



College Policy No. 5076 Student Community Guidelines

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NO. 5076 STUDENT COMMUNITY GUIDELINES

Introduction and Purpose

The Student Community Guidelines are designed to be primarily educational and positive in nature. The Student Conflict Resolution process is geared towards resolving conflict in a manner that educates, upholds, and facilitates the Oklahoma City Community College (OCCC) community standards and core values. Furthermore, the purpose of the Student Conflict Resolution process is to promote, engage, and hold students accountable to the community standards and core values of OCCC. The provisions in the Student Community Guidelines regarding student conflict are designed to help students understand and adhere to OCCC's behavioral expectations.

It is important for students to familiarize themselves with the Student Community Guidelines. Each student is responsible for their actions from the time of application for admission through completing their degree. Misconduct that occurs before classes begin or after classes end, as well as during the academic year and periods between terms of actual enrollment (even if the conduct is not discovered until after a degree is awarded) is covered by the Student Community Guidelines. The Student Community Guidelines will apply even if the student withdraws from the College while a conflict resolution is pending.

Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of OCCC community. This requires the demonstration of mutual respect and civility in academic and professional communication settings, including hybrid and online modalities. Students are expected to avoid written and verbal conduct that is determined to impair, interfere with, or obstruct the opportunities of others to learn or that disrupts the mission, processes, or orderly functions of the College.

A. Delegation of Authority

The responsibility for the campus student resolution process is delegated from the Board of Regents for Oklahoma City Community College (OCCC) to the Vice President for Student Affairs through the College President. The Vice President for Student Affairs further delegates authority for the administration of the student resolution process to the Associate Vice President for Student Success. Through the supervision of the Associate Vice President for Student Success, the Student Conflict Resolutions Coordinator manages the daily administration of the student resolution process, which includes, but is not limited to policy interpretation, guidance, and policy application during consultations, case investigations and case adjudications. The Associate Vice President for Student Success may delegate case investigation and/or case adjudications to another staff member in matters of potential absence, bias, or position vacancy.

1. Informal case resolutions are investigated and adjudicated, mediated, or otherwise resolved by the Student Conflict Resolutions Coordinator.
2. Formal case resolutions are investigated by the Student Conflict Resolutions Coordinator but adjudicated by the Student Conflict Resolutions Panel after a live formal conference, which includes a shared investigative report, accessible to the Complainant, Respondent, and Panel after a review of a final investigative report.



B. Key Roles and Term Definitions

1. **Active Student:** A person possessing an OCCC ID number, who is currently enrolled in a credit course or is enrolled in the forthcoming semester.
2. **Advisor:** An individual who has agreed to assist a complainant or respondent during the student conflict resolution process. The advisor may be another student, friend, family member, an OCCC faculty or staff member, or an attorney. The advisor is not an active participant in the informal resolution or conference process(es). The primary role for the advisor is to help complainants and respondents understand and navigate the student conflict resolution process and procedures. Students are only allowed one advisor during student conflict meetings or live conferences.
3. **Appellant Student:** A student who has filed an appeal request to a student conflict case outcome decision, regarding the findings and/or issued sanctions.
4. **Burden of Proof:** The standard by which the Student Conflict Resolutions Coordinator or Panel will determine whether the Respondent will be held responsible or not responsible for the alleged policy violation(s). OCCC utilizes the preponderance of the evidence standard to determine responsibility in student conduct cases. This burden of proof is often referred to as “more likely than not”.
5. **College:** Oklahoma City Community College shall commonly be referred to as “College” or “OCCC” throughout this policy.
6. **Complainant:** Any person who has reportedly been the target, victim, or survivor of another student’s behavior which allegedly violates the Student Community Guidelines. The College may also serve in the role of Complainant.
7. **Family Educational Rights and Privacy Act (FERPA):** A federal law originally passed in 1974 that defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records.
8. **Formal Conference:** A live opportunity to be heard by a trained panel of faculty, staff, and students. Prior to the live conference, each party (Complainant and Respondent) will receive the opportunity to review the relevant information that will be involved and considered in the final determination for the case. Each party (Complainant and Respondent) will receive written notification of the final Investigative Findings Report. Formal conferences are facilitated by the Student Conflict Resolution Panel (SCRP). The Student Conflict Resolution Coordinator makes the decision whether a case will be sent to the SCRP for final decision making.
9. **Good Samaritan:** The College may offer amnesty for minor conduct violations to (1) a student who may have committed a minor violation at the time of a more serious incident or (2) a student who offers help to those who need medical assistance. If amnesty is offered, educational options may be explored, but no conduct actions/sanctions or student conduct record will result.
10. **Inactive Student:** Any person possessing an OCCC ID number but not meeting the criteria of an active student, meaning the student is not currently enrolled in the current term, semester, or track and is not currently enrolled in the next forthcoming term or semester.
11. **Informal Conference:** When a referral is made to the Office of Student Conflict Resolutions, the Student Conflict Resolutions Coordinator investigates alleged policy violations. At the end of the investigation, the Student Conflict Resolution Coordinator will determine if a violation of the



Student Community Guidelines has occurred. The Student Conflict Resolution Coordinator will then offer supportive measures, learning outcomes, or other resolution options.

12. **Investigation:** A systematic and impartial process of gathering information and evaluating evidence to determine whether a student has violated OCCC policies. This process typically involves interviewing relevant parties, reviewing documentation, and examining any other pertinent information to reach a fair and informed conclusion about the alleged misconduct. The Student Conflict Resolution Coordinator serves as the primary investigator for all alleged policy violations.
13. **Referral:** A report that is submitted to the Office of Student Conflict Resolutions. This report identifies students in need of resources or an alleged violation of the Student Community Guidelines.
14. **Reasonable:** Agreeable to reason or sound judgement.
15. **Reporting Party:** Any person who reports an incident of an alleged violation of the Student Community Guidelines. Whereas the Complainant
16. **Respondent:** The person or student against whom the complaint has been filed under the OCCC Student Community Guidelines.
17. **Sanction:** A disciplinary correction is imposed on students who are found responsible for violating the Student Community Guidelines. Typically, sanctions include educational measures that hold students accountable for their behavior, providing the opportunity for behavior change in an individual. Sanctions can range from a verbal warning to suspension or expulsion. Sanctions are primarily educational and corrective; however, sanctions such as suspension or expulsion from the College may be necessary to uphold community standards and to protect the campus community.
18. **Student Conflict Resolutions Coordinator (SCRC):** This person gathers and compares facts and supporting documentation about a reported incident of misconduct. They make the initial decision of responsibility after an investigation and facilitate adjudications in the informal resolution process. Additionally, the SCRC may facilitate or arrange for all mediation sessions between the involved parties as appropriate. The SCRC will provide the Student Conflict Resolutions Panel with all materials for a review in a formal conference process.
19. **Student Conflict Resolutions Panel (SCRCP):** This panel, composed of faculty, staff, and students is annually trained to review and facilitate live formal conferences after the Student Conflict Resolutions Coordinator has investigated and provided an opportunity for each party (Complainant and Respondent) to review the relevant information to be considered for the final decision.
20. **Witness:** Any person who provides testimony to the Student Conflict Resolutions Coordinator or Panel about their observations of an incident under investigation.

C. Student Community Guidelines Violation

This policy applies to all students and student clubs and organizations on campus, as well as those participating in off-campus OCCC activities, classes, programs, or events. Student Clubs and Organization are also responsible for adhering to the current Student Club and Organization manual. The following misconduct is prohibited and is subject to disciplinary action.

1. **Abuse of the Student Conflict Resolution system:** includes but not limited to:
 - a. Failure to adhere to the notice of the Associate Vice President for Student Success, the Student Conflict Resolutions Coordinator, or Appellate Body to appear for a meeting or conference as part of the student conflict resolution system.



- b. Falsification, distortion, or misrepresentation of information before the Student Conflict Resolutions Coordinator, Student Conflict Resolution Panel, or Appellate Body.
 - c. Disruption or interference with the orderly operation of an informal resolution process, formal conference process, or appellate proceeding by threatening or bullying/intimidating a participant in a case investigation.
 - d. Facilitation of an unauthorized Student Conflict Resolution meeting or conference.
 - e. Attempting to discourage an individual's proper participation in, or use of, the Student Conflict Resolution system.
 - f. Attempting to influence the impartiality of a member of a formal conference panel prior to and/or during the course of the formal conference process.
 - g. Harassment (verbal, cyber, written, or physical) and/or intimidation of a member of a conference panel, prior to and/or after a conference panel proceeding.
 - h. Failure to comply with temporary sanctions, such as a No Contact Order or Temporary Suspension, imposed by the Student Conflict Resolutions Coordinator or any other designated conference panel or appellate body who has the authority to impose temporary sanctions.
 - i. Failure to comply with the sanction(s) imposed under the Student Community Guidelines by the Student Conflict Resolutions Coordinator, or any other conference or appellate body who has the authority to impose sanctions.
2. **Academic Misconduct:** Cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior as specified in the Academic Integrity policy (policy 4016).
3. **Forgery or Unauthorized Use:** Forgery of or using without authorization any College documents or records, financial aid documents, computers or any other electronic equipment, email, telephones, personal identification, or College property.
4. **Classroom Disruption:** Classroom Disruption is prohibited behavior and discouraged in all classroom formats and settings. Classroom disruption is described as engaging in behavior that would be considered abusive, severe, or repeated interference with the instructor's ability to teach class(es), provide feedback and guidance, or interference with the ability of other students to benefit from the instruction. Classroom disruption is prohibited whether the class is in an in-person, online, hybrid, synchronous, and/or asynchronous format. Examples of classroom disruption may include, but are not limited to the following: yelling/loudly talking in the midst of a classroom; calling the instructor, other students, or a visiting community member/speaker derogatory names; uttering or writing profanity in a manner that has no relevance to the course material and/or that is intended to intimidate or cause emotional harm; slamming doors; hitting, kicking, or spitting on any person or College properties; and intentionally and repeatedly interrupting or talking over the instructor or other students in the class.
5. **Information Technology Policies:** Violation of any terms of OCCC's Information Technology Services policies, as specified in policies 9001, 9002, 9003, 9004, and 9005, including, but not limited to illegal or unauthorized use of computer hardware, software, equipment, or devices, either OCCC owned or privately owned, used on or off OCCC property.
6. **Failure to Comply:** Failing to comply with the lawful directions or requests of any OCCC Official acting within the scope of their official duties or refusal to produce appropriate identification to an OCCC official (faculty or staff) or OCCC Police Officer when required to do so for the purpose of an investigation or mediating or resolving a conflict or concern.



7. **False Representation**: 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.
8. **Attempts and Complicity**: Attempting to or encouraging others to commit acts prohibited by these guidelines or other published OCCC policies. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy.
9. **Disruption or Obstruction**: Disrupting or obstructing normal College or College-sponsored activities or classes in accordance with published OCCC policies, procedures, and/or schedules.
10. **Animals**: Failing to properly leash, control or properly dispose of their waste.
11. **Disorderly Conduct**: Disorderly, uncivil, lewd, indecent actions, indecent communications, or breaching the peace on College property or at College-sponsored activities.
12. **Use of Tobacco**: Using tobacco in any form of using electronic cigarettes (vaping in or on campus is strictly prohibited).
13. **Drugs and Alcohol**: Any violations of the OCCC Drug and Alcohol Policy 1014.
14. **Weapons**: Possession or use of weapons in violation of OCCC Policy 1016.
15. **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 their 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.
16. **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 initiations, 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.
17. **Harassment, Threats, and Bullying**: Engaging in subjectively and objectively offensive verbal abuse, written abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any individual or group or causes reasonable apprehension of such harm that is persistent, severe, or pervasive.
18. **Discrimination** as defined in violation of OCCC Policy No. 1012
19. **Harassment** as defined in violation of OCCC Policy No. 1012
20. **Retaliation**: Any adverse action (including but not limited to intimidation, threats, coercion, harassment, or discrimination) taken against an individual or group because of an individual or group made a report or filed a formal complaint; or against an individual or group who has supported or provided information in connection with a report or formal complaint; or against an individual or group who has participated or refused to participate in any investigation or conference under a College policy; or against an individual or group who has engaged in other legally protected activities.
21. **False Reporting/Posting**: Intentionally making or contributing to a false report of a bomb, cyber threat, fire, or other emergency, including filing a knowingly false police report, or other false reporting through published reporting forms to CHAT, Title IX coordinators or deputies, the Associate Vice President for Student Success, or other College reporting entities. Additionally, any intentional discussion post or social media post that contributes to a false narrative about a real or false incident of a bomb, cyber threat, fire, or other emergency will be considered a policy violation.



22. **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.
23. **Property Damage:** Defacing, damaging or destroying property belonging to the College or other individuals or recognized groups on College property.
24. **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.
25. **Unauthorized Entry:** Entering, or using without proper authorization, any College building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.
26. **Violation of the Law:** Any violation of federal, state, and local law while on OCCC premises, while using OCCC property, equipment, or electronic domain, or while engaged in any OCCC-sponsored activity.
27. **Violations of OCCC Policy:** Any violation of any published OCCC policies or procedures by a student or student club or organization while on OCCC premises, while using OCCC property, equipment, or electronic domain, or while engaged in any OCCC-sponsored activity.

D. Treatment of Violations

The potential student sanctions, per section J, are possible sanctions that may be imposed, either singularly or in combination, if a violation of the Student Community Guidelines is determined. In cases or repeated violations of the Student Community Guidelines, the Associate Vice President for Student Success, Student Conflict Resolutions Coordinator, Student Conflict Resolutions Panel, or other delegated staff member may consider the student's conduct history and incorporate further sanctions, after the finding(s) of responsibility have been established, as appropriate.

1. Violations of the Student Community Guidelines by any active student may result in one of more sanctions applied in accordance with sections I and/or J of this policy.
2. Violations of the Student Community Guidelines by any inactive student may result in penalties, including but not limited to a 6-month "Notice to Leave" issuance from the OCCC Campus Police and the placement of a student conduct hold on the student account preventing future enrollment in any credit or non-credit course for the duration of the Notice to Leave document period.
3. In order for a student conduct hold to be removed from the student's account, a meeting must occur between the inactive student and Student Conflict Resolutions Coordinator. After an investigation of the circumstances surrounding the violation(s), the Student Conflict Resolutions Coordinator may require that appropriate and reasonable safety and/or educational conditions be met prior to the removal of the hold (e.g. mental health assessments, anger management classes, community service, completion of court mandated requirements, etc).

E. Complaints – Student Conduct

1. 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 Community Guidelines may file a complaint against the student alleging that a violation of the Student Community Guidelines has occurred. The College may initiate a complaint if such a need arises.
2. Complaints must be submitted online at <https://www.occc.edu/student-conflict-resolutions/>. The complaint must include the date, time, place, name(s) involved (e.g. the respondent,



complainant, and witness) and sufficient detail to decide whether an investigation, mediation facilitation, and/or further safety precautions may be warranted. Questions and/or concerns about filing complaints may be posed or submitted to the Student Conflict Resolutions Coordinator at (405) 682-7371.

3. After an initial assessment of the complaint, the Student Conflict Resolutions Coordinator will make the determination as to whether a full investigation or an optional resolution service is warranted. Complaints and Respondents may acquire more information about optional resolution services, such as mediation and restorative justice on the Student Conduct website at <https://www.occc.edu/student-conflict-resolutions/> or by calling the Office of the Vice President for Student Affairs at (405) 682-7584.
4. The Student Conflict Resolutions Coordinator may determine if a complaint may be dismissed based upon a lack of merit to the complaint. A lack of merit means there is no identified policy violation specified within the complaint or there is clear and apparent supporting documentation to immediately contradict a complaint during a preliminary inquiry of the complaint.
 - a. If initial conferences are needed, notifications will be sent to the Complainants and/or Respondents, as outlined in section G.
 - b. If initial meetings are not needed and a case dismissal is appropriate, a file will be created which outlines the rationale for the case dismissal.
 - c. If students who have been provided with notice, including a request to meet, do not appear before the Student Conflict Resolutions Coordinator during the specified date and time, then the information in support of the Reporting Party shall be presented and considered in the absence of the notified students. A decision shall be made without the benefit of the Respondents' input unless a documented emergency can be verified to account for the Respondents' absence(s).
 - d. 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 student conflict proceedings may proceed before, during, or after court proceedings. Criminal and/or civil court proceedings are separate from the College student conflict proceedings.
 - e. Complaints against active students who are concurrently enrolled in a high school shall be subject to the processes as outlined within the current Student Community Guidelines except when matters are determined to be under the sole governance and jurisdiction of the secondary high school partner, as outlined within the respective memorandum of understanding. Collaborative efforts with K-12 partners in communication and appropriate adjudication shall be made by the Student Conflict Resolutions Coordinator, the Associate Vice President for Student Success, and/or any other appropriate OCCC Officials.

F. Complaints – Academic and Discrimination Routes

1. Academic Integrity incident complaints are investigated and adjudicated by or under the direction of the Associate Vice President for Academic Affairs. The Associate Vice President for Academic Affairs or delegate may consult with the Associate Vice President for Student Success and/or Student Conflict Resolutions Coordinator, as the need arises during investigations and/or adjudications as defined in OCCC Policy No. 4016.



2. Sexual Misconduct and Discrimination or Harassment Based on Sex or Gender complaints are reported to, investigated by, and adjudicated by the Title IX Coordinator or designee(s). The Title IX Coordinator or designee(s) may consult with the Associate Vice President for Student Success and/or Student Conflict Resolutions Coordinator, to determine conduct history and appropriate sanction(s), sanction implementation, and prompt and effective responsive actions or accommodations to stop harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory acts as defined in College Policy No. 1012.
3. Non-Title IX-Based Discrimination or Harassment complaints are reported to, investigated by, and adjudicated by the Director of Equity and Compliance or designee(s). The Director of Equity and Compliance or designee(s) may consult with the Associate Vice President for Student Success and/or Student Conflict Resolutions Coordinator, to determine conduct history and appropriate sanction(s) or responsive action(s), implementation, and prompt and effective responsive actions or accommodations to stop any harassment or discrimination, prevent recurrence and remedy the effects of the discriminatory conduct as defined in College Policy No. 1012.

G. Notice of Allegations and Conference Processes

1. **Complainant(s)**: The Student Conflict Resolutions Coordinator shall meet with the Complainant to clarify the specific nature and description of the complaint. In addition, in the initial meeting with the Complainant, the Student Conflict Resolutions Coordinator shall review the following with the Complainant:
 - a. The conduct steps and procedures.
 - b. The Complainants' rights, options, responsibilities, and supportive resources available.
 - c. The allegations and implicated policies contained in the complaint.
 - d. The possible remedies and/or sanctions that can be imposed if the Respondent is found responsible for the alleged policy violation(s).
2. The Complainant may be accompanied by an advisor throughout the informal process or formal process, including meetings with the Student Conflict Resolutions Coordinator. The advisor is limited to advising the student and may not present information during any formal resolution proceedings, question relevant parties or make statements during any formal resolution proceedings. Advisors may be dismissed from any resolution process, whether informal or formal, if their behavior or presence is deemed disruptive to the investigation and/or operations of the resolution process. During informal resolution proceedings, the Student Conflict Resolutions Coordinator may designate a specific period of time, during conferences with the student, to communicate with the advisor.
3. **Respondent(s)**: When the Student Conflict Resolutions Coordinator receives a referral, the student against whom the referral has been filed, the Respondent, shall be given written notification, which will be sent to their official student email account, delivered by certified postal mail, or delivered by hand and will include the following information:
 - a. An explanation of the allegations, including the name of the Complainant. In instances where personal safety is a reasonable concern, the manner and timing of the dissemination of the Complainant's identity shall be determined by the Student Conflict Resolutions Coordinator while assessing and minimizing immediate safety concerns and risks. Once the immediate safety concerns and risks have been addressed, the identity of the Complainant shall be disclosed.



- b. Written notification of the specific Student Community Guidelines violation(s) alleged to have been violated by the Respondent.
 - c. Written request for a time and date of when the student will be available to discuss the matter and respond to the allegations contained in the referral. In most instances, students will have five (5) College business days to respond and state their availability. In most non-urgent circumstances, deference will be given to the students' current class and work schedule. In matters that involve temporary actions for safety purposes, conferences and/or conferences may need to be expedited, due to the urgent nature of the incident and safety concerns.
4. The Student Conflict Resolutions Coordinator shall meet with the Respondent to discuss the allegations contained in the complaint. At this meeting, the Student Conflict Resolutions Coordinator shall review with the Respondent:
 - a. The conduct process steps and procedures.
 - b. The Respondents' rights, options, responsibilities, and resources available.
 - c. The allegation(s) contained in the referral.
 - d. The possible remedies and/or sanctions that can be imposed if the Respondent is found responsible for the alleged policy violation(s).
5. The Respondent shall be requested to signify in writing that they have been notified of the allegations contained in the complaint, their rights, options, available resources, possible remedies, possible sanctions, and their responsibilities under this policy.
6. At this initial meeting, the Respondent shall be afforded the opportunity to respond to the allegations and to present any evidence that they may desire to present regarding the complaint.
7. The Respondent may be accompanied by an advisor throughout the conference process, including meetings with the Student Conduct Resolutions Coordinator. The advisor is limited to advising the student and may not present information during any formal resolution proceedings, question relevant parties or make statements during the any formal resolution proceedings. Advisors may be dismissed from a resolution process, whether informal or formal, if their behavior or presence is deemed disruptive to the investigation and/or operations of the resolution process. During informal resolution proceedings, the Student Conflict Resolutions Coordinator may designate a specific period of time, during conferences with the student, to communicate with the advisor.
8. **Complainants and Respondents**: During the investigation process, the Complainant and Respondent will be provided with the opportunity to do the following:
 - a. Request an alternate investigator other than the Student Conflict Resolutions Coordinator, based upon a claim of bias, which must be requested in writing, via email, addressed to the Associate Vice President for Student Success. If the claim of bias is unjustified, the request will be denied and the Student Conflict Resolutions Coordinator will resume the investigation. If the claim of bias is justified, the case will be investigated by the Associate Vice President for Student Success or designee. In cases whereby, the Associate Vice President for Student Success is potentially biased, the Vice President for Student Affairs will assign an appropriate faculty or staff member to serve as a proxy investigator and submit an investigative findings report to the Vice President for Student Affairs at the conclusion of the investigation. The selection of a proxy investigator shall be from a pool of volunteer faculty/staff which are annually trained in student conflict resolution investigations, processes, and privacy policies. In this instance, the Vice President for Student Affairs shall adjudicate the case, assign necessary and applicable



sanctions, if any, and send final outcome notifications to the Complainant and Respondent.

- b. Request accommodations assistance, based upon a disclosed disability, by contacting Disability Services at (405) 682-7520 or by email at disabilityservices@occc.edu.

9. **Informal Resolution Process:** All resolution processes will go through an informal resolution process facilitated by the Student Conflict Resolution Coordinator, who conducts the investigation and resolves the case. Specifically, the Student Conflict Resolutions Coordinator conducts the investigation and makes the final determinations of responsibility and sanction assignments, if any, pending the appropriate appeal procedures, as specified in section K of this policy.

- a. If the Respondent(s) accepts responsibility for the allegation(s) filed against them (and the documentation supports this admission), the Student Conflict Resolutions Coordinator shall find the student(s) responsible for the alleged policy violations, determine what sanctions will be imposed upon the Respondent, if any, and shall notify the Complainant and Respondent of the outcome, in writing, which will be sent to their official student email account. The Complainant will only be notified of the applicable sanctions that directly impact the Complainant.
- b. For a student to be found responsible, the information must support a determination that it is more likely than not, that one (1) or more violations of the Student Community Guidelines occurred.
- c. In cases of repeated violations of the Student Community Guidelines, the Student Conflict Resolutions Coordinator may consider the student's previous conduct history and assign a more rigorous sanction load than would be assigned for those without a previous conduct history.
- d. If the Complainant or the Respondent neglects or refuses to respond to notifications and/or appear for their scheduled meetings, the process shall continue without the benefit of their input. In such cases, the Student Conflict Resolutions Coordinator shall proceed with the informal resolution process without input from the Complainant or Respondent and impose the appropriate sanctions, if any, if the Respondent is found responsible. Notification of the outcome will be sent to the Complainant's and Respondent's official student email accounts. The Complainant will be notified of the findings of responsibility and applicable sanctions that directly impact the Complainant or as otherwise may be required by law.
- e. During the investigation process, if the Student Conflict Resolution Coordinator determines the outcome of the investigation could lead to class removal, suspension, or expulsion, the Student Conflict Resolution Coordinator will move the investigation to a formal process and outcome will be determined by the Student Conflict Resolution Panel.

10. **Formal Resolution Process:** A formal conference provides a forum where all the information and documents can be presented and reviewed, where questions can be asked of all parties, and where the Student Conflict Resolutions Panel can deliberate and make a decision, using the preponderance of evidence standard.

- a. **Pre-Conference:** The Student Conflict Resolutions Coordinator facilitates the investigation and will compose an investigative findings report draft. Once the draft is completed, the draft shall be made accessible to the Complainant and Respondent for review and a rebuttal opportunity.



- i. The Complainant and Respondent will have ten (10) college business days to review and submit any rebuttal statements to the Student Conflict Resolutions Coordinator. The Student Conflict Resolutions Coordinator shall add any comment, addendums, or revision requests to the initial report draft.
 - ii. Once revisions have been made to the draft, the Student Conflict Resolutions Coordinator shall submit the final investigation findings report for review to the Student Conflict Resolutions Panel, the Complainant, and Respondent. All parties will have ten (10) college business days to review the final report.
- b. Scheduling: The formal conference will be held within thirty (30) days after the final review of the investigative findings report. The Office of Student Conflict Resolutions will prepare and send a written notice to the Complainant and Respondent at least five (5) college business days before the scheduled conference date. The notice will be sent electronically to each party's institutional email and will include:
 - i. The date, time, place and nature of the conference.
 - ii. Reference to the section(s) of the Student Community Guidelines involved.
 - iii. A brief explanation of the alleged violation(s), including the approximate date and place where the alleged violation(s) occurred.
 - iv. Names of witnesses, if known.
 - v. The right to be accompanied by an advisor and the advisor's role in the conference.
- c. The Student Conflict Resolutions Coordinator or designee will be available to meet with the Complainant and Respondent, separately, to explain the conference procedure and answer questions.
- d. Ten (10) days in advance of the conference, the Complainant and Respondent must provide a list of confirmed witness names who will be available to participate in the live conference. The Complainant and Respondent must each, notify their witnesses of the date, time, and location of the conference.
- e. The Complainant and Respondent will have access to copies of the final investigation report and any addendums to be presented at the live conference, prior to the conference.
- f. Prior to the commencement of the live conference, the Complainant and Respondent must provide notice to the Office of Student Conflict Resolutions of an advisor, if any, who will accompany them.
- g. Conference Procedures: The conference (excluding the deliberations) will be audio recorded. The recordings are the property of the College. Others will not be allowed to make a recording of any type. Requests to review audio recordings may be made to the Office of Student Conflict Resolutions.
 - i. The Complainant and Respondent can present witnesses who may be questioned by the Student Conflict Resolutions Panel. Questioning by the Complainant or the Respondent shall be directed towards the chairperson of the conference body rather than to the opposing party and witness(es) directly. This is used to preserve the educational tone of student conduct conferences and to avoid the creation of an adversarial and/or hostile environment.
 - ii. If the Complainant or Respondent elects not to appear for the live conference, the conference will be held in their absence. Failure to appear will be noted



without prejudice. Findings will be based on the information presented in the final investigation packet and any other information disclosed or presented at the conference. If a legitimate emergency prevents the Complainant and/or the Respondent from attending the live conference, the live conference will be rescheduled.

- iii. Witnesses will be present during the introductory comments of the conference, then, they will be excused until the time to give their testimony approaches. Witnesses will be excused upon completion of their testimony and questioning, but they may be asked to remain available for recall. The Complainant and Respondent will be expected to remain throughout the live conference.
- iv. At the conclusion of the conference, all parties will be dismissed except for the Student Conflict Resolutions Panel, who will deliberate and reach a decision.
- v. In cases of repeated violation of the Student Community Guidelines, the Student Conflict Resolutions Panel may consider the student's previous conduct history and assign a more rigorous sanction assignment than would be assigned for those without previous conduct history. Unless a Respondent's conduct history is disclosed as a relevant portion of the final investigation report, conduct history shall not be revealed or considered prior to a determination of responsibility.
- h. Conference Deliberations and Decisions: For a student to be found responsible, the information must support a determination that it is more likely than not that one (1) or more violations of the Student Community Guidelines occurred. The decision of the Student Conflict Resolutions Panel will be communicated to the Complainant and Respondent in writing, which will be sent to their official student email accounts, within five (5) days of the live conference's conclusion. The notification letter will include findings of fact, sanction(s) imposed (if any), and the rationale for the decision.

H. Student Conflict Resolutions Panel Composition

1. The Student Conflict Resolutions Panel shall be selected from a committee which will be comprised of faculty, staff, and students. The panel shall consist of no less than three unbiased and available members consisting of at least one (1) faculty member, one (1) staff member, and one (1) student.
2. Prior to the conference, alternate panel members may be selected to be available in case of conflicts. The panel makeup may be altered if insufficient unbiased members are not available to allow for a timely conference.

I. Temporary Actions

1. Temporary Remedies or Temporary Sanctions may be imposed for one or more of the following reasons:
 - a. to ensure the safety and well-being of College community members;
 - b. to ensure student physical and/or emotional safety; or
 - c. to protect the educational environment and/or normal operations of the College, if the student poses a threat to, disruption of or interference with thereof.
2. Temporary remedies and sanctions will be effective immediately to ensure the following:



- a. The safety and well-being of College community members and/or the preservation of College property;
 - b. Protection against an ongoing threat of disruption or interference with the normal operations of the College; and/or
 - c. The preservation of the current academic status and pursuits of the parties involved.
3. Students directly impacted by implemented temporary remedies or sanctions will be notified of this action, in writing, and the rationale for such action upon implementation.
4. Temporary remedies are reasonable adjustments that may be utilized to provide an interim means of assistance for students prior to or during an investigation of alleged disruptive and/or threatening behaviors. Temporary remedies may be requested through the Student Conflict Resolutions Coordinator by the student or partnering campus department who may be assisting the student in other areas of their academic or social life. Some examples of temporary remedies include but are not limited to:
 - a. an academic class section change
 - b. a No Contact Order
 - c. realignment of academic class groups
 - d. adjustments to class attendance, or
 - e. student club or organization participation guideline adjustments or exceptions
 - i. Note: The Associate Vice President for Student Success or designee will consult with the Associate Vice President for Academic Affairs and/or appropriate faculty to request classroom adjustments or exceptions for attendance and possibilities for assignment make-ups as instructors of record control their own classroom attendance policies. Disability Services will be consulted for any accommodation based upon a person's ability, status and requests.
5. Temporary sanctions are timely, precautionary safety measures, which may be utilized to address reasonable and supported concerns of alleged disruptive and/or threatening behaviors. Temporary sanctions issued to Respondents will not be more restrictive than necessary to minimize the potential negative impact upon academic success of College community members involved. Some examples of temporary sanctions which may be implemented include, but are not limited to:
 - a. a loss of privileges;
 - b. conduct holds on a student account;
 - c. mental health or anger assessments/evaluations;
 - d. No Contact Orders;
 - e. discretionary or educational sanctions;
 - f. withholding of diplomas;
 - g. classroom adjustments based upon assessed safety needs; and
 - h. temporary suspensions.
6. Temporary Suspension, a type of temporary sanction, is an immediate and temporary separation between a student and the College campus during an initial assessment of a reported violation of this policy and/or during the duration of an investigation, due to the nature of the report, the initial identified pattern of risk or disruptive behavior(s), and/or current danger of presence on the College campus. In instances when a student has been temporarily suspended, a meeting to review the matter shall be scheduled by the Student Conflict Resolutions Coordinator.
7. Temporary remedies and/or temporary sanctions do not replace the regular student conflict resolution process, as described in sections D - G and are not final. The Student Conflict



Resolutions Coordinator will inform the involved parties of the next steps in the student conflict resolution process. The Complainant(s) and Respondent(s) shall be notified of this action and the rationale for the issued temporary remedies and/or sanction(s) in writing via their official OCCC email addresses. Only one (1) resolution process, informal or formal, will operate in the manner described in sections D - G of this policy. Temporary Actions shall remain in place until the student(s) is otherwise notified by the Student Conflict Resolutions Coordinator or until the findings of the investigation and decision are rendered and issued by the Student Conflict Resolution Panel or the appropriate appellate body.

J. Sanctions

The following descriptions are possible sanctions which may be assigned, either singularly or in combination. The following sanctions may be assigned for the student or student club or organization, if one (1) or more violations of the Student Community Guidelines are determined. While individual sanctions will be managed by the Student Conflict Resolutions Coordinator, Student Club and Organization sanctions may be primarily managed by Student Life in accordance with the current Club and Organization Manual. Additionally, the following sanction descriptions may be temporarily assigned, in a timely manner, if one (1) or more criteria listed in section I are identified as an immediate necessity.

1. **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.
2. **Apology Letter:** A typed and signed apology letter by the Respondent(s) acknowledging responsibility for the College violation(s). This letter provides a sincere expression of remorse to the Complainant(s) and/or stakeholders(s) of the community who experienced or endured the misconduct.
3. **Loss of Privileges:** A limitation on a student's privileges for a period of time and may include but is not limited to the denial of opportunities to represent the College (in participation or leadership capacity), denial of participation in co-curricular activities indirectly associated with academics (i.e., attending campus programs/events, or participating in student organizations/clubs).
4. **Conduct Hold:** A disciplinary hold will be placed on the student account preventing enrollment in future semesters until the matter is resolved and/or all sanctions are completed. Holds may also limit access to campus, require special arrangements for records requests, and be utilized as a method of requiring the student to meet with the Student Conflict Resolutions Coordinator prior to conducting normal College business.
5. **Educational and Behavioral Change Requirements:** Assigned opportunities for assisted personal reflection, assessment, and development. These assigned opportunities include, but not limited to, attending an alcohol education class/workshop, attending a drug education class/workshop, attending an antidiscrimination class/workshop, writing a reflection essay, attending and participating in a mental health assessment (and following the resulting recommendations), acquiring student success advisement, attending and participating in a civility or decision-making class/workshop, and/or other relevant educational opportunities.
6. **Class Removal/Move:** The student shall be administratively withdrawn from a class or moved to another section of a class. Faculty members, in consultation with the Student Conflict Resolutions Coordinator, reserve the right to suspend, on an interim basis, a student from class pending the outcome of a conference for the student and the normal appeal process. Students who are suspended or expelled from the College will not be allowed to return to the class unless



written authorization has been granted by the Student Conflict Resolutions Coordinator or Associate Vice President for Student Success. The Student Conflict Resolutions Coordinator or Associate Vice President for Student Success will consult with the Associate Vice President for Academic Affairs and/or appropriate faculty to request classroom adjustment or exceptions for attendance and possibilities for accommodations and/or assignment make-ups as instructors of record control their own classroom attendance policies. Students administratively withdrawn for misconduct reasons forfeit any tuition refunds if the incident and administrative withdrawal occur after the normally scheduled refund dates.

7. **Assessments/Evaluations**: A directive to attend and actively participate in as many appointments or sessions as necessary or recommended that will aid in the direction of the appropriate resolution of a case and/or the most effective sanction learning outcome. Outside Assessments by a third-party health provider may be required by the Respondent(s), as deemed necessary for specific threats to campus, including self and/or others. Outside assessments will be the financial responsibility of the Respondent. Outside assessments will require documentation to be submitted to the Student Conflict Resolutions Coordinator and/or designated licensed counselor, prior to resuming normal student participation.
8. **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, social media, 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.
9. **Temporary Suspension**: This sanction is an immediate and temporary separation between a student and the College campus during an initial assessment of a reported violation of this policy and/or during the duration of an investigation, due to the nature of the report, the initial identified patterns of immediate threat to physical health and/or safety to College community members, ongoing disruptive behavior(s), and/or current danger of presence on the College campus. In instances when a student has been temporarily suspended, a meeting to review the matter shall be scheduled by the Student Conflict Resolutions Coordinator.
10. **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.
11. **Probation**: A specified period of time during which the student is placed on formal notice that they are 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.
12. **Suspension**: The exclusion from enrollment in classes and other student privileges or activities for a definite period of time not to exceed five (5) years and until the conditions which are set forth in the conference/decision outcome letters are met. Students who are suspended from the College are not permitted on campus at any time for any reason during the period of suspension, unless otherwise permitted, in writing by the Associate Vice President for Student Success or the Student Conflict Resolutions Coordinator. A notation on the transcript is not made; however, a record of the action is maintained in the student's record in the Registrar's Office. (Note: The Registrar does not have access to conduct files but does provide verification letters/background check information. When conduct history is properly requested, the Registrar or designee communicates with the Office of the Vice President for Student Affairs or the Student Conflict Resolutions Coordinator for conduct information/history then conveys this information on any properly requested letters or forms. The Conduct records request form may be found on the



OCCC Records website. <http://www.occc.edu/records/forms.html>). Any refund of tuition or fees will be subject to the College's normal withdrawal policy.

- a. At the conclusion of a suspension period, persons who desire to re-enroll will be required to participate in the Student Conduct Re-entry process, which consists of one or more follow up meetings with the Student Conflict Resolutions Coordinator, Student Success Advisement for each semester of the remaining semesters at the College, composing a structured plan to overcome previous and current barriers to academic success, and assessment of other College resource needs.
 - b. Persons who have violated further policies and/or local, state, or federal laws during their suspension period may not be allowed to re-enroll at the College.
13. **Expulsion:** Expulsion is the termination of the relationship between the student and the College on an immediate and permanent basis. When a student is expelled, record of this action will be made 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. Students who are expelled will not be allowed to re-enroll at the College. Students who are expelled from the College are not permitted on campus at any time for any reason.
14. Assigned sanctions, not including Temporary Sanctions, shall not be implemented until the deadlines for relevant appeal processes have expired, until the entire appeal process is completed, or until Complainant and Respondent voluntarily waive their rights to appeal in writing.

K. Outcomes: Appeal Requests and Reviews

When case outcome decisions are delivered, Complainants and Respondents may request an appeal review of the decision and/or the assigned sanctions. Complainants and Respondents may request that the finding of responsibility and/or sanction(s) assigned, if any, be reviewed, according to the appeal request review process described below.

1. Appeals for cases that have been resolved through the **Informal Resolution Process:**
 - a. Complainants and Respondents may request an appeal review to determine whether one (1) or more of the following occurred:
 - i. **Procedural Error:** to determine if there was a procedural error committed by the Student Conflict Resolutions Coordinator during the investigation and/or assignment of sanctions;
 - ii. **New information:** to determine if there is new information to consider, which was not available during the time of the original investigation that could substantially impact the original finding and/or sanction assignments (A summary of the new documentation, date acquired, reason why it was not available during the original investigation, and its potential impact must be included); or
 - iii. **Disproportionate Sanctions:** to determine if the assigned sanction were significantly disproportionate for the severity of the violation (Simple dissatisfaction with the sanction is not grounds for overturning or modification of a sanction assignment under this provision.)
 - b. All appeal requests must be completed and submitted within five (5) college business days after the case findings and sanctions, if any, have been assigned and issued. All appeal requests must be submitted through the online Student Conduct Appeal request form at <https://www.occc.edu/student-conflict-resolutions/> with any supporting



documentation, as described in the individual case decision outcome letters. Failure to check or claim notice of the decision by email, US Postal Service, or direct pick-up will not constitute an acceptable reason for non-receipt of the original decision. The official communication method by which case outcome decision notices will be sent is through the student's official College email. However, extenuating circumstances may require the Student Conflict Resolutions Coordinator to communicate through the US Postal Service or hand delivery/pick-up methods.

- c. When an appeal request form is completed and submitted, the Associate Vice President for Student Success will review the appeal request to determine if the appeal request was submitted within the five (5) college business days and directly articulates one (1) or more of the aforementioned appeal merits, as stated in section K.1.a. If either of these appeal request requirements are not met, the appeal request will be denied.
 - i. the appeal request is not completed and submitted within five (5) college business days and/or the appeal request does not articulate one (1) or more of the appeal merits described in section K.1.a, the Associate Vice President for Student Success or designee will notify the appealing party that the appeal request is denied.
 - ii. If the appeal request is completed and submitted within five (5) college business days and the appeal request does directly articulate at least one (1) of the appeal merits, then the Associate Vice President for Student Success or designee will notify the Appellant Student that the appeal request is granted and will notify each party (Complainant(s) and Respondent (s)) that an appeal review and decision will be forthcoming.
- d. If an appeal request is granted, the assigned sanctions shall not be implemented until the entire process is completed. However, any temporary actions imposed, during the investigation, shall remain in effect unless the Associate Vice President for Student Success or designee gives written authorization for any necessary modifications during the appeal procedures.
- e. The Associate Vice President for Student Success shall review all granted appeal requests for case decisions and sanctions.
- f. If additional information is needed during the appeal review process, students or other involved parties may be contacted by the Office of the Vice President for Student Affairs for clarification of relevant information. The Associate Vice President for Student Success shall decide whether it is more likely than not that one of the following occurred:
 - i. a procedural error was committed by the Student Conflict Resolutions Coordinator or designated investigator;
 - ii. there is new information that needs to be considered that was not available during the time of the original investigation; and/or
 - iii. if the assigned sanctions, if any, were significantly disproportionate to the determined violation.
- g. The Associate Vice President for Student Success will decide and issue a decision to either:
 - i. uphold the original decision and sanctions, if any;
 - ii. modify the original decision and/or sanctions; or
 - iii. overturn the original decision and/or sanctions.



- h. In the case that the Associate Vice President for Student Success is unable to appropriately serve in this capacity to make the final decision, due to absence, potential conflict of interest, or position vacancy, the Vice President for Student Affairs or another Presidential Cabinet Member shall be selected to fulfill this role.
 - i. The decision of the Associate Vice President for Student Success, Vice President for Student Affairs, or alternate Presidential Cabinet member shall be final upon conclusion of the granted appeal review.
 - j. The decision of the Associate Vice President for Student Success, Vice President for Student Affairs, or alternate Presidential Cabinet member shall render and issue the decision to the Complainant and Respondent no later than fifteen (15) college business days from the date that the appeal review request was approved.
2. Appeals for cases that have been resolved through the **Formal Resolution Process**:
- a. Complainants and Respondents may request an appeal review to determine whether one (1) or more of the following occurred:
 - i. **Procedural Error**: to determine if there was a procedural error committed by the Student Conflict Resolutions Coordinator during the investigation and/or assignment of sanctions;
 - ii. **New information**: to determine if there is new information to consider, which was not available during the time of the original investigation that could substantially impact the original finding and/or sanction assignments (A summary of the new documentation, date acquired, reason why it was not available during the original investigation, and its potential impact must be included); or
 - iii. **Disproportionate Sanctions**: to determine if the assigned sanction were significantly disproportionate for the severity of the violation (Simple dissatisfaction with the sanction is not grounds for overturning or modification of a sanction assignment under this provision.)
 - b. All appeal requests must be completed and submitted within five (5) college business days after the case findings and sanctions, if any, have been assigned and issued. All appeal requests must be submitted through the online Student Conduct Appeal request form at <https://www.occ.edu/student-conflict-resolutions/> with any supporting documentation, as described in the individual case decision outcome letters. Failure to check or claim notice of the decision by email, US Postal Service, or direct pick-up will not constitute an acceptable reason for non-receipt of the original decision. The official communication method by which case outcome decision notices will be sent is through the student's official College email. However, extenuating circumstances may require the Student Conflict Resolutions Coordinator to communicate through the US Postal Service or hand delivery/pick-up methods.
 - c. When an appeal request form is completed and submitted, the Vice President for Student Affairs will review the appeal request to determine if the appeal request was submitted within the five (5) college business days and directly articulates one (1) or more of the aforementioned appeal merits, as stated in section K.2.a. If either of these appeal request requirements are not met, the appeal request will be denied.
 - d. If the appeal request is not completed and submitted within five (5) college business days and/or the appeal request does not articulate one (1) or more of the appeal merits



described in section K.2.a, the Vice President for Student Affairs or designee will notify the appealing party that the appeal request is denied.

- e. If the appeal request is completed and submitted within five (5) college business days and the appeal request does directly articulate at least one (1) of the appeal merits, then the Vice President for Student Affairs or designee will notify the Appellant Student that the appeal request is granted and will notify each party (Complainant(s) and Respondent (s)) that an appeal review and decision will be forthcoming.
- f. If an appeal request is granted, the assigned sanctions shall not be implemented until the entire process is completed. However, any temporary actions imposed, during the investigation, shall remain in effect unless the Vice President for Student Affairs or designee gives written authorization for any necessary modifications during the appeal procedures.
- g. The Vice President for Student Affairs shall review all granted appeal requests for case decisions and sanctions.
- h. If additional information is needed during the appeal review process, students or other involved parties may be contacted by the Office of the Vice President for Student Affairs for clarification of relevant information. The Vice President for Student Affairs shall decide whether it is more likely than not that one of the following occurred:
 - i. a procedural error was committed by the Student Conflict Resolutions Coordinator or designated investigator;
 - ii. there is new information that needs to be considered that was not available during the time of the original investigation; and/or
 - iii. if the assigned sanctions, if any, were significantly disproportionate to the determined violation.
- i. The Vice President for Student Affairs will decide and issue a decision to either:
 - i. uphold the original decision and sanctions, if any;
 - ii. modify the original decision and/or sanctions; or
 - iii. overturn the original decision and/or sanctions.
- j. In the case that the Vice President for Student Affairs is unable to appropriately serve in this capacity to make the final decision, due to absence, potential conflict of interest, or position vacancy, the Associate Vice President for Student Success or another Presidential Cabinet Member shall be selected to fulfill this role.
- k. The decision of the Vice President for Student Affairs, Associate Vice President for Student Success, or alternate Presidential Cabinet member shall be final upon conclusion of the granted appeal review.
- l. The decision of the Vice President for Student Affairs, Associate Vice President for Student Success, or alternate Presidential Cabinet member shall render and issue the decision to the Complainant and Respondent no later than fifteen (15) college business days from the date that the appeal review request was approved.

L. Final Oversight of the Vice President for Student Affairs

1. The Vice President for Student Affairs reserves the right to intervene into any case investigation or outcome.

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OKLAHOMA CITY
COMMUNITY COLLEGE

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