

Welcome to Seminole State College!

Dear Student,

Welcome and congratulations on choosing Seminole State College. You have made an excellent decision regarding your academic career. Seminole State College provides its students with not only an exceptional learning environment, but also a variety of extracurricular activities.

Seminole State College is in a constant state of change. With expanding course options, state-of-the-art facilities, innovative faculty and staff, and access to the most up-to-date technology, Seminole State College provides a dynamic learning atmosphere.

In addition to activities in the classroom, student organizations offer a number of social and recreational opportunities. I hope you enjoy Seminole State College's sporting events and community service opportunities presented to you. They are guaranteed to enrich your college experience.

Again, welcome to Seminole State College. We are proud you have selected our campus community as the next step in your education.

Best Wishes,



Dr. James W. Utterback
President



Mission Statement

Seminole State College empowers people for academic success, personal development, and lifelong learning.”

Our Values

*Compassion
Opportunity
Respect
Excellence*

SEMINOLE STATE COLLEGE

INTERSECTION OF STATE HIGHWAY 9 AND U.S. 270

P.O. BOX 351 · 2701 BOREN BOULEVARD · SEMINOLE, OK 74868

PHONE: (405) 382-9950

TELECOMMUNICATIONS DEVICE FOR THE DEAF (TDD): (405) 382-9291

P.O. BOX 351 · SEMINOLE, OK 74818-0351

HTTP://WWW.SSCOK.EDU

**Seminole State College Student Handbook will be updated periodically on the SSC website: www.sscok.edu.
The online handbook will serve as the official version of the handbook.**

Publication Statement

Seminole State College, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Educational Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, 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. This publication, printed by the SSC Print Shop, is issued by Seminole State College as authorized by the President of the College.

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FIELDS OF STUDY AVAILABLE AT SSC:

TRANSFER MAJORS

Majors in the transfer category are for persons who plan to transfer to a four-year college or university. Persons completing these programs will be awarded either an Associate of Arts or an Associate of Science degree.

<u>Code</u>	<u>Major Field</u>
201	Art
202	Behavioral Sciences
203	Business Administration
204	Elementary Education
205	General Studies
206	Health & Physical Education
207	Health Related
209	Language Art (Ex. English, Literature)
210	Life Sciences (Ex. Biology)
211	Mathematics
213	Physical Sciences (Ex. Chemistry)
214	Pre-Engineering
215	Social Sciences (Ex. History, Gov.)
225	Criminal Justice
226	Computer Science
228	Child Development

OCCUPATION MAJORS

Occupational majors are those which are designed for the purpose of making the student employable after two years or less of study. These programs will culminate in an Associate of Applied Science Degree (two years of study). These are not designed for the transfer student.

<u>Code No.</u>	<u>Major Field</u>
108	Medical Lab Technology
110	Nursing
114	Business/Information Systems
120	Applied Technology
229	Child Development-Certificate

Part I: Basic Information

ACADEMIC ADVISEMENT

Seminole State College holds open enrollment. All students receive academic advisement from an Enrollment Management Specialist (EMS) or faculty advisor to ensure proper course selection. The system works like this:

1. A student new to the college obtains an application for admission and a schedule of classes from the Admissions Office.
2. A student new to the college takes the completed admission application, all high school and college transcripts, ACT or SAT scores (if previously taken) to an EMS who reviews the materials for curricular deficiencies and assessment testing needs.
3. The EMS refers a student to the Testing Center for assessment testing as needed. The purpose is to help the student be successful in courses requiring extensive use of mathematics, English compositional skills, reading and vocabulary skills, or science fundamentals.
4. After curricular deficiencies and assessment needs are addressed, the student meets with an EMS who discusses the student's major field, assists the student in selecting a major field if one has not been selected, and helps the student select necessary coursework for the semester.
5. An EMS must complete the enrollment form for a student new to the college or a student who has not met curricular deficiencies. ****The enrollment form for a returning student who has met curricular deficiencies is completed online.****
6. While completing coursework at SSC, a student is encouraged to visit with instructors in the student's major field concerning career plans and specific coursework related to those plans.
7. A student planning to transfer to a baccalaureate degree-granting institution after graduation should visit with an EMS.

ACADEMIC ASSISTANCE

Individual academic assistance is available in each of the college's divisions during instructors' office hours and by arrangement. For additional course-specific academic assistance, notify the Division Chair in which the course is offered. Tutoring and computer-guided assistance is available in the Student Success Center located in the Boren Library.

Computer labs are located in Boren Library, Tanner Hall, Colclazier Building, the Haney Center, Seminole Nation and Roesler Residential Learning Center. Labs are open to students during posted hours or by arrangement with the lab director or Division Chair. A computer lab for Quest students is located in the Scott Building.

Academic Skills Assessment

Diagnostic testing of student academic skills for placement assessment is conducted in the Testing Center, located in Student Services Building, prior to enrollment. Enrollment Management Specialists (EMS) refers students for placement testing and review results to address curricular deficiencies and to help students be successful in college courses.

Following the scoring and interpretation of the assessment tests, an EMS will advise student on courses required or appropriate for their assessed level. The purpose is to assure the student success in courses requiring extensive use of mathematic, English compositional skill, reading and vocabulary skill, or science fundamentals. An assessment test is also available to determine student readiness for enrollment in General Chemistry.

Academic Services

Students may contact college academic counselors for referral to services or courses that will assist with development of better study skill, time management technique, and test-taking skill. The Student Success Center, as well as Freshman Seminar, and PASS courses are available for all students. Academic support from Student Support Services, a TRIO program, is available to qualifying students based on criteria concerning disability, low income, or parents without a bachelor's degree.

Assessment of Student Learning

Assessment of student learning is conducted using a variety of methods to assure student progress in educational goals. Student learning outcomes are developed for all courses. The general education core curriculum and all degree programs are consistent with the Seminole State College Mission Statement. Also, incoming students are assessed for academic and curricular proficiency to guide their study success.

Each course syllabus specifies general education outcomes, course outcomes, and learning objectives that are embedded in the course as well as the method of assessment that will be used to directly measure learning. Students can expect to be assessed at the beginning and end of each course, after the completion of 45 credit hours of study, and at various times during and after completion of studies through surveys and other evaluation tools. Students, faculty, and staff use these assessments of student

learning to make meaningful, learning-oriented decisions about what works, what needs improvement, and what needs change. For additional information, contact the Assessment Coordinator.

Student Academic Grievance Procedure

When a student has a complaint concerning an instructor, a grade received in a course, or any academically or instructionally related matter, the procedure outlined in the steps below is applicable. If satisfactory resolution is not achieved at the first step of the grievance procedure, the student may move to the next step. All steps must be followed in the order presented.

Step 1: The student must discuss the problem with the faculty member involved. Perceived problems are often misunderstandings generated by faulty information or miscommunication.

Step 2: The student must discuss the problem with the chairperson of the division in which the problem has arisen.

Step 3: If consultation with the faculty member and the division chairperson does not resolve the problem, the student will consult the Vice President for Academic Affairs and provide a written, signed and dated narrative explaining the grievance, designating the parties involved, and stating the remedy requested. The Vice President for Academic Affairs may resolve the issue in a manner of his or her choosing. This may or may not involve a hearing of parties involved and the Vice President of Academic Affairs.

Step 4: Appeals of the decision rendered by the Vice President of Academic Affairs may be made to the President of Seminole State College upon written request. For a Presidential review of the case, a written request must be presented to the office of the President within seven working days of receiving notification of the decision of the Vice President for Academic Affairs. The decision of the President is final.

The President may take one the following actions:

1. Refuse to hear the case for lack of sufficient reason for appeal;
2. Uphold the decision of the Vice President for Academic Affairs;
3. Modify the decision of the Vice President for Academic Affairs by reducing the penalties, changing the penalties, or increasing the penalties originally levied by the Vice President for Academic Affairs;
4. Dismiss charges against the student; or
5. Take other action as deemed appropriate and as fully explained to both the Vice President for Academic Affairs and the student.

ADA/504 ACCOMODATIONS

Seminole State College, in support of and in compliance with the Americans with Disabilities Act (1990), welcomes requests for reasonable accommodations. Students with “special needs” should contact the ADA specialist, Brenda Cates, in the Enrollment area located in the Student Services Building for information about special assistance provided by the College.

How Do Students Access Services?

Students enrolled in college studies are required to self-identify if they would like to request services on the basis of disability. Students with disabilities who wish to access services may initiate their request by contacting Student Disability Services in Admissions. A special needs student should meet with a staff member to discuss those special needs. During the enrollment process, students have an opportunity to identify specific academic or physical accommodations. In addition, a student must provide documentation concerning any disability needing accommodation.

Student Eligibility

For Seminole State College to provide services to special needs students, eligibility must be established. Services are provided to each qualified person with a disability as defined by federal regulations. A “qualified person with a disability” means: “An individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the recipient of services or the participation in programs or activities provided by a public entity.” (Public Law 101-336, Section 201) The federal definition of a disability includes a person who:

1. has a physical or mental impairment which substantially limits one or more of such a person’s major life activities
2. has a record of such impairment
3. is regarded as having such impairment. (Public Law 101-336, Section 201)

Students are required to provide documentation of a disability prior to the provision of services. In the case of a physical disability, documentation from a physician is needed. In the case of a learning disability, documentation must be submitted from one of two sources:

1. Students diagnosed with a learning disability prior to graduation from an accredited high school need to submit a copy of the psycho educational evaluation on file at their respective high school.
2. Students diagnosed after completion of high school need to submit a psycho educational evaluation performed by a licensed psychologist. An annual directory of licensed psychologists is published by the Oklahoma State Board of Examiners of

Psychologists. (It is the policy of Seminole State College to base accommodations on the most recent psycho educational evaluation.)

How Often Must a Student Request ADA Services?

Planned services are provided based upon student request. Ordinarily, students arrange services at the time of enrollment; therefore, **services must be requested at least each semester** or at the time a need is identified. A student must also meet with each instructor in whose class the student is enrolled at the beginning of every semester to sign an accommodation form.

ACTIVITIES

SSC strives to provide an environment that promotes quality student development by offering a variety of networking and leadership development opportunities, activities and events. Students are encouraged to participate in these campus activities and events. Involved students receive an overall more positive college experience than uninvolved students, and campus life is enhanced through social, recreational, educational and cultural activities. Students are provided several opportunities to create life-long friendships through a variety of activities and events that provides entertainment while building a cohesive campus community. For more information regarding campus activities, contact Tracy Lucas, Student Activities Coordinator, 405-382-9541 or t.lucas@sscok.edu.

Intramurals

Student Services, student clubs and organizations often sponsor intramural pool and table-tennis tournaments. Other tournaments and competitions are held whenever there are enough individuals interested in participating and the facilities are available. Students who wish to see a particular intramural program held should contact Tracy Lucas, Student Activities Coordinator, 405-382-9541 or t.lucas@sscok.edu.

Student Government

The SSC Student Government Association (SGA) sponsors a number of activities each year for enrolled students. Students who want to provide suggestions for activities should plan to attend one of the SGA's meetings. Students are encouraged to contact Bill Knowles, 405-382-9557 for information on SGA meeting times. (*More specific data about SGA is listed in Part IV of the Student Handbook.*)

Student Clubs

A variety of clubs exist on campus to help students further explore their career and/or personal interests. Currently, active clubs include Phi Theta Kappa Honor Society, Student Nursing Association, Native American Student Association, Psi Beta (psychology), Sigma Kappa Delta (English), Baptist Student Union, Phi Chi Sigma, Students of Laboratory Medicine, and Astronomy Club. These clubs also sponsor various activities throughout the academic year. For more information on the types of clubs available, students should contact the Vice President for Student Affairs. (*Rules concerning the formation of clubs and their operation are detailed later in this handbook.*)

Intercollegiate Athletics

Seminole State College has a tradition of excellence in intercollegiate athletic competition. The college maintains membership in the Oklahoma Collegiate Athletic Conference (OCAC) and membership in the National Junior College Athletic Association (NJCAA). NJCAA provides the opportunity for teams to compete for national championships. SSC sports include men and women's basketball; men's baseball; women's fast-pitch softball; men and women's golf; men and women's tennis; and women's volleyball. The college competes as a member of the NJCAA Division I level for most of our teams. The men's golf team competes at Division II level.

For student-athletes, scholarship opportunities are available. For the non-athlete at SSC, intercollegiate athletics can still be a large part of their collegiate experience. SSC students may attend all home games at no charge upon presentation of their student ID card.

Recreational Facilities

Located in the gymnasium/natorium complex are an indoor Olympic-sized swimming pool, weight room, sauna, steam room, and racquetball court. Hours for student use of the facilities are posted each semester. For indoor fun and enjoyment, the Residential Learning Centers provide flat screen televisions, pool tables, ping-pong tables, and video games.

Permanent Issue

Permanent Issue is a show band that performs as a public relations tool of the college. Members of the band receive a tuition-waiver scholarship. The band plays at many civic functions, campus events, and performs at area high schools. The group

performs a variety of musical styles. The nine-member-break-down of the most recent bands has included vocalists, a lead guitarist, a rhythm guitarist, a bass guitarist, a keyboard player, and a drummer.

BOOKSTORE

The college bookstore is located in the E. T. Dunlap Student Union. The bookstore sells textbooks, study aids, and computer and photography supplies for course work at SSC. Gift and novelty items are also available in the bookstore.

Save your money and rent textbooks! This is an opportunity for students to rent select course textbooks.

See the bookstore for details.

Textbook Return Policy:

1. **Receipts must accompany any returned book.** Students should keep their bookstore receipts until the end of the semester or until the bookstore repurchases the books.
2. After the first week of class a completed “Withdrawal or Course Change Form” and the textbook must be presented to the bookstore manager for consideration of a textbook refund.
3. The bookstore manager has the authorization to refuse or to reduce the repurchase price for any book that is torn, worn, abused, or not needed for the course in subsequent semesters.
4. Textbooks may be sold back to the bookstore at the end of each semester. The repurchase price will be 33% of the book’s purchased price if the book is in good condition.

Textbook Refunds Rate:

Fall and Spring Semesters

During the 1st and 2nd weeks of class: 100% refund of purchase price if book is in original condition.

During the 3rd week of class: 75% refund of purchase price if book is in original condition.

Exception Refunds after 3rd week of class: 33% refund of purchase price. Returns made after the 3rd week of school require approval from the Vice President of Fiscal Affairs, the Vice President for Academic Affairs or the Vice President for Student Affairs.

Summer Session

During the 1st week of class: 100% refund of purchase price if book is in original condition.

During the 2nd week of class: 75% refund of purchase price if book is in original condition.

Exception Refunds after 2nd week of class: 33% refund of purchase price. Returns made after the 2nd week of school require approval from one of the SSC Vice President’s as mentioned above.

Intersession

During the 1st & 2nd day of class: 100% refund of purchase price if the book is in original condition.

Exception Refunds after 3rd day of class: 33% refund of purchase price. Returns made after the 2nd week of school require approval from one of the SSC Vice President’s as mentioned above.

Note: Original condition describes a book which is clean and does not contain any handwritten notes. Including the student’s name and highlighting. Cellophane bound book must be returned with cellophane intact for a 100% refund. All books will be examined for approval.

CAFETERIA

Located in the Student Union is an excellent cafeteria where students may buy breakfast, lunch, and dinner. The hours of operation during the Fall and Spring semesters are as follows:

Breakfast - Monday, Wednesday, Friday 7:00 a.m. - 9:00 a.m. , Tuesday, Thursday 7:00 a.m. - 9:30 a.m.

Lunch - Monday-Friday 11 a.m. to 1 p.m.; **Dinner** - Monday-Friday 5 p.m. to 7 p.m.

Weekend: Brunch 11:30 a.m. to 12:30 p.m; **Dinner** 5 p.m. to 6 p.m.

Snack Bar - Monday-Friday 7:30 a.m. to 1:30 p.m

CAMPUS DRESS CODE

College-level students are adults and excessive rules regarding appropriate dress are not required. However, the following minimum standards are expected:

1. Footwear, shirts and appropriate pants/dresses must be worn in all buildings on campus, excluding appropriate locations in the SSC gymnasium/natatorium complex.

2. Designs or other artwork which appear on clothing must conform to generally accepted standards of good taste and be void of prejudicial or obscene words and/or pictures. Immediate removal from campus and possible disciplinary action, including expulsion from Seminole State College, may be invoked by college officials to enforce the dress code.

CAMPUS POLICE

The SSC Administration is committed to having a safe campus environment. The College has a professionally certified Police Department. All of our officers have several years of law enforcement experience. The Police officers' primary mission is to provide a safe environment for our students, staff and visitors, and to protect our facilities and property. The Police Department is located in the Ben and Bonnie Walkingstick Student Services Center.

CRIME

The College's obligation to safety and security starts at the top, but involves everyone in the community, from our Board of Regents and staff, to our students and visitors. Anyone who observes unusual and possibly criminal or malicious activity need to immediately notify the Police Department or other College officials. As in all communities, criminal incidents occur on college campuses. Seminole State College is no exception, but our crime rate is low, and we have been fortunate that to date no major violent crimes have occurred on campus. Any criminal incident should be reported to proper authorities. Everyone on campus needs to be aware of the possibilities of potential problems so that they can take preventive measures.

An institution of higher learning in a democratic society must be dedicated to the pursuit of truth and knowledge with integrity, reason and open communication. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is respected. The rules of the College must be conceived from the principle of furthering and protecting the rights of the community in achieving these ends. The boundaries of personal freedom are limited by the applicable local, state and federal laws along with institutional rules and regulations governing interpersonal behavior, in creating a community free from crime. Respect for the individual and human dignity is of paramount importance.

REPORTING CRIMES

Victims of crime are encouraged to immediately report any incident to the SSC Police Department and the Office of the Vice President for Student Affairs. Reports can be made in person or by phone, but should be made as soon as possible after the incident. Historically Seminole State College has experienced low incidences of crime and expects this trend will continue in the future. However, caution should always be exercised in preventing criminal activity.

Personal property should never be left unattended and vehicles should always be locked. Extreme caution should also be exercised during the campus' evening hours. Students are urged to report any suspicious activity to the SSC Police Department or the Office of the Vice President for Student Affairs. Resident students should exercise caution when admitting others into their rooms. By September 1st of each year, an annual report on crime on campus is prepared and made available to all students, prospective students, and others. A copy of this report is available on the Police Department webpage.

Crime Statistics and Crime Rates

In accordance with *The Jeanne Clery Act*, Seminole State College provides information relating to crime statistics and security measures to prospective and current students and employees. In addition, the College's Campus Police Department submits a monthly Uniform Crime Report to the Federal Bureau of Investigation.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is the federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. In 1990 Congress authorized the *Crime Awareness and Campus Security Act*. This act requires all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics (See our Campus Police webpage).

OFFENSES REPORTED ON & OFF SSC CAMPUS

CRIME	2007	2008	2009	CRIME	2007	2008	2009
Homicide	0	0	0	Motor Vehicle Theft	0	0	0
Forcible Sex Offense	0	0	0	Arson	0	0	0
Non – Forcible Sex Offense	0	0	1	Destruction of Property	5	6	3
Robbery	0	0	0	Liquor Law Violations	0	3	3
Aggravated Assault	0	0	0	Weapons Violations	0	0	0
Minor Assault	0	4	2	Drug Abuse Violations	0	0	0
Burglary	2	2	4	Hate Crimes	0	0	0

Larcenies	15	11	8	Residential Alcohol Violations reported	0	2	0
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CAREER COUNSELING

SSC recognizes that college students change majors, and that it is difficult to decide what to major in these rapidly changing times. With these facts in mind, the Boren Learning Resource Center has career information available. Students who are undecided about a major field, who want to know more about their chosen field (such as starting salaries, job opportunities, etc.), or who want more information on these decisions are invited to contact an EMS in the Office of Student Affairs. This office offers career planning and job-seeking skills counseling for students and alumni. This office also collects and posts information concerning part-time and full-time job opportunities on the bulletin boards located in Tanner Hall. For the benefit of students who want to explore career opportunities via computer, the Boren Library has the Discover system of interactive guidance available that will help students match their interest and abilities with career fields.

CLASS ATTENDANCE

Punctual and regular class attendance is expected of all students at SSC. Students should fully understand the absence policy established by each of their instructors and how absences affect the course grades. Instructors should be contacted in advance of absences, if possible. It is the responsibility of the student to arrange for the make-up of any work missed. Individual instructors have the academic freedom to establish their individual course attendance policy.

CLASSIFICATION OF STUDENTS

FRESHMAN = 0 to 27 earned semester credit hours; **SOPHOMORE** = 28 or more earned semester credit hours

FULL-TIME STUDENT: A student enrolled in 12 or more semester credit hours during a Fall or Spring semester. During a summer term, 6 or more hours constitutes full-time status. **PART-TIME STUDENT** A student enrolled in 11 or fewer hours during a Fall or Spring semester and in 5 hours or less during a summer term.

SPECIAL STUDENTS

A student enrolled in less than 8 credit hours in a Fall or Spring semester and not pursuing work toward an associate degree shall be classified as a special student. A student enrolled in high school and taking college courses on a part-time basis will also be classified as a special student. A student who has completed graduation requirements of Seminole State College or who has earned more than 64 college credit hours shall be classified a special student.

COLLEGE CATALOG

The *College Catalog* contains information important to students on topics such as enrollment procedures, student affairs, course descriptions, program requirements, and listing of SSC staff.

COLLEGE COLORS/MASCOT

The Student Government Association of SSC established the official colors of the College as blue and white, and the mascot for the athletic teams as a Trojan. However, the women's basketball team is nicknamed the Belles because the local Wrangler Jean manufacturing company, formerly known as Blue Bell, supplied the first uniforms for the women's team. Today, the Trojans and Belles carry the colors blue, red, and white. The official college emblem is a modified Trojan shield divided into four sections: one part, representing academics; one part, Native American heritage; one part, the oil industry; and one part, athletics.

COLLEGE PUBLICATIONS

The Seminole State College Collegian is published monthly by the SSC Office of Media Relations. A student staff assists in the production through writing stories, editing, photo production, and layout. Consideration is given to student-submitted material for publication, but submission does not ensure publication; no anonymous material is considered. *The Collegian* is distributed on campus and mailed to friends of the college and accepts no paid advertising.

DROPPING A COURSE OR WITHDRAWING FROM SSC

To Drop a Course

1. Pick up a drop/add form from the Admissions Office in Student Services Building.
2. Complete the form and have the Financial Aid Office initial the form.
3. Bring the form back to the Admissions Office so the change can be entered into the computer.

To Withdraw: Follow the same procedure as for dropping a course. At the time of withdrawal, students must turn in their student identification cards to the Admissions Office.

FINANCIAL AID

Federal Programs

Seminole State College participates in the following Federal Title IV assistance programs: Academic Competitiveness Grant (ACG), Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work Study, subsidized and unsubsidized Federal Stafford Loan, and Federal Parent Loan for Undergraduate Students. SSC also participates in states assistance programs such as the Oklahoma Tuition Aid Grant (OTAG) and the Oklahoma Higher Learning Access Program (OHLAP).

*Application is made for the above listed Federal programs by submitting the Free Application for Federal Student Aid (FAFSA) available at the SSC Financial Aid Office in the Student Services Building.

*Eligibility for the Federal programs is determined using the appropriate Federal regulations. FSEOG is awarded to students enrolled at least half time, who have maximum aid eligibility as determined by the federally-mandated calculation in the order complete applications are received by the SSC Financial Aid Office until funds are exhausted.

****Effective Summer 2011, Federal Stafford Loan eligibility for the Summer sessions will be awarded based on the current academic year's federal financial aid eligibility instead of the upcoming academic year's federal aid eligibility. For more information visit with a SSC financial aid professional.**

Scholarships

In addition, SSC offers tuition waiver scholarships based on financial need, outstanding academic performance, and special abilities or skills, such as music performance, journalism, and athletics. Academic performance scholarships are awarded according to the grade point average and ACT scores demonstrated by the applicant. The SSC Educational Foundation also provides scholarships based on academic performance or special skills.

Information regarding these scholarships is available from the SSC faculty or staff sponsor of the activity. Applications for scholarships are available at the SSC Financial Aid Office.

Work Study

Federal College Work Study is awarded to students who have eligibility and indicate interest in that form of aid.

Disbursement

Students will be considered for disbursement of federal funds only after their financial aid file is complete and federal financial aid awards have been officially made. Disbursement of awarded Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) funds will occur approximately mid-September for the Fall semester and approximately mid-February for the Spring semester. No scholarships or tribal funds are disbursed before the end of the refund period. After refund period is over funds are disbursed five to seven days after receipt by SSC. Federal College Work Study earnings are disbursed the last working day of the month following the month the work was performed. Federal loan funds will be disbursed after the seventh complete week of class each semester if the student is maintaining a letter grade of "C" or above in all of their scheduled classes.

Enrollment Status

The academic year consists of two main semesters, Fall and Spring. Classes are also offered during shorter time frames such as the Summer and various intersession. A student's enrollment status is determined as follows: Fall semester includes enrollment in the August, December, and January intersession; Spring semester includes enrollment in the May intersession. Fulltime enrollment is defined as 12 or more credit hours, $\frac{3}{4}$ time enrollment is 9 – 11 credit hours, halftime enrollment is 6 – 8 credit hours and less than halftime enrollment is 5 or less credit hours.

The student award letter states the enrollment status for which the award has been made. If the student's actual enrollment status is different from the Pell Grant status on the award letter, the award will have to be recalculated for the correct status. Students will receive their funds much sooner if they inform the Financial Aid Office of this difference immediately. If the difference is not found until the time the check is ordered, students will not receive their money until much later in the semester. Only classes which apply to the student's particular degree program will be included in determining enrollment status for financial aid.

Online Enrollment

Seminole State College now has *online enrollment*. Students wishing to utilize this convenience may contact one of our Enrollment Management Specialist.

Charging Tuition, Fees, and Books

The college financial aid procedures allow students receiving aid to charge tuition and fees, and in some cases books, to Federal Pell Grant funds and certain other types of aid. Students whose financial aid files are complete by July 15 will be allowed to

charge to their awarded financial aid if funds are available. Books may not be charged to estimated loan proceeds of first-time borrowers. Students are only allowed to charge books if excess funds are available after tuition and fees charges are covered. Students must go to the SSC Financial Aid Office and complete a “Signed Award Letter Promissory Note” before they will be allowed to charge books at the SSC bookstore.

Order of Payment of Charges

Once you have charged tuition, fees, books, room or board to your financial aid, these charges will be paid from the first aid available for payment to the school. If the first form of aid available is not the particular type of aid you charged against, it will still be used to pay your charges. No funds will be disbursed to the student until all charges have been paid.

Payment of Tuition and Fees

Tuition and fees are due by the first day of classes, unless other arrangements have been made.

****Save Time....Pay online**** with the [SSC website e-cashier facts payment plan](#).

Refunds for Schedule Changes or Withdrawals from College

Students adjusting their schedule or completely withdrawing from all classes during the first two weeks (one to 10 days) of a sixteen-week semester or the first week (one to five days) of an eight-week semester, will be charged 100% fees for any courses added and will receive a 100% refund of any courses dropped. When a student receiving federal financial aid completely withdraws from any semester a Return of Title IV Aid (R2T4) calculation must be done. Federal regulations require the Financial Aid Office to perform a R2T4 calculation to determine the percentage of the semester the student attended. This percentage is used to determine the following things:

1. How much federal aid the student earned during his/her attendance
2. How much federal aid the institution has to return and
3. How much aid the student is required to return

If the student is required to return funds, the excess funds must be returned through the SSC Business Office. Students should visit the SSC Financial Aid Office if they are planning to completely withdrawal and are a federal financial aid recipient.

Payment of Charges After Withdrawal or Non-Attendance

Once a student’s enrollment has been cleared by the Business Office, his/her financial aid will be used to pay the tuition, fees and books (if any) he/she charged. Even if he/she did not receive any money personally, his/her financial aid must and will be used to pay these charges. If a student decides not to attend SSC, he/she must contact the Office of Admissions prior to the first day of school and withdraw. If a student charges tuition and fees, and then decides not to attend SSC, and does not withdraw, he/she will be held personally responsible for payment of those expenses charged.

Academic Requirements for Maintenance of Financial Aid Eligibility at SSC

Federal regulations governing federal student aid programs require students to be making progress toward their degree in order to remain academically eligible for assistance. These regulations require both a qualitative and a quantitative measure of a student’s progress. At Seminole State College, these requirements fall into the following categories:

1. Qualitative Standards Hours Completed Each Semester

Aid recipients must complete the minimum hours for which they are aided. The minimum hours are as follows: 3 credit hours for less than halftime; 6 credit hours for halftime; 9 credit hours for $\frac{3}{4}$ time and 12 credit hours for fulltime. Students who do not meet these requirements, but pass half of the hours for which they are aided, will be placed on financial aid probation for the next semester aid is received. While on financial aid probation, the student will receive aid, but must complete the number of credit hours they are funded for and have a minimum 2.0 semester grade point average to maintain financial aid eligibility.

2. Grade Point Each Semester

Students must earn a grade point average of 2.0 or better each semester aid is received. Students failing to meet this requirement who pass at least half of the credit hours for which they were aided, will be placed on financial aid probation the next semester aid is received. While on financial aid probation, the student will receive aid, but must complete the number of credit hours they are funded for and have a minimum 2.0 semester grade point average to maintain financial aid eligibility.

3. Minimum Performance per Semester

All aid recipients must pass a minimum number of hours each semester or they will be placed on immediate financial aid suspension and be academically ineligible for aid. Less than halftime students (aided for 1, 2, 3, 4, or 5 credit hours) and halftime

students (aided for 6, 7, or 8 credit hours) must pass at least 3 credit hours to maintain eligibility to receive aid. Three-quarter time students (aided for 9, 10, or 11 credit hours) must pass at least 5 credit hours to maintain eligibility to receive aid. Fulltime students (aided for 12 or more credit hours) must pass at least 6 credit hours to maintain eligibility to receive aid.

4. Financial Aid Probation

Students on financial aid probation are eligible to receive assistance, but must complete the minimum number of credit hours for the enrollment status for which they are aided with a minimum semester grade point average of 2.0. Students not meeting this standard will be placed on financial aid suspension. Students placed on financial aid probation a second time are placed on permanent financial aid probation for the remaining semesters they receive aid at SSC.

5. Financial Aid Suspension

Students placed on SSC financial aid suspension are ineligible for federal financial aid assistance. Federal financial aid assistance includes, but is not limited to, Academic Competitiveness Grant (ACG), Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work-Study, and Federal Stafford loans. Students may regain their federal financial aid eligibility by completing and paying for at least 6 credit hours with a minimum semester 2.0 grade point average. Students regaining eligibility will be placed on permanent financial aid probation for the remaining terms of enrollment at SSC. Students may appeal their financial aid suspension status by submitting a written statement to the Director of Enrollment Management. Such an appeal should be as specific and detailed as possible, and it should be accompanied by all possible documentation available. Students will be notified of the decision. All decisions are final.

6. Quantitative Standards/Cumulative Eligibility

Students are eligible for financial aid until they have attended the equivalent of 150% of their degree program at SSC and/or other degree granting institutions. When computing total semesters attended, classes with “W” are included. Enrollment in “zero-level” classes is not included in determining enrollment status for a particular semester. Students are no longer eligible for federal financial aid once they have attended the equivalent of 150% of their degree program at SSC. Enrollment at any degree granting institution is included in the 150%.

7. Transfer Students

Students who are on financial aid suspension at a previously attended institution are placed on financial aid probation their first semester of attendance at SSC.

8. Degree Seeking

Student must be classified as degree seeking to be eligible for federal financial aid. To be degree seeking, a student must declare a major academic track. This can be done through a student’s EMS.

9. Consortium Agreements

A consortium agreement allows a student to receive financial aid for classes taken at more than one school for the same period of enrollment. Students apply for a consortium agreement with the school that is the degree-granting institution. Students must enroll in a minimum of 6 credit hours at the degree-granting institution and only classes required for the degree will be considered. Consortium agreements are reviewed on a case-by-case basis. For more information, please contact the SSC Financial Aid Office.

All appeals regarding your financial aid status must be submitted in writing to the Director of Enrollment Management.

GRADES AND GRADING

A minimum grade point of 2.00 is necessary for graduation.

In order that academic achievement may be recorded and made available for reference, when needed, the following system of recording grades is used by Seminole State College:

- A - Excellent** - 4 grade points per credit hour
- B - Good** - 3 grade points per credit hour
- C - Average** - 2 grade points per credit hour
- D - Below Average** - 1 grade point per credit hour
- F - Failure** - 0 grade points per credit hour

Other Symbols

I--An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. The time limit to satisfy the "I" will be at the discretion of the instructor. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the specified time limit will remain as a permanent "I".

AU--Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information.

W--An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period.

AW--Administrative withdrawal is assigned to indicate that a student has been "withdrawn" from a course or the institution by the Vice President for Student Affairs for disciplinary/financial reasons or other reasons approved by VPSA.

P-NP--Pass-no pass may be used as an option for students in specified courses.

Circumstances may justify students being able to recover from academic problems in ways which do not forever jeopardize their academic standing. Student's academic transcripts, however, should be a full and accurate reflection of the facts of students' academic performance. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention and graduation grade point averages are calculated. Specifically, for students receiving academic forgiveness by either repeating courses or through academic reprieve, the transcript will reflect the retention and graduation GPAs excluding forgiven courses/semesters. The transcript will also note the cumulative GPA which includes all attempted regularly graded coursework.

Academic forgiveness may be warranted in two specific circumstances:

1. A student may be allowed to repeat a course and count only the second grade earned in the calculation of the student's retention and graduation GPAs under the prescribed circumstances listed below.
2. There may be extraordinary situations in which a student has done poorly in an entire enrollment due to extenuating circumstances which, in the judgment of the appropriate institutional officials, warrant excluding those grades in calculating the student's retention and graduation GPAs. Students may seek academic forgiveness utilizing these institutional procedures. Institutions may elect to offer students academic reprieves as detailed below.

A. Repeated Courses Courses "D" or "F" was earned

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four courses, but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F". Both attempts shall be recorded on the transcript with the earned grade for each listed in semester earned. The Explanation of Grades section of the transcript will note that only the second grade earned is used in the calculation of the retention/graduation GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA. Students repeating courses above the first four courses or 18 credit hours of "Ds" or Rs" repeated may do so with the original grades and repeat grades averaged.

Courses in which a grade other than a "D" or "F" was earned

Students who want to repeat a course previously taken in which a grade other than a "D" or "F" was earned may do so. Students will not, however, receive additional hours of credit for a course they have previously successfully completed. For instance, a student who retakes a three credit-hour course, which he/she has previously passed may not count the course again and receive six hours of credit toward a degree. Only three hours of credit will count toward the degree, although both courses will be recorded on the transcript and will be used to calculate the retention and graduation GPAs.

B. Academic Reprieve

A student may request an academic reprieve from public State System institutions with academic reprieve policies consistent with these guidelines:

1. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
2. Prior to requesting the academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded coursework (a minimum of 12 hours) excluding activity or performance course. This coursework may have been completed at any accredited higher education institution.

3. The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.

4. The student must petition or consideration of an academic reprieve according to institutional policy.

5. The student may not receive more than one academic reprieve during his/her academic career. State System institutions may honor coursework/semesters reprieved at another State System institution.

GRADUATION RATES

In compliance with the Student Right-to-Know Act, the College prepares written reports on completion and graduation rates. Information about graduation rates of all students and graduation rates of students who receive athletic aid is available on the website and in the Office of Student Affairs.

HOUSING

There are two on-campus residential learning centers: Roesler Residential Learning Center, and Seminole Nation Learning Center. They provide housing for up to 230 students. Students interested in on-campus housing should check with the housing clerk, at (405) 382-9604.

IMMUNIZATION

Oklahoma Statutes, Title 70 §3242, requires that all students who enroll as first-time or part-time students in an Oklahoma public or private postsecondary educational institution provide documentation of vaccinations against measles, mumps and rubella (MMR) and hepatitis B.

INTERNATIONAL STUDENT ADMISSION

International students desiring to enroll at Seminole State College will follow the admission process outlined below.

I. Provide the following documents:

- A. Official high school transcript (students transferring from another institution of higher education must provide all official transcripts from each institution attended).
- B. A TOEFL score of at least 500 or provisional enrollment may be granted with a 460 TOEFL score and 12 weeks instruction in a state-approved language school.
- C. Up-to-date Passport, Visa, and if transferring from another institution, the I-20 student copy from the last school the student was authorized to attend.
- D. Official letter of financial support.
- E. A student must maintain immigration status and be in good standing with Immigration and Naturalization Service.

II. Submit an Application for Admission form and return it with an application fee of \$15 to the Registrar.

III. Upon receipt of the application and fee, the Registrar will issue an I-20 form to those students transferring from a language center or college in the United States. For those desiring to be admitted to Seminole State College directly from their home country, the application for admission, the \$15 fee, the letter of financial support, and official test scores showing English language proficiency must be provided before an I-20 will be issued. International students applying for admission who will attend a language center in the United States prior to attending Seminole State College will be provided a conditional letter of acceptance upon receipt of the application for admission, the letter of financial support, and the \$15 fee. Admission will be based upon meeting all of the requirements of Section I above. The I-20 to be used in gaining admission to the United States must come from the language center, which the student will attend before attending Seminole State College.

IV. International students may be required to submit evidence of a tuberculin test and a polio inoculation or acquire them during the first week of classes. If the tuberculin test shows positive, the student must have a chest x-ray within five days or will be subject to being suspended from classes.

V. International students will be enrolled in courses based on their placement test scores.

VI. International students are expected to be familiar with United States Immigration policies and laws concerning their stay in the United States. Assistance in understanding these policies and laws can be obtained in the Registrar's Office.

LOST AND FOUND

The SSC Police Department in the Student Services Building maintains a Lost and Found collection. Any article found should be turned in at the Police Department. Inquiries concerning a lost item should also be made in the Police Department. In order to save time and frustration in the event that a student loses a text or class lecture notes, students are advised to write their names in all books and notebooks.

OFFICE AND FACILITIES HOURS OF OPERATION

All hours are subject to change during enrollment, summer session or holiday periods. Check the website www.sscok.edu and bulletin boards regularly for announced time changes.

Admissions, Financial Aid, Enrollment, and Business Office (Student Services Center):

8:00 a.m. to 6:00 p.m. Monday
8:00 a.m. to 5:00 p.m. Tuesday through Thursday
8:00 a.m. to 4:00 p.m. Friday

Bookstore (Student Union):

8:00 a.m. to 6:00 p.m. Monday
8:00 a.m. to 5:00 p.m. Tuesday through Thursday
8:00 a.m. to 4:00 p.m. Friday

Boren Resource Learning Center

8:00 a.m. to 9:00 p.m. Monday through Thursday
8:00 a.m. to 4:00 p.m. on Friday

Cafeteria (Student Union):

Breakfast

Monday/Wednesday/Friday	Tuesday/Thursday
7:00 a.m. to 9:00 a.m.	7:00 a.m. to 9:30

Lunch

Monday-Friday	Dinner
11:00 a.m. to 1:00 p.m.	Monday-Friday
	5:00 p.m. to 7:00 p.m.

Dinner

Weekend Brunch

11:30 a.m. to 12:30 p.m.	Dinner
	5:00 p.m. to 6 p.m.

Dinner

Snack Bar (Student Union):

7:00 a.m. to 1:30 p.m. Monday through Friday

Testing (Student Services Center):

8:30 a.m. to 4:30 p.m. Monday through Thursday
8:00 a.m. to 4:00 p.m. Friday

PART-TIME EMPLOYMENT

There are three sources of part-time employment available to SSC students:

1. Federally funded work-study jobs on campus
2. SSC student jobs on-campus
3. Private sector jobs off-campus

Students who qualify for financial aid should inquire about the possibility of work-study positions. Those who do not qualify for work-study jobs, and even those who do but for whom work-study jobs are unavailable, should inquire about college-funded student jobs. Each semester, several jobs are available, ranging from yard work to office and secretarial positions. Students who qualify for on-campus jobs may work up to 20 hours per week. Contact the Office of Student Affairs for more information.

NON-STUDENT REGULATIONS

State Law 21 O.S. 1991, Section 1376--The chief administrative officer (or designee) in an effort to maintain order at the college shall have the authority and power to direct any person to leave the college who is not a student, officer, or employee of the institution under the following circumstances:

1. The person interferes with the peaceful conduct of activities at the college; commits an act which interferes with the peaceful conduct of activities at the college; or enters the college for the purpose of committing an act which may interfere with the peaceful conduct of activities at the college.
2. Any person to whom this section applies, who fails to leave the institution of learning as directed or returns within six (6) months thereafter, without first obtaining written permission from the chief administrative officer (or anyone designated by the chief administrative officer) shall be guilty of a misdemeanor. Any person removed from the institution will have an opportunity for hearing to appeal if they so wish. Any person removed from the institution shall be given written notice of the procedure for requesting a hearing to appeal.

PARKING

A permit must be purchased in the Business Office for each vehicle parked on campus, and a vehicle registration card must be completed on every vehicle the student will drive to campus. Students are urged to obey the parking regulations in order to avoid having to pay a fine for improper parking. Fines not paid could result in a student's grades and/or transcript being withheld. (*See parking regulations outlined in this handbook.*)

POSTERS AND ANNOUNCEMENTS

Bulletin boards are located in most every campus building. Information concerning student activities, general announcements, and official college bulletins, are posted on these boards in accordance with the Bulletin Board Policy explained in Part II of this handbook. The Office of Student Affairs must approve any poster or piece of information posted on campus.

RECOMMENDED ACADEMIC LOAD

Students who are employed either full or part-time are advised to limit their academic load in accordance with the following recommendations:

Working Recommended Hours Fall/Spring Hour Load

- 40 hours per week 6 to 9 credit hours
- 30 hours per week 9 to 12 credit hours
- 20 hours per week 12 to 15 credit hours
- 10 hours per week 15 to 17 credit hours

SOCIAL EVENTS

Social events sponsored by student organizations and other college groups are encouraged. There is no charge for approved student organizations to use most campus facilities, but they must follow the procedures outlined:

1. Contact the Office of Student Affairs for approval and scheduling of any event.
2. Obtain the services of a faculty member or counselor to serve as sponsor of the event.
3. Notify the Office of Student Affairs if there are changes in the event as approved or if the event is canceled. All students sponsoring a social event are reminded that the conduct of students and non-students at the event is the responsibility of the sponsoring organization. Additionally, all college rules and regulations must be observed. (See Part II of the Student Handbook for details.)

STUDENT HEALTH INSURANCE

SSC does not have a campus-based health service available for students. Students who wish to obtain insurance for possible health care expenses are responsible for obtaining information from providers for themselves.

STUDENTS WITH SPECIAL NEEDS

Seminole State College, in support of and in compliance with the Americans with Disabilities Act, welcomes requests for reasonable accommodation. Students with "special needs" should contact the ADA Specialist in Student Services for information about special assistance provided by the college. A TDD telephone, located in the Boren Learning Resource Center is available for the use of hearing-impaired students. The TDD number is (405) 382-9294.

STUDENT IDENTIFICATION

Valid Photo ID cards are required for all enrolled students. Students are encouraged to carry their ID card at all times. Student IDs are needed for many services on SSC campus, allow students free admissions to most sporting events, and may provide a discount at certain establishments.

Student IDs are produced in the Enrollment area located in Student Services Building during normal business hours and during announced hours in other specified locations on campus. Students needing an ID must have a current copy of their class schedule or a valid driver's license. Returning students must have IDs validated by the Business Office in the Student Services Building. Theft or unauthorized use of an ID card belonging to another student is cause for disciplinary action. Students should report the loss or theft of their ID card to the Admissions Office as soon as possible. A fee of \$10.00 is charged for replacing ID cards.

TESTING SERVICES

ACT (American College Test)

Admission requirements at all Oklahoma Colleges and Universities are not fully met until students have the ACT. At SSC, a student is encouraged to take the ACT Test. ACT scores cannot be more than five years old.

Residual ACT

Students who miss a national test date may sign up for a Residual ACT in the Admissions Office. The Residual ACT is administered frequently on Wednesday afternoons throughout the school year. The test is given by the Testing Center Director. The Residual Test is to be used only by the school who administers the test.

TOEFL (Test of English as a Foreign Language)

International students are required to take the TOEFL. A student must score 500, or at least 460 and complete 12 weeks of instruction in a State approved language school. Students should contact the Admissions Office for more information.

Math Placement Exams

The college uses the COMPASS Test and the ASSET Test to help determine the appropriate math courses for students when they enroll at the college. Contact an Enrollment Management Specialist or visit the Testing Center to arrange for a time to take the exam.

English Usage Exams

The COMPASS Test is also designed to help students assess their writing skills and is also available in the Testing Center. This is administered free of charge and can help students evaluate writing skills in preparation for composition courses.

Reading/Vocabulary Exam

Students interested in learning their current reading level and vocabulary level are encouraged to take the Compass Reading Exam which is offered at the Testing Center. For those scoring below the college level, the course Fundamental Reading Improvement (READ 0123) may be recommended.

TRANSCRIPTS

There is no charge for a transcript. Each request is limited to five copies. Additional requests will be accepted. Neither transcripts nor grades will be released until all financial obligations have been cleared, including library and parking fines. No transcript copy will be issued unless the student has provided all of the required documents for admission, high school and/or college transcripts, and has made payment of all costs owed to SSC.

Any student who expects to attend some other institution should notify the Registrar's Office so that a transcript of grades earned at Seminole State College may reach the other college at least 30 days before enrollment at the new college.

WEEKLY CALENDAR

The SSC Weekly Calendar is produced each week during the Fall and Spring semesters by the SSC Office for Institutional Advancement and provides information about events important to the campus community. Each Friday, the calendar is made available to students, faculty, and staff via the campus Web site at www.sscok.edu.

Part II: Rules and Procedures

ALCOHOL FREE AND DRUG-FREE CAMPUS POLICY

A. STANDARDS OF CONDUCT AS RELATED ALCOHOL AND DRUG ABUSE

Seminole State College has adopted policies consistent with efforts to make the college campus a drug and alcohol free workplace. Governor Henry Bellmon issued an Executive Proclamation on March 31, 1989, mandating that government work places be free of illegal drugs. The Seminole State College Board of Regents endorsed the Governor's proclamation at their April 1989 meeting. The Seminole State College Policy is stated below.

College Policies and Procedures Relative to Drug-Free Workplace Requirements

1. The workplace of Seminole State College shall be free from illegal manufacture, distribution, dispensation, possession or use of any controlled substance. Such activities shall be grounds for disciplinary action, up to and including termination.
2. Seminole State College employees who are convicted of a workplace-related drug offense shall notify the President of the College within five working days following the conviction or be subject to immediate suspension without pay by the President and subject to immediate termination by the Board of Regents. If the employee convicted is engaged in a federally-funded program, the appropriate federal-funding agency shall be notified of the conviction within 10 working days after receiving notice of the employee's conviction.
3. Employees who are convicted of a workplace-related drug offense, but who are not terminated from college employment, shall be required to successfully complete a recognized drug treatment or rehabilitation program.
4. Seminole State College will:
 - a. participate in the workplace-related drug awareness program developed by Oklahoma Office of Personnel Management
 - b. inform employees of the penalties for drug abuse violations occurring in the workplace
5. All current and future employees of the college will be provided with a copy of this policy. While the Governor's Proclamation, and college policy based on it, deal with college workers, Seminole State College has long standing policies regarding drug and alcohol use on campus, and at college events by students. Articles 7 and 8 of the Student Code of Conduct, as published in the *College Student Handbook*, prohibits consumption, possession or sale of alcoholic beverages and illegal drugs on campus. These policies are stated below.
 - ***Alcoholic Beverages:** The consumption or possession of beer or other alcoholic beverages on the campus, or at any affair sponsored by or for a student organization is prohibited. Individuals who are found in a state of clear intoxication will be asked to leave campus. Misconduct in connection with drinking, whether on or off campus, will result in disciplinary action for the student involved.
 - ***Possession of Illegal Drugs:** The consumption, sale, or possession of barbiturates, amphetamines, or any illicit drug or substance on the campus, or at any affair sponsored by or for a student organization, is forbidden. Misconduct in connection with the use of drugs on or off campus will result in disciplinary action.

A. LEGAL SANCTIONS FOR DRUG AND ALCOHOL ABUSE

Federal Drug Laws

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished up to twice the term of imprisonment and fined otherwise authorized by law.

Oklahoma Drug Laws

In the State of Oklahoma, laws regarding the use and/or sale of drugs are found primarily in the Uniform Controlled Dangerous Substance Act (63 O.S. A. SS2-101-2-608). The Act was established by the Bureau of Narcotics and Dangerous Drugs Control Commission. It defines drug paraphernalia, classifies drugs into schedules and regulates the manufacture, distribution, dispensing, prescribing, administering, and using for scientific purposes of controlled dangerous substances. Except as authorized by the Uniform Controlled Dangerous Substance Act, it is unlawful for any person:

1. To distribute, dispense, or solicit the use of, or use the services of a person less than 18 years of age to distribute or dispense a controlled dangerous substance, or possess with intent to manufacture, distribute, or dispense, a controlled dangerous substance.
2. To create, distribute, or possess with intent to manufacture, distribute, or dispense, a counterfeit controlled dangerous substance.
3. To distribute any imitation controlled substance as defined by S 2-101 of the Act, except when authorized by the FDA.

Any person who violates the provisions of this Act shall be guilty of a misdemeanor or felony, depending upon the substance with respect to which the person has violated the Act. The act provides for penalties ranging up to imprisonment in the State penitentiary for life and fines of up to \$100,000.00. It is important to note that, in some circumstances, a single transaction involving narcotic drugs may give rise to the violation of more than one (1) statutory provision. Where this occurs, separate offenses are perpetrated, each of which may be subject to penalty. Additionally, prosecution of a defendant for unlawful possession of a narcotic drug under a State law does not bar a Federal prosecution for unlawful transfer of the drug, inasmuch as two (2) separate offenses are involved. Additional penalties are provided for any person found distributing, dispensing or possessing with intent to distribute, a controlled dangerous substance or imitation controlled dangerous substance on any school property, used for school purposes, which is owned by any private school, public school district, or vocational technical school district, or within 1,000 feet of any such school property, or while on any bus owned or operated by any part of the school, public school district, or vocational technical school district. Any person convicted of violating this section shall be guilty of a felony and shall be sentenced to a term of imprisonment for not less than five (5) years no more than twenty (20) years and a fine of not more than \$100,000.00. Convictions for violations of this section shall not be subject to statutory provisions for suspended sentences, deferred judgments, or probation. It is unlawful for any person, knowingly or intentionally, to possess a controlled dangerous substance unless such substance was obtained directly or pursuant to a valid prescription or order from a practitioner while acting in the course of his professional practice, or except as otherwise authorized by the Act. It is also unlawful for any person to purchase any preparation excepted from the provisions of the Uniform Controlled Dangerous Substance Act pursuant to S-2-313 of said Act in an amount or within a time interval other than that permitted by S 2-313 or the Act. Violation of this section results in various penalties determined primarily by the schedule within which the substance falls. Punishment ranges up to imprisonment for no more than twenty (20) years. S2-405 prohibits the use of tincture of opium, tincture of opium camphorated, or any derivative thereof, by the hypodermic method, either with or without a medical prescription therefore. This section further prohibits possession of drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance in violation of the Act, except those person holding an unrevoked license in the medical profession. Further, no person shall deliver, possess, or manufacture drug paraphernalia knowing it will be used in such a manner. Any person 18 years of age or over who violates the section by delivering drug paraphernalia to a person less than 18 years of age who is at least 3 years his junior shall, upon conviction, be guilty of a felony. The section provides for penalties ranging from imprisonment in the county jail for not more than one (1) year or a fine of not more than \$1,000.00 or both.

The Act contains further restrictions upon registrants with regard to acquiring and obtaining possession of certain controlled substances. The Trafficking in Illegal Drugs Act is found in Title 63, S2-414, and following. This Act provides that it is unlawful for any person to knowingly distribute, manufacture, bring into this State, or possess a controlled substance specified in that Act or possess any controlled substance with the intent to manufacture a controlled substance specified in the Act, or use or solicit the use of services of a person less than 18 years of age to distribute or manufacture a controlled dangerous substance specified in the Act. Violation of this section shall be known as “trafficking in illegal drugs.” Any person that commits the conduct described therein shall be punished under the provisions appropriated for the amount of controlled substance represented, regardless of the actual amount. The Act provides for penalties ranging from fines of \$25,000.00 up to fines of \$500,000.00, with imprisonment up to life without parole. Additionally, persons convicted of violations of this section shall not be eligible for appeal bonds. Numerous other laws concerning use of specific drugs appear within Oklahoma Statutes, as well as United States Statutes. Virtually all cities and towns have adopted Ordinances concerning drug use and possession. Further, laws prohibiting the inhalation or the use of mind altering substances, such as glue, exist in almost all jurisdictions.

Alcohol laws

A person under 21 years of age in possession of any alcoholic beverage is subject to being charged for possession by a person under 21. Any person over 21 years of age who provides alcoholic beverages to a person less than 21 years of age may be charged with contributing to the delinquency of a minor. Persons who drive while consuming alcohol are subject to several different charges, depending on circumstances, including: transporting an open container or bottle and driving under the influence of alcohol. Another alcohol related charge that may be made against those using alcohol is being under the influence or public drunk, depending on the circumstances. All of the above provide for the assessment of fines. Some also provide for possible jail sentences and rehabilitative activities. The above listing of alcohol laws does not include all possible laws and penalties that can be imposed for violations.

C. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

Numerous health risks have been identified as resulting from the abuse of both alcohol and drugs. The major health risk associated with the use of drugs is the possibility of becoming addicted to the drug which can lead to major health problems.

Major risks associated with the abuse of alcohol include:

- 1. Alcoholism** — Alcoholism is an addiction (dependence), marked by the need to increase doses to produce the desired effect. The body becomes dependent upon the desired effect, and it needs alcohol to function normally. There is also a withdrawal syndrome when alcohol is not taken.
- 2. Brain Damage** — Alcohol affects the brain from the outer layers (cortex) to the inner layers (medulla). Once the cortex is affected, the drinker feels the “high” of intoxication. Alcohol can permanently destroy brain cells. Heavy drinking for a long period of time can result in permanent brain damage. Chronic alcoholics can develop a shrinking of the cerebellum, which is a part of the brain that controls equilibrium (balance). This can result in a permanent loss of coordination.
- 3. Malnutrition** — Drinkers often do not eat a balanced diet which can lead to health problems associated with malnutrition.
- 4. Increased Risk of Cirrhosis** (the seventh leading cause of death in America), ulcers, heart disease (alcohol is the most common cause of hypertension in the U.S.), heart attack, and cancers of liver, mouth, throat, and stomach.
- 5. Degeneration of Muscle and Bone**
- 6. Blackouts** — Blackouts are a form of amnesia, which is a loss or impairment of memory for a period of time. This period of time can be as short as seconds or as long as days. Blackouts are sometimes considered humorous – “I couldn’t remember where I put the car!” – “I did what?” – but they are in actuality a serious symptom of alcoholism.
- 7. Hallucination**—drugs with street names like acid, angel dust, and vitamin K distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person’s ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior.
- 8. Mental Effects** —Impaired judgment (of space, time, etc.), impaired thinking and reasoning processes, poor concentration, loss of inhibitions, exaggerated feelings of anger, fear, anxiety, etc.
- 9. Delirium Tremens (DTs)** —Delirium Tremens are a violent form of delirium caused by withdrawal from heavy alcohol usage. They are characterized by trembling, sweating, nausea, insomnia, convulsion, delusions, and hallucinations. Ten percent of people who suffer from Delirium Tremens do not survive.
- 10. Impotency**— Alcohol is not an Aphrodisiac. It can increase desire by relieving inhibition and anxiety, but in actuality it depresses genital reflexes. In some cases, impotency may be caused by the depressant effect of the drug. In severe alcoholism, impotency may also be caused by neuritis, liver damage and malnutrition.
- 11. Effects of alcohol on an unborn child** (Fetal Alcohol Syndrome - FAS) — Drinking during pregnancy can damage the fetus, particularly during the first three months of pregnancy. Alcohol goes directly from the mother’s bloodstream to the unborn child through the uterus and placenta. Pregnant women drinking three or more drinks a day may cause permanent damage to the developing baby. Some of the common birth defects are low birth weight, small head and brain size, incomplete heart development, cleft palate (an opening in the roof of the mouth), mental retardation, slow growth rate, and heart and genital defects. The Surgeon General states that the safe amount of alcohol during pregnancy is **NO ALCOHOL**.
- 12. Death or injury caused by driving while drinking** —Between 35 and 64 percent of drivers in fatal accidents have been drinking prior to the accident. Alcohol functions as a depressant. Drivers under the influence suffer substantially reduced coordination skills, as well as vision, reflexes, and clear thinking processes.

In addition to physical and mental damage caused by long term use of drugs, there is additional health risks associated with first time or casual use of drugs. Those under the influence of drugs may lose self-control and have accidents, may become overconfident and take foolish risks, drivers may have impaired judgment causing accidents resulting in injury or death to themselves or others, may have an unpleasant reaction causing them to panic and act irrationally, and may try to do things beyond their ability and get hurt. As in the case of alcohol, drug use during pregnancy can threaten the baby’s life or health.

D. COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

A variety of programs are available for referral of those having an alcohol and/or drug problem. Some of the programs available provide counseling while others are more comprehensive providing inpatient programs of various lengths. Programs in the college area include:

- 1.** Tri-City Substance Abuse Center – Seminole (405)382-1112
- 2.** Wewoka Alcohol/Chemical Prevention Program (WACAPP) - (405) 382-9934
- 3.** Healthy Life/Chickasaw Nation-(580) 332-6345
- 4.** Drug and Alcohol, Research and Education Information Center - Shawnee
- 5.** Rolling Hills Hospital - Ada
- 6.** Presbyterian Hospital Chemical Dependency Treatment Center - Oklahoma City
- 7.** Behavioral Medicine Services - Shawnee
- 8.** Greenleaf Center - Shawnee
- 9.** Valley Hope Association - Cushing
- 10.** Mental Health Services of Southern Oklahoma - Wewoka
- 11.** County Mental Health Offices in Seminole, Okfuskee, Pottawatomie, Lincoln, and Hughes counties

12. Hillcrest Health Center - Oklahoma City
13. Pottawatomie Tribe Alcohol Program-(405) 273-5236 ext. 226
14. Norman Alcohol Program-(405) 573-6624, ext. 2603 or 2121
15. Drug Court-Seminole-382-3405

For those needing counseling or assistance, hotlines are available:

TEENLINE 800-522-8336
DRUG AWARENESS 800-622-HELP
REACHOUT HOTLINE 800-522-9054
TARGET 800-366-6667

E. SANCTIONS FOR VIOLATION OF DRUG & ALCOHOL FREE CAMPUS POLICY

Disciplinary action will be taken against any College employee or student who violates this policy.

College Employees - Any college employee who violates the Drug Free Workplace Policy will be subject to disciplinary action up to and including termination. It is considered a violation if an employee appears on campus or at a college related activity and is obviously under the influence of alcohol and/or drugs. An employee found guilty of such a violation will be liable for disciplinary action from probation up to and including termination. Those placed on probation may be required to successfully complete a recognized drug or alcohol treatment or rehabilitation program.

Seminole State College employees who are convicted of a workplace-related drug or alcohol offense shall notify the President of the College within five working days following the conviction or be subject to immediate suspension without pay by the President and subject to immediate termination by the Board of Regents. If the employee so convicted is engaged in a federally-funded program, the appropriate federal-funding agency shall be notified of the conviction within ten working days after receiving notice of the employee's conviction.

Employees who are convicted of a workplace-related drug or alcohol offense, but who are not terminated from college employment, shall be required to successfully complete a recognized drug treatment or rehabilitation program.

College Students - Any student appearing on the college campus or at any college related activity under the influence or in possession of alcohol and/or drugs will be subject to disciplinary action up to and including expulsion. Any student who is found to be in possession of alcohol and/or drugs and who is involved in distributing such alcohol or drugs to other persons on campus or at any college related activity, whether for a fee or not, shall be subject to immediate suspension or expulsion from the college. Any person who receives such alcohol or drugs will be subject to the same penalty.

In addition to disciplinary action taken by college authorities, any violations of local, state or federal laws by a college employee or student will be reported to the appropriate legal authorities for review and possible legal action.

BULLETIN BOARD POLICY

Bulletin boards are located in each building on campus. Students or student organizations wishing to use the bulletin boards to display posters, announcements, or other information may do so by contacting the office of the Vice President for Student Affairs.

The following policy is designed to address problems of: (a) outdated materials remaining after an event has transpired; (b) inappropriate messages displayed on campus; (c) signs placed on glass doors, walls, and other inappropriate locations; (d) inability to find posted information because there is no single location allotted for particular announcements; and (e) untidy areas because of over abundance of posted documents.

Policy applies to all students and other individuals who wish to post on the campus.

1. All materials to be posted must first be brought to the Office of Student Affairs for approval, dating, and posting. Please provide sufficient quantities. Office of Student Affairs is not authorized to make copies.
2. Materials approved for display will be allowed to remain posted for a period of two weeks. (For materials that need to be posted for a longer period of time, special arrangements will be considered).
3. Approved materials will be posted, and inappropriate, outdated, or unapproved materials will be removed by Student Affairs personnel.
4. Student Affairs personnel will post items only on official bulletin boards. All walls, doors, and windows will be kept free of posted materials unless specifically approved by the Office of Student Affairs. (Faculty office doors are a standing exemption from this policy.)

5. Each campus building will have at least one official bulletin board which will be clearly marked and maintained by Student Affairs personnel. Each classroom building will also have a bulletin board reserved for faculty and departmental use.
6. Materials larger than 15" by 24" (the approximate size of a half sheet of standard poster board) will not be posted because of space constraints.

**** SSC employees are authorized to remove materials which are posted in inappropriate areas, out of date, or unapproved. ****

COLLEGE SPONSORED TRIPS

Student Responsibilities

The conduct of anyone involved in a college sponsored trip reflects upon the entire student body, faculty, staff, and administration of SSC. Therefore, it is imperative that all students participating in off-campus travel conduct themselves appropriately. Students must:

1. Display orderly conduct.
2. Exhibit high moral standards.
3. Do not use or possess alcoholic beverages and/or illicit drugs.
4. Exhibit courteous behavior toward others.
5. Adhere to all disciplinary regulations in the Student Handbook.
6. Follow all directions and policies made by faculty/sponsors of the trip.

Faculty/Sponsor Responsibilities

College approved sponsors will follow these guidelines when participating in a college sponsored student trip:

1. Ensure that no alcohol or illicit drugs are consumed in college vehicles.
2. Make motel room assignments, ensuring that unmarried male and female students do not room together.
3. Establish a curfew for students to be in their assigned rooms.
4. Enforce all college disciplinary regulations.
5. Notify students in violation of college regulations, or rules established for the particular trip, of their offense and of any immediate and/or later disciplinary action to be taken.

COMPUTER/NETWORK/INTERNET USAGE

Seminole State College provides computing resources and Internet access to support education and/or research. Usage must be consistent with the educational objectives of Seminole State College, the Oklahoma State Regents for Higher Education, and by applicable federal, state and local laws.

The following guidelines are to be followed by any user of a SSC system:

A. Users must abide by security restrictions on all systems to which they have access.

Do not distribute a password to others or otherwise attempt to evade, disable or crack passwords or other security restrictions.

The development or intentional transmission of any type of malicious program is prohibited.

B. Users must respect copyright and other intellectual-property rights.

Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. Illegal use of files (whether downloading, copying, playing, sharing, or displaying of music, video, images, documents, etc.) is strictly prohibited. An example of this would be downloading a pirated music file.

C. Users must respect others' rights to freedom from harassment or intimidation.

It is not acceptable to use the network or any services of SSC to threaten or harass others.

D. Users should respect access privileges

Accept limitations or restrictions on computing resources, such as a storage space, time limits, or amount of resources consumed, when asked to do so by the managers of facilities. Such restrictions are designed to ensure fair access for all users. As the Internet is not a secure environment, the user must be cautious about any and all material sent over this medium.

Student Online Portal Access

Seminole State College provides access to several student services through our website. Our student access portal provides up-to-date information and links to the Campus Connect System, Course Cruiser, and Student Email. The college is continually exploring and adding new services.

Campus Connect

Campus Connect provides web browser access to student information including grades, schedules, transcripts, and more. It is accessible from the SSC Website.

Course Cruiser

Course Cruiser is our online class environment, accessed from the SSC Website.

Student Email

SSC provides you with an email address that SSC will use to contact you.

Periodically throughout the semester SSC will send messages about important announcements, due dates, and notices. Instructors and offices will use this address to communicate with you.

Unauthorized File Sharing Procedures

Upon notifications from our Internet Service Provider of unlawful activity within the College internet system: Seminole State College will comply with **34 CFR 668.14**. The College Information Technology Department will do the following:

1. Gather all necessary information to determine the user, the method and the location of the technology suspected of being used for illegal or inappropriate activity.
2. Take necessary measures to halt the unlawful or inappropriate activity on the Seminole State College network in the event any illegal internet activity has occurred.
3. Notify the Vice President for Student Affairs of any unlawful activity or inappropriate activity on the SSC network.

If officials determine that a person has performed unlawful or inappropriate activity on the College network, that person may be subject to civil and criminal prosecution. The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from \$200 to \$150,000 for each work infringed.
3. Infringer pays for all attorneys' fees and court costs.
4. The Court can issue an injunction to stop the infringing acts.
5. The Court can impound the illegal works.
6. The infringer can go to jail.

In addition:

1. Any unlawful or inappropriate activity by a student is a violation of the Student Code of Conduct.
2. The College Disciplinary Regulations and the Administrative Procedures Concerning Disciplinary Action will apply.
3. The VPSA will administer the appropriate disciplinary action applicable to the student conduct.

Legal file sharing alternatives are available on the following sites:

<http://www.campusdownloading.com/legal.htm>

<http://www.educause.edu/legalcontent>

Seminole State College is not responsible for the content on these sites. It is provided by the not for profit company "Educause".

CONSENSUAL SEXUAL RELATIONSHIP ETHICS STATEMENT

Policy Statement

Amorous relationships that might be appropriate in other circumstances are wrong when they occur between any teacher or officer of the institution and any student for whom that employee has a professional responsibility. Officers and other members of the teaching staff should be aware that any romantic involvement with their students makes them liable for formal action against them if a complaint is initiated by a student. The SSC administration will have the authority to make workplace adjustments where amorous relationships result in a disruption of the academic or workplace environment. *Approved by the SSC Board of Regents – January 21, 1993*

DISCIPLINARY ACTION

Statement of Philosophy and Purposes

The purpose of disciplinary action is to guide and redirect an offending student toward a productive career as a learner and as a citizen, and to eliminate from the academic environment a student who has demonstrated flagrant disregard of the college's values and traditions and whose conduct constitutes a disruptive influence upon learning. The procedures outlined herein are intended to insure a student a fair and impartial hearing. Student disciplinary proceedings are not considered a case for criminal law nor are disciplinary hearings considered courtroom procedures. They are used by SSC toward assurance of a fair judgment for the student through complete case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may be easily understood by educators, laymen, and students who have mutual confidence in one another.

Disciplinary Complaint Procedure

When a student's behavior disrupts the learning environment, any college employee or student may file an Incident Report which will provide the name of the accused student, detail the alleged violation, and have the signature of the person filing the report. The report form is available in the campus security office and the Office of the Vice President for Student Affairs.

Allegations of violations of disciplinary rules or other college regulations shall be referred to the Office of the Vice President for Student Affairs for investigation. The purpose of the investigation is to gather additional information, interview witnesses, and to decide whether or not there is sufficient evidence to charge a student with a violation of college disciplinary rules.

After the initial investigation is complete, the VPSA may:

1. Take no action.
2. Take administrative action to counsel, advice, or admonish the student.
3. Take disciplinary action against the offending student.

Disciplinary Hearing Procedures

Formal disciplinary hearings are arranged when students' disciplinary cases evolve to a point that may require the removal of a student from a class or the campus through suspension or expulsion. Any Seminole State College student accused of disciplinary conduct that may result in expulsion or suspension has certain rights to due process. Such proceedings are not governed by the rules of criminal or civil law. Among those protections are:

1. Notice of the allegations or charges.
2. The right to a fundamentally fair hearing that allows students to prepare a defense have an advisor, present witnesses and other evidence, and the right to cross-examine witnesses if present.
3. A written summary of the results and findings of the hearing.

The Hearing Process

The VPSA will serve as the campus disciplinary officer. The VPSA may conduct the hearing personally or may, appoint an independent hearing officer or panel to hear the case.

During the hearing, only the VPSA or designee and the student are allowed to speak in regard to the charges, present evidence or examine and cross-examine witnesses. The hearing is private and is open only to the student; the student's chosen advisor (at the discretion of the student), any witnesses, college officials and the attorney for Seminole State College. The accused student's advisor may counsel the student, but may not speak on behalf of the student or address the panel. If a student chooses to have an advisor present, the student must notify the VPSA in writing of the name, address and telephone number of the advisor three days prior to the scheduled date of the hearing.

No student or advisor has the right to speak or behave discourteously or disrespectfully to any person involved in the hearing. Breaches of common courtesy or respect by a party in a hearing may result in limitation of the offending party's right to any further involvement in the hearing and disposition of the case.

Records

Records of the hearing shall be a summary and not a transcript. However, the student has the right to record the proceedings electronically or arrange a transcript at the student's own expense. A copy of the record of the case shall be placed in the disciplinary record file of the student in the Office of Vice President for Student Affairs. Such records are open to review by a higher college authority, but shall not otherwise be available to any third person or party except on court order. An exception to this procedure may be if the student applies for admission to any other college or university and requests that a clarifying statement be sent to explain any notation on the student's transcript.

Appeals

A student, against whom disciplinary action has been taken, may appeal the decision to the Seminole State College President. After receiving the findings of the hearing, a written request for an appeal must be provided to the President within five (5) working days. Appeals may be based on one of the following reasons:

1. Substantial improprieties in the hearing process which were so severe as to jeopardize a fair outcome.
2. New evidence not available at the time of the hearing.
3. A sanction that is excessively severe.
4. Any other legitimate reason supporting a different outcome.

The decision of the President will be final. The decision of the President may be one of the following:

1. Deny the appeal for lack of sufficient reasons as outlined above.
2. Uphold the decision of the disciplinary officer or panel.

3. Modify the sanctions by either reducing the penalties or changing the penalties.
4. Dismiss the charges against the student.
5. Take other action as deemed appropriate and as fully explained to the student and the college disciplinary officer.

Temporary Suspension

When a student's actions are judged by the VPSA to represent a danger to the student or others, or when the student's actions or conduct disrupts the academic environment or threatens to prevent the college from fulfilling its academic mission, a student may be temporarily suspended pending a formal hearing.

Burden of Proof

A preponderance of the evidence is used in the evaluation of student disciplinary cases. The criminal law burden of "beyond a reasonable doubt" is not applicable to the designated procedures. Should charges against the student also constitute violations of criminal law, the findings of a disciplinary panel of the college should not be viewed as meeting the standards of a criminal proceeding. In questions of disputed issues of credibility, the college disciplinary officer, or panel, is charged with making the final decision on the basis of rational evaluation of the evidence.

DISCIPLINARY REGULATIONS

Scope of Regulations

1. **When the Rules of the College Govern**: All students who are enrolled in the college are subject to the rules and regulations of this institution.
2. **Investigations of Infractions**: The Vice President for Student Affairs is responsible for initial investigations concerning any allegations of violations of college disciplinary regulations by any student or group of students. Based upon the findings of the investigation, the Vice President for Student Affairs may impose any one or a combination of penalties cited in these Disciplinary Regulations.
3. **Penalties**: Penalties for violation of college regulations may include any one or a combination of the following:
 - a. Formal or informal warning and reprimands.
 - b. The imposing of specified restrictions.
 - c. Financial restitution to the appropriate party (is).
 - d. Loss of privileges, such as use of college facilities, visitation, and attendance at college functions, etc.
 - e. **Conduct probation**. When a student is placed on conduct probation, the student, the student's parents (if applicable), and the college President are notified. A second violation means that disciplinary action taken will be based on both violations. A student who is placed on indefinite conduct probation may petition the Vice President for Student Affairs to be removed from probation status not sooner than one calendar year from the date probation took effect. A record of conduct probation is kept in the student's file in the Admissions Office. As a provision of conduct probation the student may receive one or a combination of the following sanctions. They include:
 - Participation in public performances, publications, events or activities sponsored by student campus organizations (except assignments required for coursework)
 - Attending or sponsoring college social functions
 - Holding an office in any student organization
 - Participation in athletics
 - Using a college vehicle
 - f. **Suspension**. A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by Vice President for Student Affairs. Suspension may be recorded on the student's transcript at the discretion of the Vice President for Student Affairs.
 - g. **Expulsion**. When a student is expelled, a record of this action is included in the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter Seminole State College unless by permission of the President.
4. **Personnel Record**: Records of all disciplinary proceedings and actions taken against a student shall be kept by the Office of the Vice President for Student Affairs. If such action affects a student's enrollment in the college, a note describing the length of the suspension or actions which affect the student's enrollment in classes shall be placed in the student's permanent record.

Student Code of Conduct

Any act which is morally offensive and jeopardizes the integrity of SSC, or is detrimental to the college or any member of the college community is prohibited.

1. **Student's Obligation**: It is incumbent that each student, upon matriculation at the college, assumes an obligation to follow all college rules and regulations, to show proper respect to instructors and other college authorities, to preserve faithfully property provided by the State of Oklahoma for educational purposes, and to discharge responsibilities as a student with diligence, fidelity, and honor.

- 2. Civil Law:** All students are expected to conform to all local, state, and federal laws.
- 3. Personal Behavior:** The conduct of the individual student, both on and off campus, is an indication of the character and future usefulness in life. It is, therefore, incumbent upon each student to maintain high standards of integrity, honesty and morality at all times. A student who does not follow college rules will be subject to such action as may be deemed appropriate by designated college authorities. Conduct, either on or off campus, should be of such nature as not to reflect adversely on the reputation of the individual or the college. Students arrested for violation of criminal law on or off campus may also be subject to disciplinary action by the college.
- 4. Honesty and Honor:** Honesty and honor constitute measures of individual worth. Cheating, falsification, stealing or any other form of dishonesty is not in accordance with acceptable standards.
- 5. Disorderly Assembly:** It is forbidden for any group of students to gather in such a manner as to disrupt the public peace, do violence to any person or property, or disrupt the function of the college by interfering with its faculty or staff in the performance of their duties. Any student who encourages or in any way participates in the formation or disrupting of such a gathering is subject to dismissal from the college.
- 6. Disturbing the Peace and Destruction of Property:** Whenever any student, student organization, or group of students disturbs the peace, destroys, molests, defaces, or removes state or college property under the guise of initiation, pledging, student celebrations, or for any other purpose, then the student, the officers of the organization (if there be such) or other responsible persons may be subject to disciplinary action and assessment for damages.
- 7. Alcoholic Beverages:** The consumption or possession of beer or other alcoholic beverages on the campus, or at any affair sponsored by or for a student organization is prohibited. Individuals in a state of clear intoxication will be asked to leave campus. Misconduct in connection with drinking alcohol whether on or off campus, may result in disciplinary action for the student involved. (*Refer to SSC's Drug-Free Campus Policy*)
- 8. Possession of Illegal Drugs:** The consumption, sale, or possession of barbiturates, amphetamines, or any illicit drug or substance on the campus, or at any affair sponsored by or for a student organization, is forbidden. Misconduct in connection with the use of drugs on or off campus will result in disciplinary action. (*Refer to SSC's Drug-Free Campus Policy*)
- 9. Firecrackers:** The storing or firing of firecrackers, or other unauthorized explosives, is prohibited on the campus or in any facility of Seminole State College.
- 10. Falsification of Records:** Any student who knowingly falsifies, or is party to the falsification of any official college record (including such records as enrollment records, addresses, motor vehicle regulations, course related documents, etc.) will be subject to disciplinary action, including suspension from the college.
- 11. Passing of Worthless Checks:** The intentional passing of worthless checks or the failure to redeem a worthless check on campus shall constitute a sufficient reason for suspension from the college, or other disciplinary action, and notification of local law enforcement officials.
- 12. Payment of Accounts:** It is expected that students will make satisfactory arrangements for the settling of accounts in a prompt manner. Failure on the part of a student to make arrangements for the settlement of an account by the due date may result in a late payment penalty. Continued failure to settle the account may result in either the cancellation of the student's enrollment or the placing of a "hold" on the student's official records. Or if the account in question is a student housing account, the immediate removal of the student from college housing facilities may result. When a "hold" is placed on student's official records the student may not re-enroll, receive a diploma, nor obtain a transcript until (a) the account is cleared and (b) any service charges are paid.
- 13. Unauthorized Possession of Examination:** Any student who illegally obtains possession of or access to a copy of an examination before the examination is given is subject to disciplinary action by SSC.
- 14. Academic Misconduct:** Students must exhibit honesty in carrying out academic assignments. Receipt or transmission of unauthorized aid on assignments or examinations, plagiarism, unauthorized use of examination materials, or other forms of dishonesty are examples of academic misconduct. The instructor shall notify his/her Division Chair as well as the Vice President for Academic Affairs of alleged breaches of conduct, for the consideration of additional penalties. Students charged with academic misconduct have the right to a hearing. Students requesting a formal hearing should notify the VPAA in writing.

A. Plagiarism: All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors must be the result of their own thought, research, or self-expression. In cases where students are unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

Students may be guilty of plagiarism if they submit work purporting to be their own, but which borrows ideas, organization, or wording, from another source without appropriate acknowledgement. Plagiarism includes reproducing someone else's work, whether it is a published article, material from an Internet site, a chapter of a book, a paper from a friend, or from other sources. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work without acknowledgement which students submit as their own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by them, unless otherwise authorized by the instructor.

When assignments involve research in outside sources or information, students must carefully acknowledge exactly what, where and how they have employed them. If the words of someone else are used, students must utilize generally accepted writing style guidelines (i.e. put quotation marks around the passage in question and add an appropriate indication of its origin. An alternative to using quotation marks is to indent the paragraph to be quoted). Making simple changes while leaving the organization, content, and phraseology of the words intact, is plagiarism. None of these rules shall apply to those ideas which are so generally and freely circulated as to be common knowledge.

B. Responsibility of the Instructor and Division Chair: An instructor who suspects that a student has committed an academic offense shall consult with the Division Chair, or the designee of the chair, as soon as practical after the instructor develops the suspicion. If the instructor is also the Division Chair, that staff person shall consult with the Vice President for Academic Affairs (VPAA). Prior to consultation, however, the instructor may take action to detect or prove an academic offense and should preserve evidence of same.

The instructor and Division Chair (or VPAA) shall review the evidence of an academic offense. If a preponderance of the evidence warrants an accusation of an academic offense, the student shall be invited to meet with the instructor and Division Chair (or VPAA). The student shall be informed of the charge in person and given an opportunity to state his or her case. In an open hearing, the student shall be informed of the possible penalties that may be imposed or recommended. If the student is not reasonably available or fails to attend the meeting, the instructor, with the approval of the Division Chair (or VPAA), shall inform the student in person (preferably in the presence of a witness or a signed receipt from the student) or by certified mail (to the local address as contained in the Registrar's Office) of the evidence, charges, and possible penalties.

The instructor and Division Chair (or VPAA) shall decide on an appropriate penalty. If there is disagreement, the decision of the Division Chair (or VPAA) shall prevail. The instructor and Division Chair (or VPAA) may impose one or more of the following penalties in the event they determine an academic offense has occurred.

1. The instructor may take appropriate disciplinary action, which may include awarding of an "F" on the particular assignment or for the entire course.
2. The instructor/Division Chair (or VPAA) shall forward the case to the Vice President for Academic Affairs (or designee). The Vice President for Academic Affairs may review the record and may assess additional penalties, including one or any combination of the following: conduct probation, suspension, or expulsion.

The determination or recommendation of the instructor and Division Chair shall be made to the student within seven working days after the accusation is made, unless the student consents in writing to an extension of this time. The Vice President for Academic Affairs must respond to the student with a determination of whether further sanctions will be considered within 10 working days of receiving the case.

The student may appeal the decision to the President of the College. Please see the section "Procedure to Appeal to the President" in the Student Handbook. Records of the proceedings are kept in the Office of the Vice President for Academic Affairs.

15. **Firearms:** The possession of any type of firearms and/or explosives on campus by students is prohibited except as they are used in college programs/or courses or as part of the uniform of a student who is an employed law enforcement official who is on campus for a temporary period of time.
16. **Violation of Housing Regulations:** Violation of college housing regulations shall render the violator subject to disciplinary action.
17. **Violation of Motor Vehicle and Parking Regulations:** Violation of motor vehicle and/or parking regulations shall render the violator subject to the sanctions and fines cited in the College Motor Vehicle and Parking Regulations, and, in the event of repeated or serious violations, shall render the violator subject to disciplinary action.
18. **Disorderly Conduct:** Students engaging in any activity which inhibits or interferes with the orderly operation of Seminole State College or the ability of students and/or college personnel to perform their functions in an orderly environment shall be subject to disciplinary action.
19. **Solicitation:** On-campus solicitation, research, political or religious canvassing must receive prior approval from the Vice President for Student Affairs.
20. **Theft:** The taking of property that belongs to another is prohibited.
21. **Harassment and Abuse:** No student shall physically, sexually, or emotionally harass, coerce, intimidate, seriously embarrass, assault or recklessly endanger any other person. (*Refer to SSC's Sexual Harassment Policy*)
22. **Illegal file-sharing or inappropriate use of the College network:** Any student who used the College network for illegal file-sharing or inappropriate use will be subject to disciplinary action.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Upon confirmation of a threat or potential danger to the health, welfare, or safety of anyone on campus the SSC Police Department shall be notified immediately. An SSC Police Officer will respond immediately to the hot zone to size up and assess the situation. The SSC Police Department will contact pre-designated staff at each building on campus by telephone or radio and notify them of the danger.

Depending on the situation, the outside siren may be sounded to notify those outside. A live public address system will be used following the siren to give instructions to those on campus who are outside. As information becomes available to the police department the public will be notified as soon as possible and without delay and provided information that will reduce or eliminate the threat.

The process SSC will use in order to confirm that a significant emergency exists is as follows: The Seminole State College Emergency Operations Plan is activated on all emergencies reported to the SSC Police Department and the responding officer assesses and evaluates each situation. Each case is then categorized as a level one, level two, or level three event and notification and response procedures are processed according to the type of Emergency and level of severity.

Procedures for disseminating emergency information to the larger community are accomplished through the following methods:

1. SSC maintains a college website and all pertinent information is placed on the website as soon as it approved for accuracy by the Incident Commander and the Public Information Officer.
2. The Seminole State College IT Department maintains email lists of all students and employees and provides emails as soon as information becomes available and has been approved by the Incident Commander and the Public Information Officer.
3. SSC Public Information Officers utilizes radio, television, and newspapers in order to disseminate information to the community.

SSC conducts emergency response and evacuation drills at the residence halls in accordance with requirements. Evacuation procedures are outlined in the Emergency Response Procedures manual. Relevant documentation is kept on file in the campus Police Department.

PARKING AND TRAFFIC REGULATIONS

The following regulations apply to all motor vehicles including, but not limited to, automobiles, trucks, motorcycles, motor bikes, and motor scooters.

A. General Regulations

1. Parking and traffic regulations are in effect at all times, day and night, including holidays.
2. The motor vehicle laws of the State of Oklahoma are in effect on the campus and other property of Seminole State College.
3. Pedestrians shall be given the right-of-way at all crosswalks.
4. The maximum speed limit on all campus drives and roads is 10 mph.
5. All motor vehicles must be driven on campus drives and roads, not on sidewalks, grass, or campus grounds.
6. Wherever bicycles are used on campus walks, they must at all times yield the right-of-way to pedestrians.
7. The college assumes no responsibility for the protection of vehicles or property theft in vehicles. Students and visitors should always lock their vehicles and roll up the windows if they leave their vehicles unattended.

B. Identification of Vehicles

1. All students must display an SSC parking permit on any vehicle which they bring to campus.
2. Parking permits are purchased for \$25 at the Business Office and are good for one full academic year, if purchased at the beginning of the Fall semester. Students living in the RLCs must obtain a residential parking permit and commuters must obtain a commuter permit. All permits expire on the first day of the Fall semester whether purchased the preceding Fall, Spring, or Summer.
3. Parking permits are placed as hang-up tags on rearview mirrors, to be easily identifiable by campus security personnel. Permits may be transferred from one vehicle to another as long as the permit owner is riding in the vehicle and the new vehicle is registered within three days.
4. Anyone failing to display a current parking permit will be subject to a fine.
5. All students must complete a vehicle registration card on each vehicle that will be driven on campus.

C. Parking Locations (Color Coding)

1. Yellow parallel lines indicate student parking area.
2. Yellow curbs indicate faculty and administrative parking areas and “no parking” zones.
3. Blue lines and spaces indicated parking which is reserved for the handicapped. A student must have a state-issued placard and the name must be of that enrolled student. The use of a handicapped placard issued to another family member not enrolled or on campus is prohibited.
4. Red curbs indicate fire lanes.

D. Parking and Traffic Violations

The following are campus parking and traffic violations:

- a. Failure to display a valid parking decal after the close of enrollment for the term.
- b. Parking decal not located in the proper place on the vehicle.
- c. Defacing or destroying a parking or traffic ticket.
- d. Double parking.
- e. Taking up more than one parking space.
- f. Parking in an area reserved for the handicapped.
- g. Parking in an area reserved for faculty or administration.
- h. Parking in a “no parking” area.
- i. Parking in a fire lane.
- j. Speeding (exceeding 10 mph) in campus parking lots.
- k. Reckless driving.
- l. Parking or driving on campus facilities and grounds.

E. Cost and Penalties:

All fines are to be paid at the Business Office in Student Services Building. Failure to pay may result in a “hold” being placed on the student’s transcript degree, or ability to register for classes.

1st Offense – Fine of \$10.

2nd Offense – Vehicle towed from campus at owner’s expense and fine of \$10.

3rd Offense – Fine, tow, and/or restriction of vehicle from campus.

4th Offense – DISCIPLINARY ACTION BY THE VICE PRESIDENT FOR STUDENT AFFAIRS. After the fourth offense during one semester, a student may have his parking and driving privileges on campus suspended for the remainder of the academic year.

F. Appeal Parking and Traffic Tickets

Student must contact Vice President for Student Affairs within three working days from receipt of ticket.

REMOVAL OF INDIVIDUALS NOT AFFILIATED WITH THE COLLEGE FROM COLLEGE PREMISES

There are times when a college must ask individuals not associated with the institution to leave its premises for a variety of reasons.

In accordance to O.S. Title 21, Section 1376, any individual who is not a faculty member, staff member or student of a college may be required to leave the college’s premises if the individual: (a) interferes with the peaceful conduct of university activities; (b) commits an act which interferes with the peaceful conduct of the university’s activities; or (c) commits an act which interferes with the peaceful conduct of college activities.

Written notice to vacate the property and grounds will be provided to the individual, outlining the behavior resulting in removal. The notice will include the name of the individual and effective date. If the recipient of the notice fails to leave the college’s property or returns within six (6) months of the issuance of the notice without permission from the President or designated officer, that person shall be deemed to be trespassing as defined by and pursuant to O.S. Title 21, Section 1376. Any person found to be trespassing pursuant to that statute is guilty of a misdemeanor and subject to arrest.

Appeal of the citation must be done in writing within 10 days of its issuance. All such appeals should be directed to the President or designated officer. The party hearing the appeal shall have 15 days to overturn the citation. If no such action is taken, the citation shall remain in effect without further right of appeal.

RESIDENTIAL LEARNING CENTERS

Residential Learning Centers (RLCs) on campus provide housing for up to 230 students. The following living regulations and procedures apply to all RLCs:

Active Shooter

What do I do in case of an active shooter?

If you witness or suspect a person is discharging a firearm on campus you should immediately get out of the line of fire and seek a shelter where ever you can. Call 911 for assistance as soon as possible. Try to remember what the suspect looks like and what he/she is wearing. If the suspect gets into an automobile be able to provide an accurate description of the auto. This would include the make, model, color, and tag number.

When 911 Seminole Central dispatch is called they will immediately notify the SSC Police Department and send back-up police to assist. The SSC Police Department will contact SSC departments who have been designated and equipped with hand held radios. These people will assist the SSC Police in notifying the campus community that an active shooter is on campus. They will also inform the public as to what they need to do; i.e., seek shelter, lock doors, evacuate, etc.

The police will immediately take action to stabilize the situation. If you are in a room or area that can be locked down or is secure from the shooter, do so immediately. Stay away from the windows. Everyone is to stay down and out of the line of fire until the police give the okay to evacuate. The evacuation process could vary depending on the situation. It is imperative for everyone, not to panic but remain alert and ready to cooperate with police should an incident of this type occur.

Aerials, Cable, Antenna

These devices may not be erected or affixed to the outside of a resident's room. Wires are not to be cut into or affixed to existing antenna wires, cable, or lounge televisions.

Bomb Threat

What if I receive a bomb threat?

If you receive a bomb threat or any threatening phone call, gain as much information as you can from the caller and leave your phone off the hook. Make immediate contact with the SSC Police Department and relay the information received. Notify a Residence Life Staff Member or the Vice President for Student Affairs. Remain available to assist investigative authorities.

Check-In Procedures

- a. Make sure your bills are current with the Business Office
- b. Sign the Residence Hall Contract
- c. Receive your key(s)
- d. Fill out and sign Room Condition Contract with a Residence Life Staff Member (RLSM)

Check-Out Procedures

- a. Remove all belongings
- b. Clean rooms completely
- c. Fill out the check-out portion of the Room Condition Contract with a RLSM
- d. Turn in key(s) to a RLSM
- e. Pay for any damages, missing furniture, or keys

Christmas Trees

Only artificial Christmas trees are allowed in the RLCs.

Courtesy Hours

Students are expected to respect the rights of other students to be able to study and sleep in their rooms. Excessive noise or rude disorderly conduct is unacceptable at any time. If students are asked to be quiet by a student or staff member, they are expected to cooperate and meet the request.

Cooking/Electrical Appliances

Such devices are not permitted in resident rooms. Sun lamps and open-faced electrical or heating appliances such as hot plates, broilers, space heaters, emersion heater, or ovens are also not permitted. Sealed unit coffee makers and popcorn poppers are allowed; however, appliances such as television sets, microwave ovens, refrigerators (not larger than 3 cubic feet), radios, stereos, desk lamps, or electrical blankets are permitted provided the total electrical requirements do not exceed the capability of the system and that they are kept in safe operating condition.

Curfews

There are no required hours to be in your assigned room; residents are free to come and go. At all times the volume on radios, stereos, TV's, etc. must be turned down to a level such that it does not interfere with the rights of others to study and sleep. *The athletic department may choose to implement a curfew as part of their team rules.*

Damage/Cleaning Deposit

All students approved for on-campus housing are required to sign the Housing-Food Services Contract which is binding for the entire semester. Contracts will not be accepted without a \$100 damage/cleaning deposit. It is assumed that each student fully understands the terms of the agreement. In order to receive a refund of this deposit (and any other funds paid toward living costs) students deciding not to remain in the RLCs must notify the Office of the Vice President for Student Affairs in writing, of their intentions on or before August 1, if they plan to enter the RLC in the fall semester, or December 15 if they plan to enter the RLC in the spring semester.

Drugs

The possession of or use of illicit drugs are not permitted in residence facilities or in any other campus buildings. In the case of sellers or dealers operating on campus, direct referral will be made to campus and law enforcement officials. Students' use of drug or alcohol on campus will be subject to disciplinary action by the Vice President for Student Affairs.

Electrical/Telephone Wiring

Electrical outlets must not be overtaxed; all extension cords should be in good condition and placed so wires will not be damaged. To ensure safety students are not permitted to splice into any electrical or telephone wiring.

Entrance of Student Rooms

Authorized agents and personnel of Seminole State College reserve the right to enter student rooms at any time (including vacations) for the purpose of:

- a. Maintenance repair
- b. Inspection for health or safety
- c. Emergency situations

Exercise of this right will be used with restraint. The college also reserves the right to make periodic room inspections to ensure maintenance of acceptable standards.

Fire Safety

What do I do in case of fire?

If you discover a fire, or suspect a fire, report this to a Residence Life Staff Member at once. If no one is available, call the fire department at 911. In all cases, residents should follow these procedures immediately:

1. Close windows and leave the lights on in the rooms.
2. Pull the room door closed and leave the door unlocked.
3. Evacuate the building.
4. Assemble with your fellow residents so that a roll call may be taken.
5. Do not return to the building until the all-clear signal is given by the Fire Department, a Residence Life Staff Member, or the Vice President for Student Affairs.

What can I do to prevent fires?

1. Smoking is prohibited
2. Report to a Residence Life Staff Member any appliances with electrical shorts.
3. Do not overload circuits by running several extension cords or by violating RLC policies concerning appliances which may not be used.
4. Do not burn candles or incense in student rooms (the burning of candles or incense is prohibited).
5. Do not tamper with fire safety equipment.

Description of fire safety system:

Both RLCs are equipped with strobe lights and horn sound warning devices with dust and sprinkler systems. The alarm automatically contacts and notifies the local Fire Department when activated.

SSC rules and regulations prevent the use of:

Portable electrical appliances, smoking, and any open flames in student housing.

Procedures for residence hall evacuation:

Both resident halls are evacuated beginning at the top floor and when each room has been cleared it is locked to prevent anyone from re-entering the room. All students are directed to the parking lot for safety from the fire and to see if everyone is accounted for.

Policies for fire safety education and training:

It is the policy at SSC that all faculty and staff attend fire safety education provided during annual in-service training. Faculty and Staff will participate in fire & emergency drills conducted each semester in order to train students, faculty, & staff in fire safety. All SSC Resident Directors, Resident Assistants, and resident staff will attend fire safety education training provided by the local Seminole City Fire Department each year.

Reporting fires:

If a fire is discovered or suspected in a resident hall it is to be reported to a Resident Life staff member at once. If no one is available the Fire Department is to be called immediately by dialing 911.

Plans for future improvements for fire safety:

The SSC Board of Regents in order to improve the safety regarding all potential emergencies approved to have the SSC Emergency Operations Plan reviewed and updated annually.

Firearms

Firearms (including air soft BB or pellet guns), firecrackers and explosives of any kind are not permitted on campus. (Campus Security Law 1990 and Oklahoma State Law)

Items to Bring to Campus

Students need to bring their own sheets, pillows, pillow cases, mattress cover, towels, and personal grooming items.

Keeping Rooms Clean

It is the responsibility of residents to maintain their rooms in a clean and sanitary condition.

Laundry Facilities

Coin-operated washers/dryers are available in each residence hall.

Lounge Furniture

Comfortable living furniture is available, and it is not to be removed from its designated areas.

Mail Service

Residential Learning Center students should have their mail addressed: Seminole State College, P.O. Box 351, Student's Name, Residential Living Center Name, Student's Box #, Seminole, OK 74818-0351. Residents are issued a key to their private mailbox by the Housing Office. Student mailboxes are located in the individual RLCs.

Missing Persons***Seminole State College Title IV, Section 488, Missing Persons:***

Students living in College housing will be asked to designate a confidential contact person in the event that they are declared a missing person. The student has the option to designate this person by providing the contact information of an emergency contact designee on their Student Housing/Food Services Application.

A SSC student will be suspected of being missing if he/she cannot be contacted by a Residential Learning Center Staff Member. In this case the Staff Member will contact the Resident Director who will take steps to determine if the student is attending classes or has used College services (obtained meals, door access, labs, etc.) over the last week and will attempt to contact the missing student through the e-mail address and the phone number on record.

A person may also be suspected of being missing if an inquiry comes to the Campus Housing Office on that individual from a parent, legal guardian, roommate, or law enforcement agency and College officials are unable to contact the student or verify the student's presence on campus by the methods listed above. Failure to make contact with the student, or verify that the student is using campus services will result in the Resident Director classifying the student as missing and immediately submit an official missing person's report to Seminole State College Police Department and to the Vice President for Student Services.

Upon official notification from the Resident Director, the Seminole State College Police Department will conduct an investigation. If it is determined that the student has been missing for over 24 hours, the following steps will be taken:

1. Seminole State College Police will contact the designated confidential emergency contact person, if there is one. If the student is under 18 years of age, Campus Police will immediately contact the custodial parent or legal guardian of the student.
2. Contact and cooperate with all appropriate law enforcement agencies.
3. Interview friends, relatives, and others who may know where to locate the missing person.
4. Use National Crime Information Computer, if necessary.
5. Post photos and other necessary information.

Informing students of this policy:

1. Publish this policy in the Student Handbook.
2. Make note of this policy in the terms and conditions of the Housing contract.
3. Have Resident Directors review this policy in the first Residential Learning Center meeting each term.
4. Post this policy in each Residential Learning Center.

Overnight Guests

No overnight guests are allowed in campus housing. Under extraordinary circumstance, students may request permission in writing to have off-campus guests stay in their room. However, no significant others are allowed to spend the night. Permission must be granted by the Residence Life Staff Member (RLSM) and Vice President for Student Affairs. Guests and visitors will be held responsible for the same regulations as our residents. In addition, hosts/hostesses of guests will be held responsible for the behavior of their guests and visitors. Guests are to be registered with a RLSM and may stay not longer than two continuous nights with the host student. After this period, an individual's guest privilege will expire and the guest must leave the housing unit.

Personal Property Insurance

College insurance does not cover loss, theft, or damage of personal property owned by students. The college recommends that students insure personal belongings. It is advised students ascertain if their parents' homeowner's insurance covers their belongings while at school and if not, purchase a rental insurance plan.

Pets

For health and sanitation reasons, no pets are permitted.

Residential Learning Center Contract

This contract and \$100 deposit must be signed prior to arrival on campus. The contract is accepted with the assumption that students have been or will be accepted for admission to the college. Students are responsible for paying for all days that they live in RLC. Students who withdraw from college prior to the end of the semester will be subject to all charges up through the end of the contract period. Only those students who have been excused from their obligation in writing by the Vice President for Student Affairs will be allowed to receive a refund of their \$100 damage deposit.

Students may pay for their housing-food services by one of two methods:

1. Pay for the entire semester before or at the time of check-in.
2. Choose the installment payment plan for their charges for housing-food services. Under the installment option, students make four payments of equal amounts (for specific amounts due and due dates, see the rate schedule attached to the application for housing). All payments are made at the Business Office. To be eligible to live in a RLC, students are required to be enrolled for a minimum of 12 semester hours during the Fall or Spring semesters. Students enrolled for less than the minimum number of hours must obtain advance approval from the Vice President for Student Affairs.

Residential Learning Centers Open

The RLCs open at noon on the day prior to the start of semester classes and close at 5 p.m. on the last day of the semester. RLCs are closed to students during vacation periods (i.e. Thanksgiving, Christmas, and Spring Break). The regular time for non-graduating residents to vacate the halls at the end of the semester is two hours following their last officially scheduled examination. Room accommodations for graduating students will be provided until immediately after graduation exercises. There will be no meals served during holiday periods.

Restricted Areas on Campus

No students shall make unauthorized entry into any college building, office, attic, roof, or other restricted area. Upon appropriate notice by college officials, use of facilities may be withdrawn or otherwise restricted.

Room Care

Residents are responsible for the care and good order of their rooms and RLC facilities. Residents may not make alterations in rooms or halls without permission of a Residence Life Staff Member. Decorations are encouraged as long as they do not create health or fire hazards or damage to the room. Also the use of tape or nails **is not** allowed because of the damage to surface materials and finishes. Adhesive wall hangers are the only means by which you may hang items.

Though students may not remove any furniture that is assigned to their rooms, they may bring additional furniture if there is space, their roommate does not object, and the added items present no fire, health or safety threat to the building. It is recommended that students check with a RLSM before moving in additional furniture.

Room or Roommate Changes

A room or roommate change may be requested in writing to the Residential Life Clerk only in circumstances that warrant a room change. All roommate changes must be approved by the RLC Directors.

Room Condition Contract

This contract is a checklist of room furnishings and signed by each resident and a Residence Life Staff Member during check-in/check-out. Both residents of each room will be equally responsible for the condition of the room and all furnishings. They share equal responsibility for reimbursing the college for any damage. Residents may also be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests, such as outside walkways, equipment in the laundry room, etc. Upon checking into a room, each student has a responsibility to complete a Room Condition Contract with a RLSM. When students check out of their room, charges will be assessed for any damages to the room which have occurred during occupancy.

Room Keys

Students are issued keys for their assigned room and mailbox. Duplicate keys may be secured only through the Housing Office, and losses are to be reported immediately to a Residence Life Staff Member. There is a \$10 fee charged for room replacement key cards and a \$10 charge for a mailbox key and \$50 charge for hard key replacement.

Screens

Residents are responsible for keeping window screens down and in an installed position on the window(s) in their residences. If a screen is not in its proper place, a student may be charged for screen replacement.

Security

Please contact the SSC Police Department (Ext. 500 or 380-8989) if you have a security problem. You may also contact a Residence Life Staff Member.

Single Occupancy

If a resident occupies a double occupancy room as a single, the college reserves the right to bill at a higher, single-occupancy rate. Students who wish to avoid the higher rate should contact a Residence Life Staff Member to arrange for a roommate.

Smoking

Smoking is prohibited in residence halls and in all campus buildings.

Solicitation

On-campus solicitation, research, political or religious canvassing must receive prior approval from the Vice President for Student Affairs.

Summer Housing

Summer housing is limited and students should check with the Housing Office for availability.

Telephone Services

Students living in the RLCs are provided local phone service at no charge, but they must make request with Residential Life Clerk.

Theft

The taking of property that belongs to another is prohibited.

Tornado

What do I do in case of a tornado?

RLC students should go to the designated area in Tanner Hall, if time permits. When assembled in the shelter area, sit on the floor with your back to the wall or in the central portion of the room. If a storm strikes, you should duck your head between your knees and cover the back of your head with your hands. At no time will smoking be permitted in the shelter area. If time is too short or weather is too bad to get to Tanner Hall, go to a dorm room on the bottom floor, and get in the bathroom area between the two rooms. If you cannot get in a bottom floor room, go inside your bathroom area and shield your head with a pillow or blanket.

Vacation Housing

If the college provides housing during a vacation period (e.g. Christmas, Spring Break), all rules, regulations, and responsibilities (including shared damage liabilities) are in effect. Students must register for vacation housing with a Residence Life Staff Member and receive approval from the Vice President for Student Affairs.

Vehicle Registration Stickers

Students must be obtained during the registration period at the Business Office. Parking permits cost \$25 per year. If a student loses his/her parking permit, the replacement fee is \$10.

Visitation

Visitors are allowed in the residence halls from 10:00 a.m. through 11:00 p.m. each day of the week. Visitors include: friends, family, significant other, etc.

Waterbeds

For safety purposes, waterbeds are not permitted.

DEFINITION OF SEXUAL ASSAULT

According to the National Center for the Victims of Crimes, sexual assault takes many forms. It includes attacks such as rape or attempted rape, as well as any unwanted sexual contact or threats. Usually a sexual assault occurs when someone touches any part of another person's body in a sexual way, even through clothes, without that person's consent. Some types of sexual acts which fall under the category of sexual assault include forced sexual intercourse (rape), sodomy (oral or anal sexual acts), child molestation, incest, fondling and attempted rape. Sexual assault in any form is often a devastating crime. Assaultants can be strangers, acquaintances, friends, or family members. Assaultants commit sexual assault by way of violence, threats, coercion, manipulation, pressure or tricks.

PROCEDURES FOR REPORTING A SEXUAL ASSAULT

The College strongly urges all members of the community to immediately report any incident of a sexual assault to the Campus Police Department. Upon notification, the Police Chief will ensure the incident receives a thorough investigation. At all times during the process, the victim's rights and courtesy will be highly maintained. It is extremely important to preserve any and all evidence from an incident for proof of an offense. If you are a sexual assault or rape victim follow these procedures:

- Contact the Campus Police Department immediately;
- Do not shower, bathe or wash (douche), until after an examination;
- If you change, do not discard any items of clothing;
- Do not disturb anything in the area where the incident occurred;
- If at all possible, secure the area;
- You have the right to notify local law enforcement officials.

All efforts will be made to assist the victim with support and counseling efforts through all available resources. If requested to, and reasonably available, Seminole State College officials will make every effort to change a victim's academic and living arrangement after an assault. Options include:

- Change of housing assignment
- Change of class schedule

SEXUAL ASSAULT RESPONSE COMMITMENT

Sexual assaults, including date/acquaintance rape, are a very serious concern of the College. If you feel you are the victim of a sexual assault on campus, the Seminole State College Police Department is committed to the following:

- We will meet with you privately to take a complaint report.
- We will respect your privacy and confidentiality within legal guidelines.
- Our officers will not prejudice you, and you will not be blamed for what occurred.
- We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- If you have a preference of talking with a female or male officer, we will do our best to accommodate your request. An advocate from the Vice President for Student Affairs Office will be available to assist you through the process.
- We will assist you in arranging for any hospital treatment or other medical needs.
- We will assist you by privately contacting a Counseling Center and other available support resources.
- We will fully investigate your case, and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- We will continue to be available for you, to answer your questions, to explain the systems and processes involved (prosecutor, court, etc.).

- We will consider your case seriously regardless of your gender or sexual orientation, and regardless of the gender or sexual orientation of the suspect.

If you feel you are a sexual assault victim, call the Seminole State College Police Department at 405-382-9500 and say you want to file a sexual assault complaint. You may call any time day or night. If it is an immediate emergency call 911. If we fail to achieve any part of the above commitment, the Chief of Police, the Dean of Students or the Vice President for Student Affairs will meet with you personally to address any problems.

SEXUAL HARASSMENT POLICY

Policy Statement

Seminole State College explicitly condemns sexual harassment of students, staff, and faculty. The college is committed to maintaining a working and learning environment free of objectionable and disrespectful conduct and communication of a sexual nature and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. Since members of the college community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and those they supervise, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such manner that their words or actions cannot reasonably be perceived as sexually, coercive, abusive or exploitative. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior or offensive physical contact interfere with an individual's ability to work and study productively.

Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature in the following context:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment of academic standing,
2. When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. When such conduct has the purpose or effect or unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Examples of Prohibited Conduct

Conduct prohibited by this policy may include, but is not limited to:

- Unwelcome sexual flirtation; advances or propositions for sexual activity.
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes.
- Sexually degrading language to describe an individual.
- Remarks of a sexual nature to describe a person's body or clothing.
- Display of sexually demeaning objects and pictures.
- Offensive physical contact, such as unwelcome touching, pinching, or brushing the body.
- Coerced sexual intercourse.
- Sexual assault.
- Actions indicating that benefits will be gained or lost based on response to sexual advances.

Sanctions

The college encourages all complaints of sexual harassment against employees be promptly reported to the immediate supervisor of the employee charging harassment, or the next level of supervision should the immediate supervisor be alleged to the offending party. The report should occur within 90 days after the incident. Employees have a responsibility to the institution to report incidents of harassment. Students and employees who believe they have been sexually harassed, or employees who have received reports of sexual harassment, should contact the office of the Vice President for Student Affairs (VPSA) and provide complete details of the allegation. The VPSA will consult with the parties involved to see if a formal complaint needs to be filed. Upon receipt of a formal complaint, the VPSA will jointly conduct an investigation into the matter with the supervisors of the charged employee. In cases of all formal sexual harassment complaints, a written report detailing the allegations, parties involved, method of investigation, conclusion and recommendation of the investigator(s) shall be prepared and submitted to the President. Appropriate disciplinary action may include a range of actions up to and including dismissal. Accusations which are clearly proven or admitted to be false and without any substance will be considered an act of malicious harassment and will be subject the

offending party, either a student or an employee, to disciplinary action up to expulsion from the college in the case of a student, or termination in the case of an employee. Any disciplinary action may be appealed according to the due process procedures outlined in the SSC Board Policy Manual.

Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as an equally serious form of harassment.

Legal Basis for Policy

Sexual harassment in the workplace is prohibited under Title VII of the Civil Rights Act of 1964. Guidelines were issued by the Equal Employment Opportunity Commission in 1980 incorporating sexual harassment in the workplace as a violation of Title VII. Under Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988, sex may not be a basis for exclusion from participation, denial of benefits, or discrimination in any educational programs or activities.

TOBACCO USE ON CAMPUS

In order to protect the health of students, faculty, and staff of SSC, and in order to maintain the appearance and attractiveness of the buildings on the campus, smoking, the use of snuff, chewing tobacco, or any other form of tobacco product, is not allowed in any buildings on the campus of Seminole State College. For the purpose of this policy, all parking areas and roads are not considered grounds and are hereby designated smoking areas. *Effective August 1, 1993, by the SSC Board of Regents revision to policy May 20, 1993.*

Part III: Student Bill of Rights and Responsibility

SSC STUDENT BILL OF RIGHTS

Preamble

Colleges exist to transmit knowledge, pursue truth, enhance the capabilities of students to achieve their personal development, and appreciate the diversity of society. Free inquiry and free expressions are indispensable to the attainment of these educational goals. As members of the academic community, students engage in a shared and independent search for truth. Freedom to learn depends upon appropriate conditions in the classroom, on the campus, and in the larger community. Students must exercise this liberty with responsibility. The responsibility to secure and to respect conditions conducive to the freedom to learn is shared by members of the academic community. Seminole State College has a duty to develop policies and procedures which provide and safeguard academic liberty. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn and the responsibilities which go with their liberties as established by the Seminole State College Board of Regents.

I. Freedom of Access to Higher Education

Under no circumstances should a student be barred from admission to Seminole State College on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran.

II. Classroom Rights

The instructor, in the classroom and in conferences, should encourage free discussion, inquiry, and expressions. Student grades will be evaluated solely on academic and attendance standards, not on opinions or conduct in matters unrelated to academic situations.

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

B. Improper Academic Evaluation: Students shall have protection through channels as established by the administration against improper academic evaluations. At the same time they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure: Information about student's views, beliefs, and political association which professors require in the course of their work will be considered confidential. Protection against improper disclosure is a

serious professional obligation. Judgments of ability and character may be provided at the discretion of the professor after inquiring as to the nature of the requesting agency or individual and the intended use of the information.

III. Student Records

Academic Records: To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate; and the conditions of access to each will be set forth in an explicit policy statement available to students at the Office of the Registrar. Transcripts of academic records will contain only information about academic status, except that disciplinary action taken against a student which affects eligibility to re-register with the institution will be recorded. The college may, if it sees fit, add a note to student academic records if the student is on disciplinary probation; but said note will be removed when the probation term has expired.

Privacy Rights of Students at Seminole State

Seminole State College abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) commonly referred to as the “Buckley Amendment.” This law directly affects the student and student’s parents.

1. The essence of FERPA requires that post-secondary institutions must permit students to inspect their own educational records. Parents are excluded from such inspection, unless they are deemed eligible.
2. There are no rights guaranteed for parents of students under the Buckley Amendment, except to eligible parents.
3. Institutions may not release information about students without the student’s written permission. The Act does stipulate a laundry list of exceptions such as 34 CFR 99.31 which allows access to “school officials with a legitimate educational interest; and 34 CFR 99.36 which is an exception for “health and safety”. Because of the Virginia Tech Tragedy, educational institutions may share information for “health and safety” reasons if there is a “rational basis” for officials of the institution to share information. Information known as “Directory Information” may be shared.

The College considers the following information directory information: the student’s name, address and telephone numbers, e-mail electronic address; date and place of birth; major field of study; participation in officially recognized activities and sports, including weight and heights of members of the athletic teams; dates of attendance; degree and awards received; the most recent previous educational institution attended by that student; and classification. Students may sign a “Release of Directory Information” form kept in the Registrar’s Office to prohibit the College from releasing directory information.

All official correspondence from the College will be addressed to the student at the student’s permanent address. (i.e., bills, financial award letters and grade reports). Information regarding grades, average, and/or academic standing will be given only to the student in person or in response to written consent from the student. This information will not be given to anyone over the telephone.

Directory information is the only information which may be released without the student’s written consent, either over the telephone or by mail.

Students may sign a “Release of Directory Information” form kept in the Registrar’s Office to prohibit the college from releasing directory information.

If you have any questions regarding the Family Educational Rights and Privacy Act of 1974 or Seminole State College’s “Student Rights to Privacy Policy,” please contact the Registrar’s Office, Student Services Building, and (405) 382-9248.

Your Rights to Privacy

(Under FERPA or the “Buckley Amendment”)

The law provides that eligible students will have access to inspect and review their educational records. This law provides and protects the student’s right to privacy by limiting access to their educational records without express written consent.

Definitions

Eligible Student-For the purpose of this Act, an eligible student is defined as any individual formally admitted to, matriculated at Seminole State College, or graduates. An individual who has made application to the college but has not been formally admitted shall not be included.

Education Records-Education records are records (1) directly related to a student and (2) maintained by the college or by a party acting for the college. The term does not include those records specifically excluded by Section 99.3 of the Act.

Directory Information-Directory information may include the student's name, local or campus address, local telephone numbers, home or off-campus address, e-mail electronic address, date and place of birth, citizenship, tuition and fee status, class level, major field of study or program area, college of enrollment, participation in officially recognized activities and most previous educational agency or institution attended by the student. Students have the right to request this information not be disclosed.

Personally Identifiable Information-Data included are (a) the name of the student, the student's parent, or other family member(s), (b) the address of the parent, (c) a personal identifier such as the student's social security number or student number, (d) a list of personal characteristics, or (e) other information which would make the student's identity easily traceable.

Record-Any information or date recorded in any medium, including but not limited to handwriting, print, tapes, film, microfilm and microfiche.

Access to and Release of Records

A student or eligible parent may inspect and review the student's education record by making a written request to the Registrar's Office. No one else will have access to any information from the student's educational record without written consent from the student.

Directory information may be released to anyone without consent of student. Students have the right to request that directory information not be released without their consent. A form for this is available at the Registrar's Office for this purpose.

Academic and personally identifiable information to include social security number and name of parent/family members, may not be released without the student's consent except as provided by the Act, i.e. to members of the college faculty and staff with legitimate educational interest, eligible parents, and others. Students may give or deny consent for parents or other third parties to have access to their records. A form for this process is available at the Registrar's Office anytime during the term.

Proof of Identification

Before access is allowed to educational records, the student must display a form of personal identification. At the minimum this identification should include a photo of the student.

Disciplinary and Counseling Records

Information from disciplinary or counseling files will not be available to unauthorized persons on campus or off campus without the expressed consent of the student involved, except in cases of legal compulsion or were the safety of persons or property is involved. No records will be kept for the sole purpose of reflecting on the activities or beliefs of students. Administrative staff and faculty members will respect confidential information about student which they acquire in the course of their work.

IV. Student Affairs

A. Freedom of Association: Students bring to campus a variety of interests previously acquired and develop many new ones as members of the academic community. The students of Seminole State College shall have freedom to organize and join associations to promote their common interests in accordance with policies established by the Student Government Association and the policies regarding organizations established by the SSC Board of Regents.

1. The membership, policies, and actions of a student organization will be determined by decisions of only those persons who hold membership in the college community (the Board of Regents, the administration, the faculty, and the student body).
2. Affiliation with an extramural organization will not of itself disqualify a student organization from recognition, so long as the extramural organization does not exercise any control over the student organization.
3. Each organization will be free to choose its own faculty adviser. Faculty advisers may advise organizations in the exercise of responsibility, but they will not have the authority to control the policy of such organizations. Faculty advisers will act in accordance with the policies established for organizational advisors in the Faculty Handbook.
4. Student organizations will be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers. (*Step by step procedures for establishing a new student organization are presented later in this handbook.*)
5. All student organizations will be open to all students without respect to race, color, religion, creed, or national origin.

B. Freedom of Inquiry and Expression:

1. Students and student organizations will be free to examine and discuss questions of interest to them and to express opinions publicly and privately. They will be free to support causes by orderly means that do not disrupt the regular and normal operation of the institution, and also comply with the regulations that relate to student activities and conduct. At the same time, it is made clear by their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Recognized student organizations will be allowed to invite and to hear any person of their own choosing when the purpose of such an invitation is consistent with the aims of the college.

C. Student Participation in Institutional Governance:

As constituents of the academic community, students will be free, individually and collectively to express their views concerning any formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government Association (SGA) in institutional governance will be made explicit, and the actions of the Student Government within the areas of its jurisdiction will be reviewed through orderly and prescribed procedures as provided in the SGA constitution and in the regulations of the college.

D. Student Publications:

In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy with the financial constraints of the institution for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Institutional authorities, in consultation with student publications set the standards to be used in their evaluation, and also the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entail corollary responsibilities to be governed by the canons of responsible journalism, such as avoiding libel, indecency, and undocumented allegations, attacks on personal integrity, and the techniques of harassment.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship: College students are both citizens and members of the academic community. As citizens, students will enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations granted to them by virtue of this membership. Faculty members and administrative officials will insure that institutional powers are not employed to inhibit the intellectual and personal development of students promoted by their exercise of the rights of citizenship, both on and off campus.

B. Institutional Authority and Civil Penalties: Students who violate the law incur penalties prescribed by civil authorities, and institutional authority will never be used merely to duplicate the function of general law. Only where the college's interest as an academic community is distinct and clearly involved should the special authority of the institutional regulations (such as those relating to class attendance) be invoked. In the course of off-campus activity, students will be subject to no greater penalty than would normally be imposed.

VI. Financial Policy

Students will be informed and consulted in the determination of financial policies relating directly to the student fees, except when the fees are set and structured through the Oklahoma State Regents for Higher Education.

VII. Retained Rights

The enumeration of the above rights and responsibilities shall in no way be interpreted as denying the existence of other rights and responsibilities which a student holds as a student or citizen.

VIII. Enforcement and Amendment

Mechanisms in which students, faculty members, and administrators are equally represented shall be established for continuing joint interpretation of the policies and procedures stated above. These same mechanisms shall investigate alleged violations of these guarantees.

IX. Student Responsibilities

In all aspects of students' rights, the body collectively and individually has the responsibility of participating as citizens of the academic community to assist the college in accomplishing its stated purposes. By the virtue of enrolling at Seminole State College, students have indicated that they will assume the responsibility for their behavior and acknowledge and share the following responsibilities:

A. Students must acknowledge that the only legal authority for the operation of the college belongs to the Board of Regents of the college who has delegated this authority to the administration.

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

C. Students are responsible collectively and individually for allowing other students to continue in their pursuit of education. All students must be allowed to pursue education, employment, or other particular interests without having undue restrictions placed upon them by activities of other students.

- D.** By enrolling in college, students assume the responsibility for complying with the rules and regulations of the college. Further, students must assist the college in the refinement of such regulations to provide the greatest educational opportunity for all.
- E.** The right to disagree has been previously established. However, the student must make sure the opinion is in good taste, is factual, and is presented with the proper respect for those with whom there is disagreement.
- F.** When approaching the administration about any matter, students should go through the established channels of communication. Students must assume responsibility for active participation in student government in order that this organization might continue to be an effective means of communication among constituents.
- G.** Students have the responsibility to comply with all regulations established by the Board of Regents, of Seminole State College and the laws of the state governing student conduct, and such regulations and laws as they may now exist or may be subsequently enacted and adopted shall have precedence over the provisions of this document.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

When a student has a complaint concerning an instructor, a grade received in a course, or any academic related matter, he/she should follow the procedure outlined below. If satisfaction is not achieved at one step in the procedure, the student may move on to the next step. All steps must be followed in the order presented.

STEP 1: Discuss the problem with the faculty member involved. Perceived problems are often misunderstandings generated by faculty information or miscommunication about the grievance.

STEP 2: Visit with the chairperson of the division in which the problem has risen.

STEP 3: If consultation with the faculty member and the divisional chairperson does not resolve the problem, students should consult the Vice President for Academic Affairs. The VPAA may resolve the issue in manner of his choosing. This may or may not involve a hearing before the VPAA by all parties involved.

STEP 4: Appeals of the decision rendered by the VPAA may be made to the President of Seminole State College upon written request for a review of the case within seven working days from notification of the committee's decision. The President may exercise discretion as to whether or not to hear the case. The President will make a decision on the appeal. The decision of the President may be one of the following:

1. Refuse to hear the case for lack of sufficient reason for appeal.
2. Uphold the decision of the Vice President for Academic Affairs.
3. Modify the decision of the Vice President for Academic Affairs by reducing the penalties, changing the penalties, or increasing the penalties originally levied by the Vice President for Academic Affairs.
4. Dismiss the charges against the student.
5. Take other action as deemed appropriate and as fully explained to both the Vice President for Academic Affairs and the student(s).

STUDENT ORGANIZATIONS

Membership in student clubs and organizations is highly encouraged at SSC. Students may form organizations according to student needs and interests. Currently, the following organizations are active at SSC: Phi Theta Kappa Honor Society, Student Nursing Association, Native American Student Association, Psi Beta (psychology), Sigma Kappa Delta (English), Baptist Student Union, Phi Chi Sigma, and Astronomy Club. Students wishing to join an existing club or start a new one should contact the Vice President for Student Affairs.

Procedure for Establishing a New Student Organization

1. At least one student should attempt to obtain the names, addresses, zip codes, and phone numbers of students interested in joining the proposed club.
2. The student(s) attempting to start the club should locate at least one faculty member who will agree to serve as club adviser.
3. The student(s) establishing the club should then present the list of interested students and the name of the faculty adviser, along with a statement of the organization's purpose and membership requirements to the Vice President for Student Affairs. The VPSA will present this material to the Student Government Association for its initial approval.
4. Upon initial approval by the SGA, the new club will have 90 days in which to draw up a formal constitution and present it to the SGA for final approval. The constitution should contain the following:
 - a. Official Name of the Organization
 - b. Its purpose
 - c. A time and place for at least one meeting per month
 - d. Offices and duties of each officer

- e. Election procedures
 - f. Requirements for Membership
 - g. Procedure for amending the constitution
5. Final approval of all student organizations will be made by the Vice President for Student Affairs after a review by the SGA.
 6. Official recognition of an organization shall be on a provisional basis for one year pending a review of its program.
 7. Clubs and organizations that do not form are thus inactive for at least one calendar year and must be reorganized and approved through the same steps listed above.

Special Regulations Relating to Student Organizations

1. Student clubs must adhere to the rules and regulations of SSC as stated in the *Student Handbook*, the *Student Housing Handbook* (if applicable), the *College Catalog*, and other policies established by the administration.
2. Student clubs must be composed only of students, faculty, or staff of SSC.
3. Student clubs must be nondiscriminatory in membership. The only restrictions for membership, if any, will be based on scholarship, programs, achievement, or service.
4. Student clubs must arrange for all funds of the club to be deposited with the SSC Business Office. A minimum of two signatures (one of which must be the faculty adviser's) is necessary to withdraw funds from the organization's account.
5. Student clubs must inform the Vice President for Student Affairs of any fund-raising project or any on or off campus activity at least one week prior to the event's commencement.
6. Student clubs must have at least one faculty adviser present at all their functions and meetings.

Fund-Raising by Student Organizations

Student organizations wishing to raise funds must approve the project at one of their regularly scheduled meetings and supply the Vice President for Student Affairs with important details concerning the project. The data required include: item for sale, the selling price, the dates of the fund raising project, the name of the company supplying the merchandise, and who will be helping to sell the merchandise. If college facilities are too utilized, the appropriate administrators must be contacted for approval of the use of such facilities. The Vice President for Student Affairs will have final approval over any fund-raising project.

Eligibility to Hold Office in a Student Organization

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

Activity Fund Allocation Committee

In support of the concept of providing financial support for the activities of SSC student organization, which are officially recognized by the Student Government Association, a formal mechanism was established in 1992 for sharing of SSC funds with student organizations. The SGA Activity Fund Allocation Committee (AFAC) exists to administer the process which provides a recommendation to the Vice President for Student Affairs concerning allocation of SGA funds. AFAC is composed of five individuals: one member of the College professional staff, one full-time faculty member, and three students. The SGA president and vice president are automatic student members and one at-large member is elected by the SGA. Allocation and expenditure guidelines are available from organization sponsors.

Part IV: Student Government

THE CONSTITUTION OF THE SEMINOLE STATE COLLEGE STUDENT GOVERNMENT ASSOCIATION

Article I – Organizational Title

The title of this organization shall be the Seminole State College Student Government Association.

Article II – Purposes

Section 1

To promote the interests of the total student body by formulating and proposing ideas to the Seminole State College administration for the improvement of the college.

Section 2

To encourage and promote student participation in the planning and implementation of college activities.

Section 3

To serve as an open forum for the discussion of issues that impact students of SSC.

Section 4

To plan, conduct, and fund activities and programs of an educational, cultural, and/or recreational nature for students.

Section 5

To establish the responsibilities of the members of the Student Government Association and make recommendations to the college administration on the make-up and functions of the Student Government Association.

Article III – Membership

Section 1

Any currently enrolled student who is carrying at least nine semester hours and who has a GPA of 2.0 or above at Seminole State College may seek either appointive or elective membership in the Student Government Association.

Section 2

The Student Government Association shall be composed of a President, Vice President, Secretary, eight Senators, and a representative from each active campus club or organization. The eight Senators will consist of four freshmen and four sophomores.

Section 3

The term of office for appointive or elective members will be from date of installment until the following Spring. All offices will become open for election at the end of the Spring semester.

Article IV – Meetings

Section 1

There shall be regularly scheduled meetings of the Student Government Association during the Fall and Spring semesters. Dates and times for meetings will be established each semester by the membership. Meetings of the SGA will be open to the public.

Section 2

Special meetings may be called by the President of the SGA when deemed necessary, or by the membership with presentation of a written petition to the President of the SGA which is signed by at least 51% of the total membership.

Section 3

Before official business can be voted upon by the SGA, at least 51% of the membership must be in attendance.

Article V – Executive Committee

Section 1

There shall be an Executive Committee to provide leadership for the SGA between meetings or semesters to make plans for upcoming activities and/or on matters requiring attention on behalf of the entire SGA.

Section 2

The membership of the Executive Committee shall consist of the SGA President, SGA Vice President, and the Vice President for Student Affairs or his/her designee. In the event the above named SGA members are not available, the VPSA (or designee) shall appoint any available SGA member to fill this position.

Article VI – Judiciary

Section 1

To provide input for consideration by the college administration when decisions involving individual students or organized groups of students are being formulated, the President of SGA may appoint three students and the Vice President for Student Affairs (or designee) will obtain two faculty members to hear a student or representative(s) of an organized student group regarding his/her opinions.

Section 2

The Judiciary will meet only when a case is brought before them for consideration.

Section 3

The Judiciary will render a written opinion, majority and minority, to the Vice President for Student Affairs following the hearing of the student(s) involved and the college administration.

Section 4

The majority opinion of the Judiciary will be considered by the college administration but will not dictate the final decision formulated.

Article VII – SGA Adviser

Section 1

The Vice President for Student Affairs shall either serve or select an SSC staff member to serve as the official SGA Adviser.

Section 2

The SGA Adviser shall serve as liaison between the SGA membership and the administration of Seminole State College. All resolutions, bills, and decisions of the SGA which need administrative approval and/or support for implementation shall be presented to the adviser.

Section 3

The adviser shall attend all regularly scheduled meetings of the SGA in a nonvoting, advisory capacity.

Article VIII – Amendments

Section 1

Proposed amendments in this constitution shall be presented in writing to the President of SGA two weeks prior to the scheduled meeting at which discussion on the amendment(s) will take place. All members of the SGA shall receive a copy of the proposed amendment(s) at least one week prior to the meeting.

Section 2

For approval of amendment(s) to the constitution, at least three-fourths of the members of the SGA must vote for amendment(s) at a regularly scheduled meeting.

Section 3

No amendments to the Constitution may violate existing college rules, standards, or policies as stated in official handbooks or written policy statements established by the Board of Regents, Faculty Senate, or any administrator who has power to establish rules and procedures.

Section 4

Amendments must be proposed by a member of the Student Government Association.

Amended and approved by the SGA membership on January 7, 2010.

Amended and/or approved by the Administrative Council, February 2010.

BY-LAWS SSC STUDENT GOVERNMENT ASSOCIATION

Article I – Duties of Officers

Section 1 - The President

- A. Shall serve as the SGA liaison with the college administration.
- B. Shall represent the SGA at official college meetings and functions open to the public or to which an invitation has been extended.
- C. Shall preside at all meetings of the Executive Committee.
- D. Shall appoint committees and designate their chairperson as he/she shall deem necessary to conduct the work of the SGA.
- E. Shall appoint replacement Senators for SGA Senators who resign, leave the college, or who are removed from the SGA for absences or other reasons.
- F. Shall appoint student members to the Judiciary when he/she deems necessary.
- G. Shall supervise the preparation of each meeting agenda.
- H. Shall preside at all meetings of the full membership of the SGA.

Section 2 – The Vice President

- A. Shall substitute for and assist the President when necessary.
- B. Shall succeed to the office of President in the event the President cannot or does not fulfill his/her term of office.
- C. Shall be a member of the Executive Committee.

Article II – Duties of Senators

Section 1

Senators shall attend all meetings of the SGA for the purposes of proposing ideas to meet the purposes of the SGA, discussion of ideas, voting on bills, resolutions, and actions.

Section 2

Senators shall serve on any and all committees to which they are assigned by the President.

Section 3

Senators shall attend all events for which they have approved as a function of the SGA.

Article III – Agenda and Minutes

Section I - Agenda

An agenda for each regularly scheduled meeting of the SGA shall be prepared by the President and the Recording Secretary. The agenda shall be in the Senator's mailbox or hand delivered at least two school days before the meeting being addressed.

Section 2 - Minutes

The Recording Secretary shall have a typed copy of the most recent SGA minutes available for public posting and for distribution to all members within 48 hours from the conclusion of the meeting.

Article IV – Removal From Office

Section 1

Any member of the SGA may be removed from office if placed on academic probation or suspension or disciplinary probation or suspension by the administration of Seminole State College.

Section 2

SGA members, who miss three meetings and/or approved official functions of the SGA, for any reason, during the term of office, may be removed from office by the President of the SGA.

Section 3

Any member of the SGA may be removed from office through impeachment proceedings upon written petition for the initiation of impeachment proceedings by at least 50 percent of the SGA membership. Such petition should be presented to the Vice President for Student Affairs who will officiate at the impeachment proceeding.

Section 4

In order for a SGA member to be removed from office via impeachment, at least 75% of the SGA must be in attendance, three-fourths of those present must vote for removal from office, and the defendant must be allowed to address and defend himself/herself against the charges stated in the written petition calling for his/her ouster. The President or Vice President of the SGA shall select any individual (s) to represent the case for the SGA. In all cases, the guidelines established in the *Student Handbook* for the Administrative Procedures Concerning Disciplinary Hearings in regard to the right of friendly counsel and common courtesy shall apply.

Article V – Budget

Section 1

The Vice President for Student Affairs is the administrator in charge of recommending college allocations from the student activity fee account. The SGA budget allocation will be based on the past financial needs of the SGA, anticipated income, and input from the outgoing SGA.

Article VI – Officer and Senatorial Elections

Section 1 - Filing for Office

Students interested in running for elective office may apply at the Vice President for Student Affairs' office during the first three weeks of the fall semester. The Vice President for Student Affairs will confirm that the student is enrolled for at least nine semester credit hours and that the student's classification is as stated on the application for office.

Section 2 - Campaign Period

Students who have filed for office may conduct their campaigns three weeks prior to the Spring elections.

Section 3 - Campaign Rules

All signs and posters must be approved by the Vice President for Student Affairs as in accordance with the Bulletin Board Policy as listed in the *Student Handbook*. Additionally, there will be no personal solicitation for votes in the day of the election within thirty feet of the voting booth(s).

Section 4 – Online Voting

Online voting will be established at times and days selected by the Vice President for Student Affairs during the Spring semester.

Section 5 - Voting Results

The Vice President for Student Affairs will count the votes and tabulate the election results by noon the day following the election. A simple majority will constitute a winning majority. The Vice President for Student Affairs will post the names of the winner of the election in the Student Union and on official college bulletin boards by 5:00 p.m. the day following the election.

Article VII – Senatorial Appointments

Section 1 - Eligibility

In accordance with the Constitution of the SGA, eight students shall be elected to the SGA during spring elections, for the coming academic year starting in the fall of each year. Such students shall be enrolled for at least nine semester hours, be in academic "good standing", and be planning to enroll for at least nine semester hours during the upcoming Fall and Spring semesters.

Section 2 - Open or unfilled offices

If the eight senatorial positions are not filled during the spring elections, the SGA Executive Committee shall appoint officers to those positions.

Section 3 - Candidacy

Students may nominate themselves for the appointive positions or they may be nominated by other students or college employees.

Section 4 - Selection

Students selected for the appointive positions will be interviewed by the President of the SGA, the Vice President, and the Vice President for Student Affairs. Written notification of selection or rejection will be mailed to the student's address following determination of the appointees.

Section 5 - Eligibility to Run for Elective Office

Should they choose to run, SGA members are required to fulfill the office for one full year; i.e. Fall and Spring semesters.