, but not limited to, student scholarships, athletics, intramural sports, travel, entertainment, guest speakers, and student organizations.

Facility Use Fee ................................. $14.30 per credit hour
The funds generated by this fee pay the required debt service on capital projects, capital improvement projects and capital renovations. The fee also supports the maintenance and upkeep of the college service facilities and costs of operating such facilities. College service facilities include but are not limited to student unions, health care facilities, recreational facilities, administrative facilities, security facilities, grounds, and parking lots. The fee may be used for any lawful purpose to enhance quality of student life or for any academic purpose or service as designated by Oklahoma City Community College.

Student Technology Fee ......................... $5.00 per credit hour
The purpose of this fee is to ensure a source of dedicated revenue to provide all students access to computers, information processing, and telecommunications technology to enhance their potential for academic success and professional
success. Revenue from this fee is expended to establish and maintain campus facilities for student use to include student computers, laboratory hardware and software, supplies, internal and external networks, replacement and updating technology capability.

**Assessment Fee** $1.00 per credit hour
The fee supports the requirement by the Oklahoma State Regents for Higher Education to perform entry level and mid-level satisfaction and outcomes assessments for students and the costs of placement tests for entering students. The fee may be used to support service facilities that will enhance the administration of mid-level satisfaction and outcomes assessments for students and other testing and assessment as deemed appropriate by Oklahoma City Community College.

**Library Fee** $2.00 per credit hour
This fee is to be used in the library and/or in support of the library to provide for the technology and other resources needed to educate students.

**Security Fee** $5.00 per credit hour
The security fee will be used to hire police officers as well as maintain the current security on the OCCC main campus. The fee may also be used for any lawful purpose to enhance quality of student life including, but not limited to, security service facilities and costs of operating such facilities, purchasing security equipment, maintaining or acquiring technology for security purposes, or for any security purpose or service as designated by Oklahoma City Community College.

**TOTAL** $135.29 per credit hour

**Non-Residents of Oklahoma:**
- Resident Tuition $100.84 per credit hour
- Non-Resident Tuition $191.70 per credit hour
- Student Activity Fee $7.15 per credit hour
- Facility Use Fee $14.30 per credit hour
- Student Technology Fee $5.00 per credit hour
- Assessment Fee $1.00 per credit hour
- Library Fee $2.00 per credit hour
- Security Fee $5.00 per credit hour
- **TOTAL** $326.99 per credit hour

## FINANCIAL ASSISTANCE PROGRAMS

Oklahoma City Community College participates in the following financial aid programs:

### FEDERAL PELL GRANT
Eligibility is based on financial need, cost of attendance, enrollment status, and the student’s Expected Family Contribution (EFC). Yearly award amounts range from $650 to $6,195. Students must apply each academic year at www.FAFSA.org. Students who have earned a bachelor’s degree are not eligible for a Federal Pell Grant at Oklahoma City Community College. Students must be pursuing a certificate or degree program eligible for federal financial assistance, maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan. All Pell Grant recipients are now limited to 12 full-time equivalent semesters of Pell Grant funds. Payment amount for each semester is based on the enrolled credit hours a student has at the close of the semester’s schedule adjustment period or at the time the College receives the SAR after the semester is underway. Students are paid once each semester (fall and spring). Students should contact a financial aid advisor to determine their summer Pell eligibility.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT
The Federal SEOG is a federal grant program limited to students who have exceptional financial need. It must be awarded to Federal Pell Grant recipients who have the lowest Expected Family Contribution (EFC). The award amount is based on the availability of Federal SEOG funds. Maximum yearly award is $1,000; the usual offer to OCCC students is $300 for the academic year. Due to limited funding, not all students with exceptional financial need receive SEOG. Funds are awarded on a first come/first serve basis.

This program is also limited to students who have not yet earned a bachelor’s degree. Students are paid once each semester (fall, spring). Students must maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan; and be pursuing a certificate or degree program to be eligible for federal financial assistance.

### BUREAU OF INDIAN AFFAIRS (BIA) TRIBAL GRANTS
BIA eligibility and award amounts are determined by each tribe. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) and the tribal application provided by their tribe.

### OKLAHOMA’S PROMISE – OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)
OHLAP is a scholarship funded by the State of Oklahoma. The Oklahoma Higher Learning Access Program pays for tuition costs for qualified students. Individuals may begin participation in this program in the eighth grade, but must do so by the start of the tenth grade. Participants must meet specific program criteria to maintain eligibility while in high school. When the individual begins attending college, the college will submit a scholarship claim to the OHLAP. Students must maintain their eligibility by meeting Regent’s grade point average requirements and Federal Title IV academic progress standards. OHLAP does not pay for remedial courses. Students, who receive additional types of student financial assistance covering tuition, can receive a cash disbursement once OHLAP funds are paid to the College by the State of Oklahoma. OHLAP funds from the state are usually disbursed to the student’s account.
once each semester. Any credit balance on the account after all charges are paid will be available to the student as a refund.

**OKLAHOMA TUITION AID GRANT (OTAG)**

Oklahoma Tuition Aid Grant (OTAG) is a grant offered by the Oklahoma State Regents for Higher Education (OSRHE) to residents of Oklahoma who attend Oklahoma’s public and private colleges and universities. The OTAG program is funded by the state of Oklahoma. Students must apply for federal student financial assistance to be considered. Students must file the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.gov. OCCC and the OTAG program, operated by the OSRHE, determine potential recipients based on applicant data received from the Federal Central Processing System. A minimum of 6 credit hours enrollment per semester is required. Awards are a maximum of $500 a semester.

The following steps occur in the determination of eligibility for OTAG awards: The OTAG program sets March 1 as a priority date for receipt of your data from the federal system. This date may change depending on available funds from the OTAG Program. Filing the FAFSA prior to March 1 each year is advisable. Financial Aid determines students who are potentially eligible to receive the award based on their FAFSA filing date, Pell Grant eligibility, Expected Family Contribution (EFC), state of residency, and the eligibility to receive federal funds. Full-time active duty members of the armed forces and their dependents are immediately eligible for in-state status and state financial aid and are therefore eligible to receive OTAG as long as they also meet all other eligibility requirements.

**FEDERAL WORK STUDY (FWS) STUDENT EMPLOYMENT**

Funded by the federal government, this program provides jobs for students who are eligible for need-based financial assistance. Yearly award amounts range from $2,400 to $4,800. The amount of the award offer depends on the student’s need, the availability of FWS funds, and the amount of assistance the student receives from other programs. Students generally work 10 to 25 hours per week during each semester in temporary hourly positions, and are paid bi-weekly. Students may work a maximum of 25 hours per week. Interested students should contact Financial Aid about Federal Work Study and/or community service positions. FWS student employees must maintain satisfactory academic progress, not owe a federal grant repayment or be in default on a student loan and be pursuing a program (certificate or degree) in an eligible program.

**NATIONAL GUARD TUITION WAIVER PROGRAM**

The Oklahoma National Guard Tuition Waiver Program authorizes the waiver of tuition charges up to 18 credit hours each semester for students who are members of an Oklahoma National Guard Unit. Application is made through the National Guard members’ unit. The National Guard member must be attending a state- supported college or university and have not yet earned a baccalaureate degree. Benefits continue for six years from the date of the first application for the tuition waiver.

The student must maintain a minimum 2.00 Cumulative GPA each semester. The Oklahoma National Guard submits a roster of eligible students to OCCC each semester.

**VETERANS SERVICES**

Oklahoma City Community College’s degree programs are approved for payment of benefits by the Veterans Administration. Apply for veterans’ education benefits online at: www.gibill.va.gov Assistance in completing VA paperwork and certification of enrollment for VA benefits is available. In addition, special advising and referral services are available to individuals receiving veteran’s benefits. For additional information on Veterans Services, contact the Veterans Certification Office at (405) 682-7694 or 7695, or visit our web page at http://www.occc.edu/veterans/. Payment of VA Educational Benefits is made by the VA directly to the student once the College certifies the enrollment and number of credit hours. Payments are normally made on a monthly basis.

Students must be actively pursuing a degree program and begin attendance in the courses for which benefits are certified each semester.

Veterans under Chapter 33 Benefits will have their tuition/fees paid by the VA directly to the college. Students receive a voucher for books under Chapter 33.

Effective July 1, 2010, the Iraq and Afghanistan Service Grant is available to students whose parents or guardian died as a result of military service in Iraq or Afghanistan after 9/11/2001. Students must be under the age of 24 years old or enrolled in college at the time of death of the parent or guardian’s to be eligible. The award amount will be equal to the maximum Pell Grant for that academic year.

**LOANS**

The following federal student loans are offered to eligible students. These are loans that must be RE-PAID and will impact your credit rating for good or bad, depending on repayment. Students are advised to only borrow what they need to complete their education. Students should meet with a Financial Aid Advisor to discuss any uncertainties and options.

**FEDERAL DIRECT STAFFORD STUDENT LOAN (SUBSIDIZED)**

This is a low-interest, need-based loan made to the student guaranteed by the U.S. Department of Education. Maximum loan amounts are $3,500 1st Academic year and $4,500 2nd Academic Year. The federal government pays the interest on the loan while the student is enrolled at least half-time. The annual interest rate is 4.53%. The student must begin repayment within six months after leaving school or after falling below half-time enrollment status. A minimum enrollment of and attendance in six credit hours throughout the loan period is required. Effective for new loans originated from 7/1/2012 to 6-30-2013, the six month grace period between the time you leave school or fall below half-time enrollment and your first scheduled payment, interest on your loan will accrue and be added to your amount borrowed at the time you begin repayment. All loans
must be released in at least two disbursements. The second disbursement must be after the midpoint of the loan payment period (academic year). If the first disbursement occurs after the midpoint of the loan period, the loan may be sent the total amount in one disbursement. Information on amounts students may borrow is available at: Studentloans.gov.

If you borrow, you must receive entrance counseling about borrowing. You must also complete exit counseling when you leave the College or fall below half-time enrollment status. Disbursement of loan funds to eligible students who have been awarded and complete all necessary paperwork before the start of a semester is scheduled to begin during the week before each semester. Once a semester is underway, loan refunds are available to students within 3 days after the Direct Loan Program disburses the funds to the College. Students may cancel their loan at any time during the process including up to 14 days after loan funds are applied to the student’s account. Students are notified by email when loan funds are applied to their account or when a loan is returned to the lender or a portion of the loan must be returned. Students must meet the same satisfactory academic progress, grant repayment, and default criteria as required for all other Federal Title IV Aid.

FEDERAL DIRECT STAFFORD STUDENT LOAN (UNSUBSIDIZED)
This is a low interest, non-need-based loan made to the student and guaranteed by the U.S. Department of Education. Maximum loan amounts are $5,500 1st Academic year and $6,500 2nd Academic Year. The federal government does not pay the interest on the loan while the student is in school or during other deferment periods. The annual interest rate is 4.53%. The student must begin repayment of interest within 60 days of the final disbursement of funds for the loan period unless the Direct Loan Program agrees to allow interest to accrue. Principal and interest payments must begin within six months after you graduate or fall below half-time enrollment status. The same rules for Federal Title IV Aid, enrollment status, disbursement, release of funds, and loan cancellation which apply to the Subsidized Direct Stafford Loan also apply to the Unsubsidized Direct Stafford Loan.

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)
Federal Direct PLUS is for parent borrowers of dependent students. The Loan provides additional funds for educational expenses like Direct Stafford Loans. The annual interest rate for the Loan is 6.08%. Repayment of Federal Direct PLUS begins 60 days after receiving the last disbursement of the loan period or as agreed upon by the borrower and Direct Loan Program. A minimum enrollment of six credit hours is required of the student throughout each loan period. Information on parent borrowing is available online at Studentloans.gov. Parent eligibility for a Direct PLUS is based on the student’s eligibility for Federal Title IV Aid and on the parent meeting certain eligibility criteria. The same rules for disbursement, release of funds, and cancellation which apply to Direct Stafford Loans apply to Direct PLUS. Amounts are based on cost of attendance minus all other resources expected for the student. Parents must not be in default on student loans or owe a repayment to federal grant programs. PLUS Loan counseling is required for borrowers who are determined to have adverse credit histories, but who qualify for a PLUS Loan due to extenuating circumstances or by obtaining an endorser. Note that endorsers themselves are not required to complete loan counseling.

VERIFICATION
Federal Student Aid randomly selects a number of FAFSA applicants for a process called Verification. Selected applicants are required by Federal Title IV regulations to submit documentation requested by the Financial Aid Office to confirm the accuracy of information reported on the FASFA. Students are notified through their OCCC email of the specific documents required for verification.

Students must submit requested documents to complete verification in a timely manner to avoid delays in determining award eligibility. The Financial Aid Office does not make estimated awards or interim disbursements.

All selected applicants must submit a 2019-2020 Verification Form (Independent or Dependent). Selected applicants must provide income data for verification purposes. Income tax filers can use IRS Data Retrieval to electronically transfer their tax data from the IRS database into their FAFSA. Visit the Financial Aid Webpage: http://www.occc.edu/financialaid/FactSheets.html and select IRS Data Retrieval for more information.

Students and parents of dependent students who are unable to use IRS Data Retrieval must submit a 2017 Tax Return Transcript. A Financial Aid Advisor will review the verification documents. Any conflicting information must be resolved. You will be notified of any additional required documentation. When the file review is complete students will be notified through their student email.

Students are required to update their dependency status if it changes during the 2019-2020 academic year unless it is due to a change in marital status. The Financial Aid Office does not update for a change due to the marital status after the FASFA is filed.

TIMELINES/DEADLINES
Students must have a Free Application for Federal Student Aid (FASFA) on file with the OCCC Financial Aid Office, which indicates an Expected Family Contribution (EFC) by their last date of enrollment for the 2019-2020 academic year or June 30, 2020, whichever comes first. Students must complete verification within 120 days of their last date of enrollment in order to receive payment for your attempted courses. Students who do not complete the verification process including corrections by the 120-day deadline or a date determined by the U.S. Department of Education each year (approximately September 23) whichever date is earlier, are not be eligible for Federal Pell Grant payments. The Financial Aid Office cannot award a student loan after students are no longer enrolled. For all other Federal Title IV Student Financial Aid Programs, the Financial Aid Office will not award funds or certify a Federal
Direct Stafford Loan or Direct PLUS Loan after the 14th week of a standard semester, or 6th week of an 8 week summer semester, or the student’s last date of attendance, whichever is earlier for that semester. If corrections are required, the Financial Aid Office will submit all required corrections to the Federal Central Processor and will award financial aid.

**HOW FINANCIAL AID IS AWARDED**

- Academic year awards are disbursed in two or more amounts (fall/spring).
- Student borrowers who are in the first academic year of their degree program and who have never borrowed a federal Student Loan before will have the initial loan disbursement scheduled at least 30 days after the beginning of the loan period.
- Students receiving a one semester loan (Fall only, Spring only, or Summer only) will have their loan disbursed in two payments. The second disbursement may not be made until the student reaches the calendar midpoint between the first and last scheduled days of class of the loan period.
- Award packages must be adjusted throughout the year to avoid over-awards of federal funds. You will be mailed a revised award notification email informing you to review your awards on Self-Service.
- You must report all resources you receive to the Financial Aid Office as early as possible or you risk having to repay funds to a federal program. These additional resources include but are not limited to: BIA Grants, Scholarships, Waivers, Vocational Rehabilitation and Work Force Investment Act funding.
- You must make satisfactory academic progress per federal guidelines to retain your awards. Our SAP policy can be reviewed on our website at www.occc.edu/financialaid/guidelines to retain your awards. Our SAP policy can be reviewed on our website at www.occc.edu/financialaid/factsheets.html and this link is provided with the Award Notification Email.

**RETURN OF FEDERAL STUDENT AID FUNDS WHEN A STUDENT DROPS OUT**

Students who withdraw from all Courses in a Semester

Federal regulations require the OCCC Financial Aid Office to perform a calculation to determine the dollar amount of earned and unearned Federal Student Aid funds for students who officially or unofficially withdraw from a semester.

Any unearned funds must be returned to the appropriate Federal Student Aid program within 45 days of the determination that the student withdrew.

**HOW TO WITHDRAW FROM A COURSE AT OCCC**

Students may officially drop most courses online at www.occc.edu.

**TOTAL WITHDRAWAL BEFORE COMPLETING 60% OF THE SEMESTER**

If a student completely withdraws from all courses before completing 60% of the semester, a calculation is performed. For a 16-week semester, 60% is approximately 10 weeks. Calculation of earned funds is based on the number of calendar days the student attends, according to the official OCCC record, and the number of calendar days in the semester. The percentage of time in attendance determines the amount of earned. The remaining percentage is unearned.

If the calculation determines that OCCC must return Federal Student Aid funds for institutional charges, including, tuition, fees, and any books or supplies charged to Federal Student Aid, OCCC will invoice the student for the returned funds.

If the calculation determines that the student must also return Federal Student Aid funds, OCCC will return the unearned portion owed by the student, and will invoice the student for the returned funds. The student will be notified through their college email of the amount returned and the Federal Student Aid program(s) to which the funds were returned.

Students should check with the Financial Aid Office for the exact date of the 60% point each semester.

**CALCULATION EXAMPLE**

- Student withdraws on day 54 in a 113-day semester (Sundays and breaks are not included in the count)
  - 54 days/113 days = 47.8% earned and the remaining amount 52.2% is unearned
  - Student tuition and fees for the semester totals $547.00
  - Federal funds disbursed to the student for the semester
    - Subsidized Direct Loan $1,312.00
    - Pell Grant $1,562.00
  - Total Disbursed $2,874.00 x 47.8% = $1,374.00 earned funds
  - $2,874.00 disbursed - $1,374.00 earned = $1,500.00 unearned
  - OCCC must return the unearned percentage of charges $547.00 x 52.2% = $286.00 to the Direct Loan program
  - The student must repay the unearned loan funds $1,312.00 - $286.00 = $1,026.00
  - The remaining unearned portion $1,214.00 - $1,026.00 = $188.00 is Pell funds which are considered protected by Federal Student Aid Pell Grant rules. Students are not required to return unearned Pell funds less than 50% of the Pell disbursement.

The school and the student are required to return any unearned funds in the following order:
1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG

**STUDENTS TAKING 8-WEEK OR 5-WEEK COURSES SEMESTER (MODULES)**

Students who are only taking 8-week or 5-week or a combination of such courses including Intersessions are considered a withdrawal if they do not complete all days scheduled to complete within the semester. Calculations vary from students who are in module courses. Please consult the Fact Sheet: Calculating Return of Funds for Students in Module Courses.
STUDENTS WHO FAIL TO EARN A PASSING GRADE IN ANY COURSE FOR THE SEMESTER
When a student earns all ‘F’ or ‘U’ grades in a semester, OCCC is required to perform a Return of Federal Student Aid calculation based on the official OCCC record date of attendance when the student has all ‘F’ or ‘U’ grades.

Students receiving a combination of failing grades (F,W,U,I) the latest official OCCC record date will be used as the last date the student was enrolled for the semester and will be used in the calculation to determine the percentage of earned funds.

STUDENTS WHO FAIL TO BEGIN ATTENDANCE
If a student fails to begin attendance and the academic department does not have a record of beginning attendance, OCCC is required to complete a Return of Funds calculation.

Beginning attendance for on-campus courses is defined as attending at least one day of class. Beginning attendance for online courses is defined as participating in discussions, asking or answering a question from the professor or otherwise be involved in an academic activity. Logging into the class is not sufficient to determine attendance.

For students receiving Federal Direct Stafford Loan funds and never beginning attendance in any course, OCCC is required to return all loan funds credited to the student’s account and any payment made by the student or on behalf of the student for the semester, not to exceed the amount of the loan.

If a student begins attendance in some courses, but not all, the OCCC Financial Aid Office may be required to return Pell and Federal Direct Stafford Loan funds depending on the student’s enrollment level.

If the student falls below half-time enrollment status prior to the close of add/drop period, no additional loan disbursements will be made and the Pell Grant award will be recalculated based on the new enrollment status.

POST-WITHDRAWAL DISBURSEMENT
If a student who is eligible to receive Federal Student Aid funds withdraws from OCCC after beginning attendance, the Financial Aid Office must determine the amount of Title IV grant or loan assistance earned by the student.

If the amount disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement.

OCCC Financial Aid Office may apply the post-withdrawal disbursement to a student’s account to cover institutional charges and other charges for which the student has submitted appropriate authorization, not to exceed $200 for prior any year charges.

The student will receive a written notification of the availability of the post-withdrawal funds. For Federal Direct Stafford Loans

SATISFACTORY ACADEMIC PROGRESS (SAP)
SAP is evaluated at the close of each semester based on the following criteria.

QUALITATIVE EVALUATION
Financial Aid cumulative GPA standards for Satisfactory Academic Progress (SAP) are:

1-30    SEMESTER CREDIT HOURS EARNED  1.7 CGPA
31+     SEMESTER CREDIT HOURS EARNED  2.0 CGPA

QUANTITATIVE EVALUATION
The cumulative number of credit hours successfully completed divided by the cumulative number of credit hours attempted measures PACE for SAP. Minimum PACE is 67%. Example: 24 successful / 36 attempted = 67% PACE.

Successful grades include: A, B, C, D, P, S, and CIP.

Unsuccessful include: F, AW, W, I, NP, AU and U.

Both successful and unsuccessful grades are counted as attempted.

Transfer credit hours that apply to any degree or certificate at OCCC are counted in the number of attempted hours. Remedial or developmental credits are counted in the PACE calculation. Financial Aid Funds cannot pay for audited courses.

MAXIMUM CREDIT HOURS
The maximum amount of credit hours for completion is 150 % of the credit hours normally required to complete a degree or certificate program.

Example: 60 hour program x 150% = 90 maximum hours for degree completion.

APPEALABLE CIRCUMSTANCES
Circumstances that could impact a student’s opportunity to meet SAP standards include but are not limited to: Death of an immediate family member, divorce, student or family member illness or accident requiring the student’s care for an extended period. Documentation of the circumstances may be submitted with the appeal. The Financial Aid Office may request documentation to complete your review.

DEGREE COMPLETION
A student who completes associate degree or certificate program requirements, or those who graduate with a certificate or associate degree, are initially considered ineligible and must appeal to establish their educational goal (Financial Aid Academic Plan) and credit hours to complete a second degree or certificate from OCCC.
TRANSFER STUDENTS
Students who have attended other colleges and universities are required to submit academic transcripts to the Records and Graduation Office by rules of the Oklahoma State Regents for Higher Education. Once transfer credits are evaluated and placed on the college database, the Financial Aid Office will consider all college level credit hours that apply to any degree or certificate program offered by OCCC when evaluating both Course Completion Rate (PACE) and Maximum Allowable Credit Hours. Transfer students to OCCC who have an earned associate degree, bachelors, masters and/or doctorate degree are considered ineligible initially and must complete an appeal form for Continued Eligibility and must establish their educational goal (academic plan) and the credit hours required to complete the degree/certificate from OCCC prior to review of the appeal.

APPEALS
Students who have not met satisfactory progress after being placed on Warning for one semester, will be placed on Unsatisfactory Status and may appeal using the online Suspensions Appeal Form and submitting it. The appeal form will be received and reviewed by a Financial Aid Advisor. Students are notified of the decision through their college email.

Students, who exceed the maximum hours attempted, meet graduation requirements, graduate, or transfer in with a degree(s) must complete the Continued Eligibility (CE) Appeal Form, which is submitted to the OCCC Graduation Office for review of the student’s Academic Plan for their declared major. The process assesses remaining courses to finish the program. This information is forwarded to the Financial Aid Office for review. Students are notified of the decision through their college email.

PROBATION
If a student’s appeal is approved, the student is placed on Probation for the next semester of enrollment. Conditions of the Probation semester will be stated in the email notification to the student. Conditions may include an individualized Financial Aid Success Plan (FASP). At the close of the Probation semester if the student has not met the conditions set forth when the appeal was approved they will be placed on Unsatisfactory Status and will not be eligible for Federal Title IV Student Financial Aid. If the student meets or exceeds all SAP criteria at the close of the Probation semester, they are placed on Satisfactory Status.

FINANCIAL AID SUCCESS PLANS
Students placed on probation that are unable to meet satisfactory progress in one semester will be required to complete a Financial Aid Success Plan. The timeframe may be a number of semesters or the remaining time to complete the degree. This may include one or more of the following: referral to support services, a reduced course load, scheduled counseling sessions, adjustments to financial assistance. Students on a FASP must maintain a semester PACE rate of 67% and semester GPA of 2.0. To be considered for a FASP, students must submit an appeal by the 16 week scheduled adjustment period.

REGAINING ELIGIBILITY
Students placed on Unsatisfactory Status by the Financial Aid Office, then placed on Probation after a successful appeal lose eligibility after one semester of Probation if they have not met SAP standards. Students may regain eligibility by taking at least six (6) credit hours on their own in each subsequent semester until they meet SAP standards. They may then submit an online Suspension Appeal Form to the Financial Aid Office explaining they have now met all Financial Aid SAP standards. The Financial Aid Advisor will review the student’s cumulative history and if the student has met the SAP standards, will place the student on Satisfactory Status for the next semester of enrollment. A student on Probation with a FASP based on a Continued Eligibility (CE) appeal must meet all SAP standards each semester to remain on schedule to complete their Financial Aid Academic Plan. The Financial Aid Success Plan is void if the student does not meet SAP standards each semester (67% PACE and 2.0 GPA).

REPEATED CREDIT HOURS
Students may repeat a course as needed to replace a failing grade if the course is needed to complete degree requirements at OCCC. A passed course may be repeated once and counted for enrollment if a higher grade is necessary to meet degree requirements at OCCC.

DEVELOPMENTAL COURSEWORK
Students may attempt up to 30 credit hours of developmental coursework and receive Federal Title IV Student Financial Assistance toward enrollment that is part of an Academic Plan based on assessment testing and academic advisement. Students who are in an eligible degree program and taking exclusively developmental coursework must earn a passing grade in each course to be considered to have met qualitative SAP criteria. Students taking a combination of regular coursework and developmental must meet SAP Cumulative GPA requirements and earn passing grades in all developmental courses to meet qualitative criteria.

ESL/IEP
Students for whom English is a second language (ESL) are required to document proficiency in English prior to admission for credit classes. This insures students have a reasonable chance to succeed in college coursework.

Students who take IEP courses as a means to document proficiency in English enabling them to begin college level credit courses will not be eligible for Federal Title IV Student Financial Assistance because these are not part of a Degree Plan and do not lead to an educational credential.
SECTION IV – ACADEMIC POLICIES

The College is committed to providing an environment where people can study and learn. To maintain such an environment, procedures have been developed to protect the rights, health, and safety of students, staff, and faculty. Information on the Student Conduct Code and the Student Disciplinary Procedures is available in the Student Handbook and through staff in the Office of the Vice President for Student Affairs.

ENGLISH LANGUAGE PROFICIENCY
In accordance with State Law, Oklahoma City Community College hires faculty members who are proficient in both written and spoken English. Student complaints regarding proficiency in written or spoken English of faculty should be filed with the President’s Office.

ACADEMIC FORGIVENESS
Oklahoma City Community College offers students an opportunity to recover from previous academic problems, which have resulted in a poor academic record. The three provisions for academic forgiveness are: 1) repeated courses, *2) academic reprieve, and *3) academic renewal. Although these options may result in an improved retention and graduation grade point average (GPA), the cumulative GPA will continue to include all coursework attempted, including “forgiven” coursework. Additional information and petition forms are available in the Records and Graduation Office. *Committee Approval is required for approval.

INTEGRITY POLICY
Students of Oklahoma City Community College are expected to meet the highest ethical standards in their academic pursuits. Faculty and staff share in this responsibility with students to maintain academic integrity. Any form of academic dishonesty is subject to disciplinary action by the college as outlined in the OCCC Academic Integrity Policy No. 4016.

The absence of academic integrity is described as cheating, generally defined as the deception about one’s work to others. Such acts may include but are not limited to the following:
• Submitting another’s work as one’s own or allowing another to submit one’s work as though it were his or hers;
• Several people completing an assignment and turning in multiple copies all represented either implicitly or explicitly as individual work;
• Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
• Using a textbook, notes, or technology tools during an examination without permission of the faculty member;
• Receiving or giving unauthorized help on assignment or examinations;
• Stealing a problem solution or assessment answers from a professor, a student or other sources;
•Tampering with experimental data to obtain “desired” results, or creating results for experiments not done;
• Creating results for observations or interviews that were not done;
• Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the faculty member;
• Tampering with or destroying the work of others;
• Submitting substantial portions of the same academic work for credit or honors more than once without permission of the faculty member;
• Lying about these or other academic matters;
• Falsifying college records, forms or other document;
• Accessing computer systems or files without authorization;
• Plagiarizing (Plagiarism is generally defined as the use in one’s writing of specific words, phrases, and/or ideas of another without giving proper credit).

Any person with a good faith suspicion that a violation of academic integrity had occurred shall report the suspected misconduct to the appropriate faculty member or immediate supervisor in whose area the suspected misconduct occurred.

Should a faculty member determine that a student violation of academic integrity has occurred; the following actions shall be taken:
• The faculty member may record a reduced grade no lower than zero for the assignment, require the student to redo the assignment and/or assign additional work, assign a failing grade in the class, or recommend other appropriate action.
• The faculty member shall present in writing (electronic documents are not acceptable) a description of the specific occurrence, any supporting documentation, and the action taken to the appropriate Dean within ten (10) working days of the determination that a violation has occurred.
• The Dean shall review and forward all supporting documentation and his/her recommendations to the Associate Vice President for Academic Affairs within three (3) working days.
• The Associate Vice President for Academic Affairs shall send the student a certified letter within three (3) working days of receipt of the documentation that verifies that a report of the incident and the faculty member’s actions is on file in the office of the Associate Vice President for Academic Affairs, and notifies the student of the student’s right to appeal the determination that misconduct has occurred.
• Should a student disagree with the determination of the faculty member, the student may file an appeal in accordance with the Student Appeal of a Grade procedure within five (5) working days of the receipt of the certified letter (Student Appeal of a Grade No. 4030).
• The Associate Vice President for Academic Affairs may file an official complaint of a Student Conduct Code violation.
• The Student Conduct Code is published each year in the OCCC Student Handbook.
ACADEMIC STANDARDS
Oklahoma City Community College wants every student to achieve academic success. To help retain motivated students and identify those who may need special attention, the college has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

Academic Notice—Students will be placed on academic notice if their retention grade point average falls below a 2.00 while remaining above retention standards for academic probation or academic suspension.

Academic Probation—Students will be placed on academic probation if they fail to meet the following requirements:

Credit Hours Attempted Cumulative GPA Requirement:
- 0 through 30 semester credit hours ........................................ 1.70
- Greater than 30 semester credit hours .................................... 2.00

Students not maintaining satisfactory progress as defined by these standards will be placed on academic probation for at least one semester. At the end of that semester, the student must have achieved a semester GPA of 2.00 in regularly graded coursework, not to include activity or performance courses, or meet the minimum institutional retention standards in order to continue as a student.

Academic Suspension—Students on academic probation not meeting the requirements of that probation will be suspended for the next 16-week semester. Students suspended for the first time may apply for readmission after meeting the terms of their suspension. They will be encouraged to meet with their Student Success Advisor to further identify areas of academic difficulty, schedule mandatory participation in appropriate college support services (developmental studies courses, study skills and/or tutoring sessions) and schedule follow-up meetings. The student will be admitted on a probationary basis and will be expected to meet all terms of that probation. If probationary terms are not met again, the student will be suspended for a second time and not allowed readmission until his/her retention GPA meets institutional standards through courses completed at another institution.

ACADEMIC SUSPENSION—APPEAL
FOR EARLY READMISSION

Under certain circumstances, a student shall be provided the opportunity for a review of their academic suspension status in the event “extraordinary personal circumstances” contributed to the student’s academic deficiencies. An appeal of this nature is in accordance with Oklahoma State Regent Policy (OSRHE Policy & Procedures Manual 3.9.8, Paragraph C) and provides a student with an option to return to Oklahoma City Community College without having to sit out a 16-week semester. Students wishing to appeal his/her first academic suspension status at Oklahoma City Community College may do so by complying with the following procedure:

- The student must fill out the Suspension Appeal Form.
- The student must submit an appeal, in writing, to the Registrar explaining the extraordinary circumstances which might warrant reconsideration of suspension or cause for immediate readmission. The student’s extraordinary circumstances must fall within one of the six categories below as outlined in Oklahoma State Regent Policy:
  - Death of Immediate Relative
  - Serious Illness
  - Severe Financial Distress
  - Unexpected Substantial Family Obligations
  - Personal Crisis
  - Direct Significant Work Conflicts
- The student may submit supporting documentation to be included with the Suspension Appeal Form and written appeal. All forms must be turned in to the Registrar in the Records and Graduation Office.
- The Registrar will submit the Suspension Appeal Form, written appeal, supporting documentation, academic records, transcripts, and other pertinent institutional information to the Suspension Appeals Committee. The Committee will meet on a regular basis as determined by the quantity of appeals submitted and will consist of the following representatives:
  - Registrar or his/her designee (Chair of the Committee & permanent representative)
  - Academic Affairs Administrator (two-year term)
  - Academic Advisor (two-year term)
  - Student Representative (one-year term)
- The Committee will consider the appeal in its entirety and a judgment shall be made as to the appropriateness of “extraordinary circumstances” in relation to the readmission of the student. Any decision made to readmit shall be accompanied by recommendations for mandatory participation in support services, which include, but are not limited to, the following:
  - Enrollment in pre-defined coursework.
  - Academic advisement for the purpose of assessing and evaluating current academic difficulties.
  - Regular meetings with a Student Success Advisor and/or the Registrar for motivational and tracking purposes.
  - Reduction of the number of hours allowed for enrollment.
  - Testing or retesting with recommended course placement.
- A student recommended for readmission by the Suspension Appeals Committee will be readmitted on probation and expected to meet all standards of that status. A student not meeting the specific probationary requirements will be placed on a second academic suspension and will not be allowed to re-enroll as a student at OCCC until such time as he/she has demonstrated academic ability by attending another institution while raising his/her retention/graduation GPA to appropriate retention standards (2.0).
TRANSFER STUDENTS
Transfer students are required to provide official transcripts from all previously attended institutions at the time of admission. Any student transferring to Oklahoma City Community College who has been placed on academic probation or academic suspension by another institution or who does not meet the Oklahoma City Community College retention standards will be admitted on probation.

ATTENDANCE AND RESPONSIBILITY FOR LEARNING
The college’s approach to education emphasizes the students’ acceptance of responsibility for their learning. Students are expected to make maximum use of learning opportunities available to them. A student in need of support to improve his/her academic performance may be referred to a learning specialist through the college’s early alert system. Learning support specialists work with students to improve their academic performance by promoting success strategies for time management, study skills, organization, and work/life balance. Additionally, the professor may refer the student to the Division Dean for one or more of the following reasons:
- The student is not attending class meetings and has failed to contact the professor to make other arrangements.
- The student is making inadequate effort to progress in the course and has a minimal chance of course completion in the opinion of the professor.
- In the opinion of the professor, the student has not effectively used the available learning experiences.
- Due to family or employment responsibilities the student is unable to achieve the course objectives.
- Without further consultation or explanation the student has not met major deadlines agreed upon with the professor.

The Division Dean may recommend the following action:
- A reduction in course load.
- Immediate withdrawal from a course or courses.
- Suspension of further work in a course or courses until a later date.

STUDENT APPEAL OF A GRADE
Administrative Procedure No. 4030

A student who believes a final grade in a course was incorrectly administered may appeal that grade.

DEFINITION: Working Day means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session.

Procedure for student appeal of a final grade:

Step 1: The student must meet with the instructor who assigned the final grade and attempt to resolve the matter. The initial meeting with the instructor should occur as soon as possible and must occur within 90 calendar days after the final grade in question was placed on the student’s permanent record. The student may obtain help in establishing an appointment with the instructor from the appropriate academic division office. If the instructor is no longer available, the student must meet with the appropriate Department Director, Department Chair, or Program Director, who will act on behalf of the instructor.

Step 2: Within ten (10) Working Days following the meeting with the instructor, if the student continues to believe the final grade is incorrect, the student may submit a fully completed “Student Appeal of a Grade” form to the appropriate academic Division office.

The appeal must contain the student’s name, student identification number, current address, and telephone number; the instructor’s name; the course number, section number, and semester involved; the specific issue in question; the student’s position on the issue; and pertinent documentation relating to the issue.

The Division Dean will request relevant information from the instructor and arrange a meeting with the student. The instructor may be present during the meeting. After meeting with the student and reviewing the appeal and any other available information, the Division Dean will make a recommendation to the instructor.

Within ten (10) Working Days of the Division’s receipt of the Student Appeal of Grade form, the Division Dean will notify the student in writing by certified mail of the instructor’s decision.

Step 3: If the student continues to believe the final grade is incorrect, the student may appeal the instructor’s decision by requesting an appeal hearing before a Grade Appeal Committee. The student’s appeal must be in writing directed to the Associate Vice President for Academic Affairs and must be received by the Associate Vice President for Academic Affairs within five (5) Working Days of the student’s receipt of written notification from the Division Dean. If the student fails to submit the written request for an appeal hearing within this five (5) Working Day time period, the student loses all rights to appeal the instructor’s decision.

Step 4: Within ten (10) Working Days of Associate Vice President for Academic Affairs’ receipt of the student’s request for an appeal hearing, the Grade Appeal Committee shall be activated. The Grade Appeal Committee will be composed of six (6) faculty, one from each of the academic divisions, who have been elected by the faculty in the respective divisions, not to include the instructor involved in the case. The Grade Appeal Committee will also include three (3) students selected by the Vice President for Student Affairs.

Step 5: The hearing to consider the appeal of the student will be scheduled for a date not more than 15 Working
Days from the date the Associate Vice President for Academic Affairs receives the student’s request for an appeal hearing. If, during the Summer Session, the Vice President for Academic Affairs determines that there are insufficient faculty for an appeal hearing, this time frame may be extended to September 1. All Grade Appeal Committee Hearings will be closed meetings.

**Step 6:** At the hearing, the Committee shall evaluate the request and allow the student and the instructor to present their positions and any supporting information. The student and the instructor shall have no more than one hour each to present their positions and any supporting information or evidence. The student shall present first, followed by the instructor. The student shall then have 15 minutes to rebut the instructor’s evidence. The burden of proving that the assigned final grade is incorrect rests at all times with the student. Neither the student nor the instructor shall be represented by an attorney at the hearing.

**Step 7:** The Grade Appeal Committee shall consider all information and documents presented by the student and the instructor, and the recommendation of the relevant Division Dean. The Grade Appeal Committee may also consider other documents the Committee deems relevant to the proceedings, and the instructor and the relevant Division Dean shall provide the Committee access to such documents.

**COMMITTEE DETERMINATION**
At the end of the Grade Appeal hearing, the Committee will meet privately to discuss the case and make a determination. If the Committee determines by unanimous vote that it is highly probable that the assigned final grade is incorrect, then the final grade will be changed. If the vote is not unanimous, the assigned final grade will stand. The Committee will provide its determination in writing (not electronically) to The Associate Vice President for Academic Affairs within three (3) working days of the Committee’s reaching its determination. The Associate Vice President for Academic Affairs will notify the student and the instructor by certified mail of the Committee’s determination within five (5) working days of the Associate Vice President’s receipt of that determination.

**INFORMAL STUDENT COMPLAINT RESOLUTION PROCESS - STEP ONE**
- The first step in the informal complaint resolution process is to directly contact the staff member with whom the student has a difference or dispute to arrange a mutually agreeable meeting time.
- The staff member, as they deem appropriate, may request the student provide a written summary of the complaint at or before the arranged meeting. It is at the discretion of the staff member what specific information must be contained in the written materials.
- If the complaint is not resolved during the first step of the informal complaint resolution process, the student may move to step two. If the complaint is of a nature that it cannot be reasonably discussed or resolved directly with the staff member alone, the student may move immediately to step two in the complaint resolution informal process.

**COMMITTEE DETERMINATION**
At the end of the Grade Appeal hearing, the Committee will meet privately to discuss the case and make a determination. If the Committee determines by unanimous vote that it is highly probable that the assigned final grade is incorrect, then the final grade will be changed. If the vote is not unanimous, the assigned final grade will stand. The Committee will provide its determination in writing (not electronically) to The Associate Vice President for Academic Affairs within three (3) working days of the Committee’s reaching its determination. The Associate Vice President for Academic Affairs will notify the student and the instructor by certified mail of the Committee’s determination within five (5) working days of the Associate Vice President’s receipt of that determination.

**INFORMAL STUDENT COMPLAINT RESOLUTION PROCESS - STEP TWO**
- The second step in the informal complaint resolution process is to directly contact the staff member’s direct supervisor or their designated personnel.
- If the student chose not to engage in the first step of the
informs the complaint resolution process, it is at the discretion of the staff member’s supervisor whether to require the student complete first step in the process before moving to step two.

- The supervisor or their designee must contact the student and arrange a mutually agreeable meeting time upon receipt of the complaint.
- The supervisor or designee may, as they deem appropriate, request the student provide a written summary of the complaint at or before the arranged meeting time. It is at the discretion of the supervisor as to what specific information must be contained in the written materials.
- If the difference or dispute is not resolved at the informal level, and the complaint involves an action that has been taken against a student by College personnel that misrepresents a policy or procedure, the student may move to step three, the formal grievance process.
- If the complaint does not meet both the above listed standards, the decision or resolution proposed by the supervisor will stand as the final decision on the difference or dispute.

**FORMAL GRIEVANCE PROCESS - STEP THREE**

- To initiate a formal grievance, the student must submit a formal, written grievance within 5 business days after the informal resolution meeting with the staff member’s supervisor or designee.
- The formal, written grievance must include the following information.
  - Student Name
  - Student ID
  - Student Contact Information (telephone, email, address)
  - Dates and summaries of both step one and two in the informal student complaint resolution process.
  - Summary of complaint, to include information regarding the specific policy or process it is believed the staff member violated.
  - Supporting documentation as appropriate.
  - The student may seek assistance in completing the grievance form from the Office of the Vice President for Student Affairs or designee.
- The formal grievance form is submitted to the Office of the Vice President for Student Affairs or their designee.
- The Office of the Vice President for Student Affairs or their designee will review the grievance materials and determine that information provided meets the definition required to submit a formal grievance and forward the grievance form from the Office of the Vice President for Student Affairs or designee.
- The Office of the Vice President for Student Affairs or their designee will serve as a nonvoting chair of the committee. Their purpose is solely to facilitate the process.
- In collaboration with the Vice President for Enrollment and Student Services or their designee, the Office of the Vice President for Student Affairs will form an ad hoc committee to include two staff members, two faculty members and one student all with no previous knowledge of the grievance or complaint.
- The Office of the Vice President for Student Affairs or designee will serve as a nonvoting chair of the committee. Their purpose is solely to facilitate the process.
- The committee will be given the grievance materials within 5 business days of receipt of the grievance appeal and given 5 business days to review the materials and request additional information from the student.
- The student will be contacted within 5 business days of the President’s Cabinet member’s decision being sent.
- New information is provided that is substantively relevant to the grievance.
- The student may appeal the decision of the President’s Cabinet member if one of two conditions is met.
  - There is a concern due process procedures, or
  - There is a concern due process procedures, or
- If one of the above conditions is met, the student may submit a grievance appeal to the Office of the Vice President for Student Affairs or their designee within 5 business days of the President’s Cabinet member’s decision being sent.
- The written grievance appeal must contain the following.
  - Student Name
  - Student ID
  - Student Contact Information (telephone, email, address)
  - Dates and summaries of both step one and two in the informal student complaint resolution process.
  - Specific information regarding questions of due process or clearly outlined new information that is substantively relevant to the grievance.
- In collaboration with the Vice President for Enrollment and
- Student Services or their designee, the Office of the Vice President for Student Affairs will form an ad hoc committee to include two staff members, two faculty members and one student all with no previous knowledge of the grievance or complaint.
- The Office of the Vice President for Student Affairs will serve as a nonvoting chair of the committee. Their purpose is solely to facilitate the process.
- The committee will be given the grievance materials within 5 business days of receipt of the grievance appeal and given 5 business days to review the materials and request additional information from the student.
- The student will be contacted within 5 business days of the committee’s review of the materials to schedule a formal appeal meeting. The meeting will be at a mutually agreeable time and date within normal business hours and...
within 10 days of contact with the student.

- At the completion of the formal appeal meeting, the committee will have 5 days to deliberate and notify the Associate Vice President for Student Affairs or their designee of the decision.
- Within 5 business days following receipt of the decision, the Associate Vice President for Student Affairs will send the student a written decision. This decision will stand as the final institutional decision.

**ADDITIONAL INFORMATION**

- The burden of proof rests with the complaining party, the student. The Associate Vice President for Student Affairs will serve as a contact to aid the student in clarifying and facilitating the complaint and grievance process.
- In the event an extension of time is necessary or the rescheduling of a meeting required on the part of College personnel, the student will be contacted and appropriate and timely arrangements made.
- In the event the rescheduling of a meeting is required on the part of the student, the student must contact the appropriate individual in advance of the meeting. If the student does not contact the appropriate decision making individual in advance of the scheduled meeting, a decision will be made on the difference or dispute and no further steps in the process may be sought.
- Oklahoma City Community College email will serve as the official form of communication throughout the process.
- In the event that the Associate Vice President for Student Affairs is directly involved in a dispute or difference, the Vice President for Student Affairs will designate an alternative authority to serve in their stead.

**STUDENT CONDUCT CODE**

**POLICY NO. 5076**

**PURPOSE**

The responsibility for the campus student conduct system is delegated from the Board of Regents for Oklahoma City Community College (OCCC) to the Vice President for Student Affairs through the President. The Vice President for Student Affairs further delegates authority for student conduct to the Chief Discipline Officer.

- The Chief Discipline Officer may assign cases to another staff member, as necessary.
- The individual hearing the case will be referred to as the Hearing Officer.

The provisions in this Student Conduct Code regarding student self-discipline and conduct are designed to help students understand OCCC’s expectations regarding acceptable conduct and to provide a means for ensuring the security of, and a positive educational atmosphere for the members of the OCCC community. This Student Conduct Code is designed to be primarily educational and positive in nature.

**TYPES OF STUDENTS**

- **Student:** Any person who has been admitted to OCCC and has been assigned an OCCC ID number.
- **Active Student:** A student who has been enrolled in a credit course within the past 12 months or is enrolled in a future semester.
- **Inactive Student:** Any person possessing an OCCC ID number but not meeting the criteria of an active student.

**STUDENT CONDUCT CODE VIOLATIONS**

This policy applies to all students on campus, as well as those participating in official, off-campus, OCCC activities, classes, programs or events. The following misconduct is prohibited and is subject to disciplinary action.

1. **Academic Misconduct:** Cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior, as set forth in OCCC Policy No. 4016.
2. **Animals:** Failing to properly leash, control or properly dispose of their waste, as set forth in OCCC Policy No. 5051.
3. **Attempts and Complicity:** Attempting to or encouraging others to commit acts prohibited by this code. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy.
4. **Classroom Disruption:** Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor’s ability to teach the class or the ability of other students to benefit from the instruction.
5. **Discrimination:** Discriminating on the basis of sex, race, color, age, status as a veteran, sexual orientation, gender identity, national origin, religion or qualified individual with a disability, as set forth in OCCC Policy No. 1011.
6. **Disorderly Conduct:** Disorderly, lewd, indecent actions or breaching the peace on College property or at College-sponsored activities.
7. **Disruption or Obstruction:** Disrupting or obstructing normal College or College-sponsored activities.
8. **Drugs and Alcohol:** Any violation of the OCCC Drug and Alcohol Policy, as set forth in OCCC Policy No. 1014, or the administrative procedures implementing this policy.
9. **Failure to Comply:** Failing to comply with the lawful directions of any College employee acting within the scope of their official duties or failing exhibit appropriate identification to OCCC officials, faculty, staff or security personnel when required to do so.
10. **False Reporting:** Knowingly making a false report of a bomb, fire or other emergency, including the filing of knowingly false police reports.
11. **False Representation(s):** Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to or continuation at, OCCC.
12. **Fire Safety:** Engaging in misuse or unauthorized use of firefighting, fire sprinkling systems and other safety
equipment or warning devices, and failure to evacuate when a fire alarm is activated.

13. **Forgery or Unauthorized Use:** Forging or using without authorization College documents or records, financial aid documents, computers, electronic mail, telephones, identification or College property.

14. **Harassment, Threats, and Bullying:** Engaging in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive.

15. **Hazing:** Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

16. **Information Technology Policies:** Violation of the terms of OCCC’s Information Technology Resources Acceptable Use Policy, OCCC Policy No. 3058, violation of the acceptable use policy for OneNet, the official telecommunications and information network for education and government, or illegal or unauthorized use of computer hardware, software, equipment or devices, either OCCC owned or privately owned, used on or off OCCC property.

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

18. **Property Damage:** Defacing, damaging or destroying property belonging to the College or other individuals or recognized groups on College property.

19. **Retaliation:** Retaliating against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process.

20. **Sexual Harassment:** Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature, as set forth in OCCC Policy No. 1012.

21. **Sexual Misconduct:** Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as set forth in OCCC Policy No. 1012.

22. **Stalking:** Willfully, maliciously, and repeatedly following or harassing a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel frightened, intimidated, threatened, harassed or molested, as set forth in OCCC Policy No. 1012.

23. **Theft:** Engaging in theft, attempted theft or unauthorized possession of property belonging to the College or other individuals or recognized groups on College property or facilities on or near campus.

24. **Unauthorized Entry:** Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room, area or College approved housing. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.

25. **Use of Tobacco:** Using tobacco in any form or using electronic cigarettes (vaping) in or on campus is strictly prohibited, as set forth in OCCC Policy No. 1015.

26. **Violations of the Law:** Any violation of federal, state or local law while on OCCC premises or while engaged in any OCCC-sponsored activity, or violation of any OCCC policy and procedure including, but not limited to, OCCC procedures on the registration of student organizations, and the unauthorized use, entry or occupation of OCCC premises.

27. **Weapons:** Possession or use of firearms, weapons, ammunition, fireworks, incendiary devices and explosives, except where explicitly permitted on college campuses by Oklahoma law. (Provided, that this section shall not be construed to prohibit students who are certified law enforcement officers subject to emergency call to possess firearms authorized by law, on school premises.) The term “weapons,” as used in this provision, is intended to describe anything used or designed to be used to injure another person and encompasses any type of device that is used as an instrument of defensive or offensive combat, as set forth in OCCC Policy No. 1016.

**TREATMENT OF VIOLATIONS**

In cases of repeated violations of the Student Conduct Code, the Hearing Officer may consider the student’s disciplinary history and impose increasingly punitive disciplinary sanctions; provided, no prior disciplinary history is required to impose sanctions appropriate to the severity of the violation(s).

Violations of the Student Conduct Code by any Active Student will result in disciplinary actions in accordance with this policy.

Violations of the Student Conduct Code by any Inactive Student may result in penalties including but not limited to a 6-month “Notice to Leave” from the OCCC Campus and the placement of a disciplinary hold on the student account preventing enrollment in any credit or non-credit course for the duration of the Notice to Leave. For the hold to be removed from the student’s account, a meeting must occur between the Inactive Student and Director of Student Life or designated personnel. Based upon an individualized assessment of the circumstances, additional conditions on enrollment may be imposed.

**COMPLAINTS**

Any member of the College community (faculty, staff or student) or any person who is unaffiliated with the College who has knowledge of an alleged violation of the Student Code of
A complaint shall be filed with the Chief Discipline Officer within ten (10) college business days of the alleged violation.

- If extenuating circumstances arise, a late complaint may be accepted with the approval of the Chief Discipline Officer within 30 college business days of the violation.

If the outcome of a Title IX investigation is that a violation occurred, the official Student Conduct Code Complaint form will be submitted to the Chief Discipline Officer within five (5) college business days of the decision notification to the student.

If the outcome of a discrimination or harassment complaint made and investigated under OCCC Policy No. 1013, is that a violation occurred, the official Student Conduct Code Complaint form will be submitted to the Chief Discipline Officer within five (5) college business days of the decision notification to the student.

The complaint must be submitted in writing, on the official violation complaint form, and signed by the complainant, or submitted via approved online form and electronically signed by appropriate technical method, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.

The Chief Discipline Officer will make the determination as to whether an initial conference with the student is needed.

- If an initial conference is needed, a file will be created and notification will be sent to the student as outlined below.
- If an initial conference is not needed, a file will be created and a memo-to-file will be created which outlines the rationale for this decision.

Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College conduct proceedings may proceed before, during or after court proceedings.

Summary Suspension may be imposed to ensure the safety and well-being of members of the College community, to preserve College property, to ensure the student’s own physical or emotional safety, or if the student poses a threat to, disruption of or interference with the educational environment or operations of the College.

- Summary Suspension is defined as action taken that prohibits a student from returning to campus except under specified restrictions. In instances when a student has been directed to leave the College premises, a meeting to review the matter shall be scheduled by the Hearing Officer as set forth in this Student Conduct Code.

NOTICE OF ALLEGATIONS AND INITIAL CONFERENCE

The student against whom the official complaint has been filed shall be given written notification, which will be sent to his/her official student email account, that a complaint has been filed and shall also be given at the same time:

- A copy of the complaint’s substantive allegations, including the name of the complaining party, except where concerns of personal safety are involved. In such instances, the dissemination of information that would personally identify the complaining party at this stage shall be determined by the Hearing Officer.
- Written notification of the specific Student Conduct Code violation(s) alleged to have been committed.
- Written notification of the time, date and place where the student will be given the opportunity to respond to the Hearing Officer regarding the allegations contained in the complaint.

The Hearing Officer shall meet with the student to discuss the allegations contained in the complaint. At this conference the Hearing Officer shall review with the student:

The allegations contained in the complaint

- The possible sanctions that can be imposed
- The rights and responsibilities of the student under this procedure. The student shall signify in writing that he/she has been notified of the allegations contained in the complaint, the possible sanctions and their rights and responsibilities under this policy.

The student shall be afforded the opportunity at this conference to respond to the allegations and to present any evidence that he/she may desire to present regarding this complaint.

The student may be accompanied by an advisor during the conduct process. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings.

At the end of this conference the student shall either deny or admit the allegations filed against him/her.

- In the event that the student admits the allegation(s) filed against him/her, the Hearing Officer shall determine what disciplinary sanctions will be imposed upon the student and shall notify the student in writing, which will be sent to his/her official student email account, as to the details of these sanctions.
- In the event that the student denies the allegation(s) filed against him/her, the Hearing Officer shall make a determination regarding the truthfulness of the allegations and shall notify the student in writing, which will be sent to his/her official student email account, of that determination and the disciplinary sanctions that may be imposed upon the student.
- In the event that the student neglects or refuses to appear for the conduct hearing, the student shall be deemed in default and to have admitted that the allegations contained in the complaint are true. In such a case, the Hearing Officer has the authority to hear the case without input from the student and impose disciplinary sanctions.
SANCTIONS

- **Written Warning:** An official written notice that the student has violated college policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.

- **Restriction:** A limitation on a student’s privileges for a period of time and may include but is not limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent the College, or denial of participation in extracurricular activities not directly associated with academics (e.g., intramural sports, attending campus events, participation in student organizations).

- **Educational and Behavioral Change Requirement:** Opportunities for personal development. These requirements can include, but are not limited to, a reflection essay, community service, seeking academic or personal counseling, participation in an ethics or decision making class, and other relevant educational opportunities.

- **Class Removal:** The student shall be dropped from a class or moved to another section of a class. Faculty members, in consultation with the Hearing Officer, reserve the right to inter impose a student from class pending a hearing for alleged violations of the Student Code of Conduct occurring in the classroom that substantially interfere with teaching or other students’ ability to learn.

- **No Contact Order:** An absolute prohibition from contact with specified person or persons in any form whatsoever, including but not limited to contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.

- **Restitution:** Compensation for the damage caused to the College or any person’s property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed, or stolen.

- **Probation:** A specified period of time during which the student is placed on formal notice that he/she is not in good standing with the College and that further violations of College regulations will subject him/her to suspension or expulsion from the College.

- **Suspension and Expulsion**
  - **Suspension:** The exclusion from enrollment in classes and other privileges or activities for a definite period of time.

- **Expulsion:** Expulsion is when a student is ordered removed as a student of the College on an immediate and permanent basis. When a student is expelled, record of this action will be made a part of the student’s permanent record and will be noted on the student’s transcript. A student who is expelled will not be allowed to re-enroll at the College.

- On appeal, the Student Conduct Committee cannot recommend sanctions other than suspension or expulsion to replace an original sanction of suspension or expulsion unless the recommendation is unanimous or the Student Conduct Committee finds that the student did not commit the associated violation.

APPEALS

When disciplinary sanctions are imposed, the student may appeal the decision.

- The Vice President for Student Affairs shall review appeals for all sanctions other than suspension or expulsion.

- The Student Conduct Committee shall review appeals of the following sanctions: Suspension or Expulsion.

If an appeal is filed, the student may at the same time request that the Vice President for Student Affairs delay the imposition of the disciplinary sanctions until final resolution of the appeal. The Vice President for Student Affairs shall have the discretionary authority to approve or deny such a request.

STUDENT CONDUCT COMMITTEE HEARING REQUEST

- In order for the student to appeal to the Student Conduct Committee, the student must complete the Student Conduct Committee Hearing Request Form in its entirety.

- A detailed rationale and supporting documentation of the reason for appeal must be provided with the Student Conduct Committee Hearing Request Form.

- This form must be submitted to the Office of the Vice President for Student Affairs within five (5) college business days from the date of the receipt by the student of the determination of the Hearing Officer.

- Students may be contacted by the Vice President for Student Affairs if additional information is needed during the review process. If the student fails to submit the appeal on the approved form or does not follow the submission procedures outlined in the sanction notification letter within this five (5) day time period, the student may lose all rights to appeal the determination.

- The hearing to consider the appeal of the student will be set at a date not more than ten (10) college business days from the date of the formation of the Committee.
STUDENT CONDUCT COMMITTEE

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:

- Two (2) College staff members selected by random draw from the Staff Student Conduct Committee Pool.
- Two (2) College faculty members selected by random draw from the Faculty Student Conduct Committee Pool.
- Two (2) College students selected by random draw from current student employees and The Leadership Council delegation.
- One non-voting chairperson selected by random draw from the pool of all academic deans.

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

The Committee may be assisted by the College’s legal counsel if the College President has authorized such assistance. The Chief Discipline Officer shall represent the College in the hearing. No less than three (3) College business days prior to the Student Conduct Committee hearing, the student and the Chief Discipline Officer shall submit written materials to the other party as follows:

- The Chief Discipline Officer shall provide to the student:
  - A copy of the original Student Conduct Code violation complaint form
  - A summary of the facts of the incident(s) which form the allegations against the student.
  - 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.
  - 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.
  - The time, date and location of the hearing.
  - The procedure to be followed at the hearing.
  - The student shall provide to the Chief Discipline Officer:
    - 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.
    - 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.

In the event that the Chief Discipline Officer is not available to represent the College, the Hearing Officer for the case shall be assigned to present the case to the Student Conduct Committee.

RIGHTS OF THE STUDENT

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.

- This person may be an attorney.
- If the student chooses to be represented, he/she must notify the Vice President for Student Affairs and identify the representative by name and provide the representative’s address and phone number no less than three (3) College business days prior to the Student Conduct Committee hearing.

The student has the right to confront and cross-examine witnesses who give oral testimony.

The student has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

RIGHTS OF THE CHIEF DISCIPLINE OFFICER

The Chief Discipline Officer has the right to request a representative and/or legal advisor.

- 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.
- 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.
- If specifically authorized by the College President, the designated administrator may be represented and advised by outside counsel.

The Chief Discipline Officer has the right to confront and cross-examine witnesses who give oral testimony.

The Chief Discipline Officer has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

ROLE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS DURING THE HEARING

The Vice President for Student Affairs shall present opening remarks and procedural instructions to the committee, student and Chief Discipline Officer.

The Vice President for Student Affairs shall be present for the entirety of the proceedings, with the exception of deliberation of the committee. The Vice President for Student Affairs is permitted to take notes. The Vice President for Student Affairs is not permitted to speak or ask questions once the hearing is turned over to the committee chair.

HEARING PROCESS

Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure:

- Both the Chief Discipline 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 designated administrator speaking first.
- The Chief Discipline Officer will present evidence first, followed by the student.
- The oral testimony of all witnesses shall be made under oath.
- Each party will be permitted to cross-examine any witness giving oral testimony on behalf of the other party after that witness has testified.
- 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.

Proceedings before the Committee will be recorded. All Student Conduct Committee Hearings will be closed meetings.

BURDEN OF PROOF
The burden of proving the existence of the violations upon which the complaint is based rests with the Chief Discipline Officer. As to each violation, the Chief Discipline Officer must demonstrate that it is more likely than not that the violation occurred (also known as a “preponderance of the evidence” standard).

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

COMMITTEE FINDINGS AND RECOMMENDATION
The Student Conduct Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing.

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.

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 disciplinary sanctions provided for in Section 7.0 of this Student Conduct Code; provided, the Committee shall not make any recommendation consisting solely of the disciplinary sanctions described in Section 7.0 of this Student Conduct Code.

The Committee shall inform the Vice President for Student Affairs in writing of its findings and recommended sanctions, if applicable, within three (3) College business days.

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 for 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).

The Vice President for 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 fifteen (15) college business days after receipt of the Committee’s findings and recommendations.

SECTION VI COMPLAINTS OF DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL OFFENCES

RESPECTFUL EDUCATIONAL AND WORKING ENVIRONMENT – DISCRIMINATION AND OTHER HARASSMENT
OCCC is committed to providing students, employees, and visitors and educational and working environment free from discrimination and harassment on the basis of race, color, national origin, religion, gender, gender stereotyping, disability, age, military and veteran status, sex, sexual orientation, gender identity, gender expression, ancestry, disability, genetic information. OCCC does not tolerate prohibited discrimination or harassment in any form. Employees, students, or visitors who believe they have been subjected to prohibited discrimination or harassment in violation of OCCC policy must report the incident to the Director of Equal Opportunity.


RESPECTFUL EDUCATIONAL AND WORKING ENVIRONMENT – SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT
The College is committed to creating and maintaining a community where all persons who participate in College programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The College condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct. Persons who have complaints alleging discrimination/harassment in violation of OCCC policy may file their complaints in writing with the College’s Director of Equal Opportunity/Title IX Coordinator or any Deputy Title IX Coordinator. All students are required to complete Sexual Violence Prevention (Title IX) training annually.


The complete policies, including complete definitions, reporting requirements, and investigation and appeal procedures can be found online at http://www.occc.edu/policy/index.html. The Title IX Coordinator, Deputy Title IX Coordinators, and Title IX Advocates are identified here.
If you would like more information than is contained in this Handbook regarding any process or procedure, or if you’d like to make a report, ask questions about the Sexual Misconduct Policy, or need to request an accommodation to your class(es) or working arrangements regardless of whether or not you chose to report the crime to law enforcement or campus police, contact the College’s Title IX Coordinator: Regina Switzer, J.D., 7777 S. May Ave., Oklahoma City, Oklahoma, 73159, 405-682-7540.

RIGHTS OF COMPLAINANTS AND RESPONDENTS
Throughout a Title IX Complaint process, both the complainant and the respondent have the following rights to:

- Appropriate support from the College.
- Privacy to the extent possible consistent with applicable law and College policy.
- Information about and receipt of the College’s Sexual Misconduct Policy.
- The presence of an advisor throughout the process
- Participate or decline to participate in the investigation or any appeal process. However, a decision to refrain from participating in the process either wholly or in part will not prevent the process from proceeding with the information available.
- Prompt and thorough investigation of the allegations.
- Adequate time to review documents in the office of the Title IX Coordinator following the investigation.
- Adequate time to prepare
- An opportunity to challenge an investigator or hearing panel member for possible conflicts of interest.
- Refrain from making incriminating statements
- Be free from retaliation for filing or participating in the investigation of a complaint
- Appeal the decision made by the Title IX Coordinator
- Notification in writing of the case resolution, including the outcome of any appeal
- Report the incident to law enforcement at any time
- To understand that information collected in the process may be subpoenaed in criminal or civil proceedings

RELEVANT DEFINITIONS

Consent: Under Oklahoma State law, Title 21 §113, The term “consent” means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be given by an individual who is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or is under duress, threat, coercion or force; of inferred under circumstances in which consent is not clear including, but not limited to the absence of an individual saying “no” or “stop”, or the existence of a prior or current relationship or sexual activity. Therefore, Consent is defined as the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under the OCCC Policy No. 1012, “No” always means “No,” and the absence of “No” may not mean “Yes.” 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.

For a more thorough explanation of Consent, see College Policy No. 1012, Section 3.17.

Sexual Assault: Means an offense classified as forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual Assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual activities that fall under this definition include forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Domestic Violence: Defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

Under Oklahoma State law, Title 21§644, Domestic/Dating Violence is defined as domestic and dating violence as any person who commits an assault and battery against

- a current or former spouse,
- a present or former spouse of a present 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.

Stalking: Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
• Fear for the person’s safety or the safety of others; or
• Suffer substantial emotional distress.
• For the purposes of this definition:
• Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
• Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
• Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
• Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Under Oklahoma State law, the definition of Stalking is: 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.

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking.

Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting an Advisor, Advocate, campus police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like Counseling Center, Student Life, Dean).

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the designated hospital offering PHYSICAL EVIDENCE RECOVERY KIT COLLECTION/ACCESS TO FORENSIC NURSE EXAMINERS/ SEXUAL ASSAULT NURSE PRACTITIONERS. In Oklahoma City, information about the designated hospital offering these services may be obtained from the YWCA Sexual Assault Hotline, 405-943-RAPE (7273). In Oklahoma, evidence may be collected even if you chose not to make a report to law enforcement.

The Oklahoma City YWCA and OCCC have partnered to provide crisis assistance to our students. Help is available 24 hours a day, seven days a week. YWCA Sexual Assault Advocates are available to meet with you, in person, on or off-campus. Call (405) 943-7273. These Advocates and Sexual Assault Nurse Practitioners (SANE) nurses are specially trained to collect, preserve properly, and document evidence without re-traumatizing a victim during the process.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to any OCCC investigators or Campus or local police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police.

To report a crime involving a sexual assault, domestic violence, stalking, and/or dating violence, contact the OCCC Campus Police Department at 405-682-7872. If you are not sure and need to talk to someone about what you are experiencing, you may contact the Title IX Coordinator, Regina Switzer, at 405-682-7540. The Title IX Coordinator or a Deputy Title IX Coordinator will discuss options and will assist any victim with notifying campus or local police if they so desire. The Oklahoma City Police Department may be reached by calling 911 for emergencies, or (405) 231-2121 for non-emergencies. Additional information about the OCCC Police department, including the College’s Annual Security Report may be found online at: http://www.occc.edu/police/.
DESIGNATION OF TITLE IX COORDINATORS
Any complaint of Sexual Misconduct or other Gender-based Misconduct, including sexual assault, may be directed to the Vice President of Human Resources/Title IX Coordinator:

Regina Switzer, J.D., Vice President for Human Resources
Oklahoma City Community College (107-JMC)
7777 S. May Avenue
Oklahoma City, OK 73159
regina.a.switzer@occc.edu | (405) 682-7540

Any complaint of Sexual Misconduct or other Gender-based Misconduct, including sexual assault, may be directed to the Director Equity and Compliance/Senior Deputy Title IX Coordinator:

Cary Pirrong, J.D., Director of Equity and Compliance
Oklahoma City Community College (117-JMC)
7777 S. May Avenue
Oklahoma City, OK 73159
cary.m.pirrong@occc.edu | (405) 682-7850

OCCC’s Employment and Graduation Coordinator has been designated as a Deputy Title IX Coordinator for complaints against credit students:

Christina Atencio, M.H.R., Employment and Graduation Coordinator
Oklahoma City Community College (112C)
7777 S. May Avenue
Oklahoma City, OK 73159
christina.l.atencio@occc.edu | (405) 682-7813

OCCC’s Director of the Capitol Hill Center has been designated as a Deputy Title IX Coordinator for complaints related to the Capitol Hill Center Campus:

Gregory Myles, Director of the Capitol Hill Center
123 SW 25th Street, Suite 100
Oklahoma City, Oklahoma 73109
gregory.myles@occc.edu | (405) 682-1611 ext. 7606

OCCC’s Director of Community Outreach and Education has been designated as a Deputy Title IX Coordinator for complaints related to the Family and Community Education (FACE) Center Campus:

Doralicia Sandoval, M.M. Director of Community Outreach and Education
6500 S. Land Ave
Oklahoma City, Oklahoma 73159
dsandoval@occc.edu | (405) 682-1611 ext. 7121

PREGNANT AND PARENTING STUDENTS
Oklahoma City Community College does not discriminate against any student on the basis of pregnancy, parenting, or related conditions. Pregnant or parenting students seeking accommodations should notify your professor immediately. For purposes of this notification, “parenting student” means a student who is pregnant or has recently been pregnant, or another student in a parenting role (regardless of gender), who is participating in a pregnancy-related or birth process.

Pregnancy-Related Absences: When a doctor determines absence is necessary, absences will be excused for students who are pregnant or parenting for as long as the student’s doctor determines. Reasonable time will be given to make up missed work.

Title IX Coordinators: OCCC has designated a Title IX coordinator, Regina Switzer (405-682-7540), and a Deputy Title IX Coordinator, Christina Atencio, (405) 682-7813. Either may be contacted when a pregnant or parenting student needs assistance in understanding or protecting the students’ rights under Title IX.

SECTION VII – DRUG, ALCOHOL, AND TOBACCO FREE COLLEGE
In accordance with the Drug-Free Schools and Campuses Act, Oklahoma City Community College would like to provide all Students and Employees with the information below.

The Oklahoma City Community College prohibits the possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and as part of any activities held by the institution. Oklahoma City Community College makes available to employees and to any enrolled or prospective student information regarding the potential health risks associated with the use or abuse of various categories of drugs, alcohol, and tobacco products in a brochure entitled, “Learning about Your Drug, Alcohol, and Tobacco-Free Campus.” This brochure also lists possible consequences of possession or use of these substances on College property or at College-sponsored events. Copies of these brochures are made available to students at the Office of Recruitment and Admissions and to employees through an annual distribution within each department.

COLLEGE COMMITMENT
Administrative Policy No.1015

Oklahoma City Community College recognizes its responsibility to educate the College community about drug, alcohol, and tobacco abuse. In meeting this responsibility, the College provides not only educational opportunities but
also assistance through support services. Crisis counseling, referral services, seminar offerings, and health information are available to students. Disciplinary actions will be taken against any student found to be possessing, using, or distributing illicit drugs or alcohol on College property or as part of any College activity. This document lists some of the federal, state and local penalties for drug use and alcohol abuse and the health risks associated with not only drug and alcohol but also tobacco use. College policies concerning penalties for on-campus use of alcohol, drugs, and tobacco may be found in the Student Handbook and in the College policies and procedures (College Policy 1014 and Policy 5001, as amended from time to time) which can be accessed through the OCCC website. The following information is provided in compliance with The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

**PENALTIES**

Students and employees are reminded that local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include but are not limited to, incarceration and monetary fines. The manufacturing, distributing, dispensing, or possession with intent to manufacture, distribute, or dispense carries different penalties depending upon the Schedule of the drug at issue.

For Schedule I (e.g., heroin, cocaine, PCP, LSD, fentanyl, marijuana, methamphetamine, “spice”, and GHB) and Schedule II drugs (e.g., morphine, methadone, codeine, oxycodone, opiates and amphetamines), the penalty for the first offense is not less than 5 years nor more than 40 years in prison, with a fine of not more than $2 million.

For Schedule III drugs (e.g., Tylenol #3 and codeine-based cough suppressants, Florinol, anabolic steroids), the penalty is not more than three years in prison, with a fine of not more than $250,000.

For Schedule IV drugs (e.g., Valium, oxazepam, chloral hydrate, ethchlorvynol), the penalty is not more than five years in prison, with a fine of not more than $250,000.

For Schedule V drugs (e.g., Terpine Hydrate and Robitussin AC), the penalty is not more than one year in prison, with a fine of not more than $100,000. Regardless of Schedule, enhanced penalties apply to second and later offenses, if death or serious injury results, and to trafficking within 1,000 feet of a school, including colleges and universities (21 U.S.C. §860).

In addition, persons convicted of a controlled substance violation may be denied Federal benefits, such as student loans, grants, contracts and professional and commercial licenses (21 U.S.C. §862(a)). Forfeiture of real and personal property may also apply (21 U.S.C. §853(a)(2) and §889). The offender may also be ineligible to receive or purchase a firearm (18 U.S.C. §922(g)). Oklahoma law provides that any person convicted of distributing, dispensing, or possessing with intent to manufacture, distribute, or dispense a controlled dangerous substance or a counterfeit substance shall be guilty of a felony.

The penalty varies depending upon the Schedule of the drugs at issue. Schedule I and II drugs, carry a penalty of not less than five years in prison, with a fine of not more than $100,000. Schedule III and IV carry a penalty of not less than two years nor more than life in prison. Schedule V drugs carry a penalty of not more than five years in prison and with a fine of not more than $20,000. The distribution of imitation controlled substances is a misdemeanor and can carry a penalty of not more than one year in prison with a fine of not more than $1,000. Enhanced penalties apply to second and later offenses, if death or serious injury results, and to trafficking within 1,000 feet of a school, including colleges and universities or in the presence of a child under 12 years of age (63 O.S. §2-402).

It is unlawful for any person under 21 years of age to purchase or attempt to purchase alcohol. Violations are misdemeanors punishable by a fine not to exceed $300 or community service of 30 hours or less, or both. In addition, if the convicted party has an Oklahoma driver’s license, that license shall be revoked for a period of time. If the convicted party does not have an Oklahoma driver’s license, he/she shall be ineligible to obtain a license for a period of time. Any person who provides an underage person with alcohol or allows an underage person to consume alcohol and such action causes great bodily injury or death of a person, shall in addition to any other penalty, be guilty of a felony punishable by prison of not more than 5 years, with a fine of not less than $2,500.00 nor more than $5,000. The local ordinances of Oklahoma City also provide for prohibitions relating to illicit drug use and alcohol. The local ordinances follow state law.

The section of the Student Handbook entitled “Drug, Alcohol, and Tobacco-Free College” specifies that students abusing drugs or alcohol and/or violating the Student Conduct Code will be referred to the Vice President for Student Affairs, or designated representative, for disciplinary action. Action policies concerning alcohol and drug use on campus are found in the Student Handbook and in the College Policies and Procedures (College Policy No. 1014 and Policy 5001, as amended from time to time) which can be accessed through the OCCC website The College will impose sanctions on employees consistent with federal, state and local law. Additional employee and student sanctions for illicit drug use or alcohol use range from a verbal warning up to and including expulsion, termination from employment, and referral for prosecution for violations of the law.

Currently, state law prohibits smoking in state-owned or operated buildings and vehicles, and within 25 feet of the entrance to any state-owned or operated building. Knowing violation is a misdemeanor punishable by fine. State law as amended in 2010 provides that all property owned and operated by colleges and universities may be designated as tobacco-free, including smoking and smokeless tobacco, with knowing violations constituting a misdemeanor subject to a fine of not
less than $10.00 nor more than $100.00. All tobacco use will be prohibited on property owned or operated by OCCC effective August 1, 2011 as stated in Administrative Policy No. 1015. OCCC will impose disciplinary sanctions on students and employees.

**HEALTH RISKS**
There are many health risks associated with drug, alcohol, and tobacco use. Some of these risks are:

**ALCOHOL AND THE BODY**

**Mouth, Larynx, Esophagus**
Alcohol irritates the lining of the throat and esophagus. Heavy use of alcohol is associated with cancer of the larynx (voice box).

**Stomach and Intestines**
Alcohol irritates the lining of the stomach and can result in gastric or duodenal ulcers. In the small intestine, alcohol blocks the absorption of vitamins and minerals essential for good nutrition.

**Bloodstream**
Most alcohol (95%) is absorbed through the lining of the stomach and small intestines causing irritation to the linings of these organs, slowing circulation, which deprives tissues of oxygen, slowing the ability of white blood cells to destroy bacteria and slowing the clotting ability of blood platelets.

**Pancreas, Liver, Heart**
Alcohol irritates the cells of the pancreas and can lead to hemorrhagic pancreatitis. Pancreatitis can destroy the pancreas and create a lack of insulin. Alcohol inflames and destroys the cells of the liver and causes inflammation of the heart muscle.

**Bladder and Kidneys**
Alcohol inflames the linings of the bladder. In the kidneys, alcohol causes an increased loss of fluids.

**Sex Glands**
Swelling of the prostate gland interferes with the ability of the male to perform sexually. It also interferes with the ability of the partners in a sexual relationship to achieve full satisfaction.

**Reproduction**
Alcohol consumption is the third leading cause of mental retardation in infants. Medical experts now recommend that NO alcohol be consumed during pregnancy.

**Brain and Central Nervous System**
Alcohol may produce lack of coordination, confusion, disorientation, stupor, anesthesia, coma, and finally death. Even in small amounts, alcohol is especially dangerous when combined with barbiturates, tranquilizers, muscle relaxants, sleeping pills, or narcotics. It should not be consumed when taking antihistamines, motion sickness pills, and many other over-the-counter and prescription medications.

**TOBACCO AND THE BODY**

**Mouth, Larynx, Esophagus**
Smokers have three times as many cavities as nonsmokers. Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue, and lips. Smokers lose their teeth at a rate three times greater than nonsmokers. A one-pack-a-day smoker increases his/her chances of cancer of the esophagus by as much as 500%.

**Stomach, Heart**
Peptic ulcers are twice as high in smokers as nonsmokers. Nicotine from any source causes secretion of excessive amounts of gastric acids and delays healing of ulcers. Nicotine is a powerful constrictor of small arteries leading to insufficient oxygen supply to the heart and possible heart attacks.

**Pancreas, Bladder, Kidneys**
Smokers have a 100% increased risk of developing cancer of the pancreas, three times the risk of bladder cancer, and a 50% greater rate of kidney cancer. Carcinogens absorbed from cigarette smoke and smokeless tobacco are concentrated and excreted in the urine. The bladder and the kidneys are in constant contact with these cancer-causing chemicals.

**Bronchioles, Lungs**
Smoking causes the lungs and bronchioles to be inflamed and congested. Chronic bronchitis predisposes smokers to emphysema, an incurable lung disease. Emphysema is characterized by stretching and breaking of the tiny air sacs of the lungs, making them useless for breathing. Cigarette smokers are ten times more likely to die of lung cancer than nonsmokers.

**Reproduction**
Smoking more than half of a pack of cigarettes daily is associated with higher incidence of infertility in women. Babies born to women who smoke are lighter and smaller than those born to nonsmokers. This is important because birth weight is a predictor of infant health. Women who take birth control pills and who smoke are at a greater risk for cancer.

**Brain**
Strokes are generally caused by a combination of high blood pressure and smoking and are the third leading cause of death in the U.S. Nicotine from any source constricts blood vessels and restricts oxygen supply.

**Prescription Medications**
A growing trend among recreational drug users is the use and abuse of prescription drugs. Many of these drugs are designed to release small doses of their active ingredients over an extended period of time. Abusers try to find ways to circumvent this time-release process so that they get a massive dose all at once. They may also combine various drugs to get an intense combination of reactions (the “Skittles” method). The danger is that these medications are highly toxic and may be lethal if used inappropriately. Abusers often believe that these drugs are not dangerous because doctors prescribe them. However,
when taken in too high a dose or in combination with other drugs, they may be more dangerous than some illegal drugs. Prescription medications should only be used by the person for whom they were prescribed and according to the directions on the package. Use by any other person or in any other manner is illegal.

MARIJUANA, COCAINE, CRACK COCAINE, AND THE BODY

Eyes, Skin
Marijuana smokers may have inflamed watery eyes and develop wrinkled skin due to irritants present in smoke. Cocaine users have increased sensitivity to light, see fuzzily, see “floaters,” have double vision or image distortion.

Mouth, Larynx, Esophagus
Marijuana contains 50% more tar than tobacco and 400 other identified chemicals. Using 3 - 5 marijuana joints a week equals smoking 16 cigarettes daily. Smoking is associated with gum disease, loss of teeth, cancer of the cheeks, gums, palate, tongue, lips, larynx, and esophagus.

Heart
Smoking one marijuana joint may cause increases in heart rate and blood pressure by as much as 50%. Cocaine increases heart rate and blood pressure. Temperature rises and arteries constrict, causing restricted blood flow to the heart and the possibility of a heart attack. Bladder, Kidneys The concentration of tars, carcinogens, and chemicals from marijuana in the kidneys and bladder is associated with cancers in these organs. Cocaine use causes inflammation and breakdown of small and medium arteries in the kidneys and gastrointestinal tract.

Bronchioles, Lungs
Marijuana is a respiratory irritant that causes sore throats and chronic coughs. Use of crack or cocaine may cause the respiratory system to fail.

Reproduction
The gonads, ovaries, and testicles are high-fat organs which absorb and hold more of the active ingredient in marijuana (THC) than most other cells of the body. Males experience lowered testosterone levels, levels essential for the development of secondary male characteristics. Users may experience impotency and infertility, pregnancy complications, and changes in sexual characteristics. Cocaine users have babies addicted at birth.

Brain/Central Nervous System
Marijuana use may result in poor transmission of nerve impulses. The result is impairment of speech, comprehension, memory, and sleep. Cocaine stimulates the central nervous system causing restlessness, tremors, and convulsions. Cocaine alters normal electrical activity of the brain, which can result in seizures or convulsions similar to epilepsy.

Club Drugs and The Body
The term “club drugs” refers to a wide variety of drugs often used at all-night dance parties (raves), nightclubs, and concerts. These drugs have gained popularity due to the misconception that they are less harmful and less addictive than mainstream drugs.

MDMA (3,4-methylenedioxymethamphetamine)
Street Names: Ecstasy, XTC, E, X, Adam, ecce, clarity, essence, doctor, insight
MDMA affects the brain by destroying serotonin-producing neurons and possibly by interfering with the brain’s ability to use serotonin. This interferes with the brain’s ability to regulate aggression, moods, sexual activity, sleep, and pain sensitivity. MDMA can destroy the brain cells that use dopamine, resulting in motor disturbances similar to those seen in Parkinson’s disease. The drug has stimulant and mildly hallucinogenic effects on users and creates a hyperthermic condition, which may be fatal if left untreated.

Ketamine
Street Names: K, Special K, and Cat Valium
Ketamine produces physical effects similar to phencyclidine (PCP). Use of the drug can cause delirium, amnesia, depression, long-term memory and cognitive difficulties, and fatal respiratory problems. Due to its disassociated effect, it may be used as a date-rape drug.

GHB (Gamma Hydroxybutyrate)
Street Names: Liquid Ecstasy, Soap, Easy Lay, Georgia Home Boy, Grievous Bodily Harm, Liquid X, and Goop
GHB is a central nervous system depressant. Low doses may cause drowsiness, dizziness, nausea, and visual disturbances. Higher doses may cause unconsciousness, seizures, severe respiratory depression, and coma. Because it is easily concealed in drinks, GHB may be used in the commission of sexual assaults because it renders the victim incapable of resisting and may cause memory problems. GBL (Gamma-Butyrolactone) GBL is synthesized by the body to produce GHB. Ingesting this drug, even in small quantities, may produce a severe physical reaction. GBL increases the effects of alcohol, often causing respiratory distress, seizures, coma, and death.

Rohypnol (Flunitrazepam)
Street Names: Roofies, Rophies, Roopies, Rope, Ropies, Ruffies, Roaches, Roche, Roach-2, Forget-me Pill, Circles, Mexican Valium, and Rib
Rohypnol is most commonly known as a date-rape drug because one of the significant effects of the drug is anterograde amnesia. In addition, Rohypnol often causes decreased blood pressure, drowsiness, visual disturbances, dizziness, confusion, gastrointestinal disturbances, and urinary retention.

LSD (d-lysergic acid diethylamide)
Street Names: Acid, Boomers, Yellow Sunshines, Cid, Doses, Trips, Blotter, and Window Panes
Use of LSD produces hallucinations, generalized panic and anxiety, confusion, and suspicion. Flashbacks can occur even after the user has stopped taking the drug.
Methamphetamine
*Street Names: Speed, Ice, Chalk, Meth, Crystal, Crank, Fire, and Glass*
Methamphetamine, the “poor man’s” cocaine, is a central nervous system stimulant. Use can lead to memory loss, aggressive behavior, violence, psychotic and paranoid behavior, and potential cardiac and neurological damage. Users may suffer a significant loss in the brain’s ability to use dopamine. Injection of the drug can lead to a higher risk of infectious diseases, especially hepatitis, HIV, and AIDS.

PCP (Phencyclidine)
*Street Names: Angel Dust, Crystal, Hog, Supergrass, Killer Joints, Ozone, Wack, Embalming Fluid, and Rocket Fuel*
PCP is a highly addictive hallucinogen that has anesthetic properties. Users often become agitated, delusional, and irrational while recovering from the drug’s anesthetic effects. Users may become violent and/or suicidal and should not be left alone.

At low to moderate doses, physiological effects of PCP include a slight increase in breathing rate and a more pronounced rise in blood pressure and pulse rate. Respiration becomes shallow, and flushing and profuse sweating occur. Generalized numbness of the extremities and muscular incoordination may also occur. Psychological effects include distinct changes in body awareness, similar to those associated with alcohol intoxication.

Use of PCP among adolescents may interfere with hormones related to normal growth and development as well as with the learning process. At high doses of PCP, there is a drop in blood pressure, pulse rate, and respiration. This may be accompanied by nausea, vomiting, blurred vision, flicking up and down of the eyes, drooling, loss of balance, and dizziness. High doses of PCP can also cause seizures, coma, and death (though death more often results from accidental injury or suicide during PCP intoxication). Psychological effects at high doses include illusions and hallucinations.

PCP can cause effects that mimic the full range of symptoms of schizophrenia, such as delusions, paranoia, disordered thinking, a sensation of distance from one’s environment, and catatonia. Speech is often sparse and garbled. People who use PCP for long periods report memory loss, difficulties with speech and thinking, depression, weight loss, and mood disorders. These symptoms can persist up to a year after cessation of PCP use. PCP has sedative effects, and interactions with other central nervous system depressants, such as alcohol and benzodiazepines, can lead to coma or accidental overdose.

Use of any “club drug” in combination with other drugs, especially alcohol, may be fatal.

WHERE TO GO FOR HELP
Students in a crisis situation, who need personal counseling, or who need information about drug or alcohol-related problems may request help by contacting the Licensed Counselor in the Office of Student Support Services at 682-7520. This counselor will provide short-term assistance and referral services. Several agencies in the Oklahoma City area provide drug and alcohol counseling and assistance in overcoming chemical dependency.

HOTLINE
Reach Out Referral Hotline ......................... 1-800-522-9054
V/TDD for deaf or hearing-impaired
Drug and Alcohol Referral................................. 271-2444
North Care Center........................................... 272-0660
V/TDD for deaf or hearing-impaired
Drug Recovery Community Health ................. 424-4347
Norman Alcohol and Drug
Treatment Center (NADTC)......................... 321-4880, Ext. 6624
Oklahoma City/County Crisis Intervention Center... 522-8100
The above agencies provide services on a sliding-scale basis.

HOSPITAL TREATMENT PROGRAMS
Veterans Administration Hospital ...................... 270-0501
Alcohol Treatment Program - services are provided on a sliding-scale or at no cost to eligible veterans
Norman Regional Hospital ......................... 307-1000, Ext. 5000
Chemical Dependency Unit - services provided for a fee.
Variety of therapies
St. Anthony Hospital................................. 272-7240
Care Unit - services provided for a fee. Inpatient, outpatient and aftercare program
Alcoholics Anonymous................................. 524-1100