



# Welcome to Seminole State College Student Handbook 2025-2026

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,



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

**Our Values**  
*Compassion  
Opportunity  
Respect  
Excellence*

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# Seminole State College Notification of Nondiscrimination

Seminole State College does not discriminate or permit discrimination by any member of its community against any individual based on the individual's race, color, religion, political beliefs, national origin, age (40 or older), sex, sexual orientation, genetic information, gender identity, gender expression, disability, or veteran status in matters of admissions, employment, financial aid, housing, services in educational programs or activities.

In compliance with and support of the following federal civil right laws:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

College policy prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

The college has an open enrollment policy in accordance with the criteria set by the Oklahoma State Regents for Higher Education. If a regularly enrolled student has not taken the ACT test, then placement tests will be required. All first-time freshmen students are subject to placement testing to ensure proper course selection. Technical occupational training is offered to all students in the areas of Business, Medical Laboratory Technology, and Nursing. Inquiries concerning this policy may be directed to:

Office of VP for Academic and Student Affairs- Telephone (405) 382-9272 in the Walkingstick Student Services Center and Human Resources Office- Telephone (405) 382-9204 in the Dan and Andrea Boren Center.

# ADA/Students with Special Needs

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, Carmen Hutchins, located in the Haney Center room 239. Mrs. Hutchins may also be reached by calling 405-382-9719.

## 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)

## Student Responsibility

You 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. If you are diagnosed with a learning disability prior to graduation from an accredited high school, you need to submit a copy of the psycho-educational evaluation on file at your respective high school.
2. If you are diagnosed after completion of high school, you need to submit a psycho-educational evaluation performed by a licensed psychologist. (It is the policy of Seminole State College to base accommodations on the most recent psycho educational evaluation.)

## Service and Emotional Support/Assistance Animal Policy (SSC Board Approved 5/18/2023)

### I. Policy Statement

Seminole State College (or, the “College”) is committed to compliance with state and federal laws regarding individuals with disabilities, including but not limited to the Americans with Disabilities Act (“ADA”). All requests for emotional support/assistance animals should be directed to the ADA Coordinator’s Office; 2701 Boren Blvd., Seminole, OK 74868; [c.hutchins@sscok.edu](mailto:c.hutchins@sscok.edu); 405-382-9252 or 405-382-9719.

The College will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether the animal is a reasonable accommodation on campus. In doing so, the College must balance the needs of the individual with the impact of animals on other campus patrons. The College does not generally permit animals in campus buildings except as this policy accommodates.

**House Bill 1178: No person shall knowingly present any animal or therapy/emotional support animal as a service animal or intentionally misrepresent entitlement to an animal in his or her possession as a qualified service animal for the purpose of obtaining any of the rights or privileges set forth in state or federal law for an individual with a disability. Any person who violates this subsection shall, upon conviction, be guilty of a misdemeanor.**

### II. Definition

**Owner:** The Owner is the student-resident who has requested the accommodation and has received approval to bring an Emotional Support Animal (ESA) into college housing.

**Service Animal:** A service animal is a dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such tasks include but are not limited to:

- Assisting an individual with impaired vision to navigate.
- Alerting individuals who are hard of hearing to the presence of people or objects.
- Pulling a person's wheelchair.
- Alerting the individual to take medications.
- Providing assistance with stability or balance to an individual with a mobility disability.
- Detecting and assisting a person during seizures.

Other species of animals, whether wild or domestic, trained, or untrained, are not service animals. In some cases, the College may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.

The work or tasks performed by a service animal must be directly related to the individual's disability. When it is not obvious what service an animal provides, or when there is a reasonable basis to conclude that the animal might not be a service animal, staff may make limited inquiries. The College may ask these two questions: 1) is the dog a service animal that is required because of a disability, and 2) what work or task the animal has been trained to perform. Federal law does not require the individual to provide documentation that an animal has been trained as a service animal.

Service animals are permitted everywhere on campus where the animal may reasonably accompany a person with a disability. The College may on a case-by-case basis exclude the animal from laboratories or other areas where the presence of the animal may cause an unavoidable hazard, health risk, or where the animal's presence would fundamentally interfere with the service or instruction provided. The College will not require individuals with service animals to receive permission to have their animals with them on campus, nor will there be any pre-clearance requirement for the presence of the animals on campus. However, pursuant to the two-part inquiry above, reasonable documentation and/or demonstration of the animal's training may be requested.

Although not required, it is encouraged that any individual with a service animal contact the ADA Coordinator's Office. When it is not obvious that a dog is a service animal, or if there are additional questions, it is recommended that the individual contact the ADA Coordinator's Office to assist in the transition of the dog on campus.

The regulations provide that the College need not accommodate a service animal if it poses a direct threat to the health or safety of others, the owner cannot effectively control it, the animal has not been housebroken, or if it would fundamentally alter the nature of a service or program.

**Emotional Support/Assistance Animal: Emotional** support/assistance animals do not qualify as service animals. An emotional support/assistance animal is an animal that provides assistance or performs tasks for the benefit of a person with a documented disability - the animal is deemed necessary to assist, support, or provide service to people with disabilities. The College permits emotional support/assistance animals only within residential facilities and outdoors, and not within the remainder of campus buildings (e.g., dining facilities, library, academic buildings, athletic building and facilities, classrooms, labs, etc.).

In order for the requested accommodation to qualify as a reasonable accommodation, the requester must have a disability, and the accommodation must be necessary to afford a person with a disability an equal opportunity to use and enjoy Seminole State College housing. An animal qualifies as a reasonable accommodation if: (1) An individual has a disability, as defined in the Fair Housing Act or Rehab Act, (2) the animal is needed to assist with the disability, and (3) the individual who requests the reasonable accommodation demonstrates that there is a relationship between the disability and the assistance that the animal provides.

An emotional support/assistance animal is prescribed to an individual with a disability by a healthcare or mental health professional. Support/assistance animals provide specific functions for people with mental and emotional disabilities in the private setting of the home and are not generally allowed in the public spaces covered by the ADA.

### III. Emotional Support/Assistance Animals in College Housing

Emotional support/assistance animals may not reside in Seminole State College housing without the express approval of college officials. An exception to the Animal and Pet Policy is granted for approved animals provided that their behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruption for residents and other staff. Dangerous, poisonous, and/or illegal animals are not permitted. Such requests should be processed as follows:

- A. A person requesting emotional support/assistance animal must provide the ADA Coordinator's Office with appropriate documentation at least 30 days before prospective housing is needed. The ADA Coordinator's Office requires a 30-day

notice period to do its due diligence by gathering and verifying the necessary documentation for the student. This documentation includes but is not limited to: Emotional support animal registration form, verification of a disability from a health care provider, the determination of any conflicting disabilities in the immediate vicinity where the animal will be housed, and verification of all vaccinations and the health of the animal. If documentation is immediately available, the time for the approval process may be shortened.

- B. Documentation of the need for emotional support/assistance animal must include the Request for Emotional Support Animal Health Care Provider form filled out by a Health Care Provider. This may be a physician, psychiatrist, or other mental health professional. The provider should be familiar with the professional literature concerning the therapeutic benefits of assistance animals for people with disabilities. At a minimum, the letter should include the following items:
- a. The provider's diagnosis of the person's condition.
  - b. Date of onset of disability.
  - c. Dates of care for this disability.
  - d. Previous treatment strategies used to manage this diagnosis.
  - e. Effect(s) the condition has on the student's ability to remain in student housing without the use of an emotional support/assistance animal.
  - f. Description of the service(s) the animal will provide.
  - g. Whether or not an emotional support/assistance animal is being prescribed for treatment purposes that are necessary to help alleviate symptoms associated with the person's condition and/or to help the person use and enjoy college housing.

#### **IV. When Seminole State College Housing Is Not Required to Make a Reasonable Accommodation**

Seminole State College housing is not required to provide any reasonable accommodation that would pose a direct threat to the health or safety of others or if the presence of the assistance animal would (1) result in substantial physical damage to the property of others unless the threat can be eliminate or significantly reduced by a reasonable accommodation; (2) pose an undue financial and administrative burden; or (3) fundamentally alter the nature of the College's operations.

Requirements for assistance/service animals will be evaluated in the appropriate context of housing and are independent of the ADA regulations that are formulated to meet the needs of people with disabilities in a different context and were adopted after the Department of Housing and Urban Development's regulations.

#### **V. Requirements of Persons with an Emotional Support Animal**

**Health:** The animal must be properly inoculated and free from diseases. All vaccinations must be current, and the animal must have an annual clean bill of health from a licensed veterinarian. The College reserves the right to request an updated verification at any time during the animal's residency.

You may not leave your dog unattended in your room for more than six consecutive hours, or other types of animals for more than 24 consecutive hours. Your animal must be removed from college premises during break periods (fall break, Thanksgiving, Christmas, spring break, summer, etc.) or any other time in which you are not physically on campus for longer than six consecutive hours if it is a dog and 24 consecutive hours for other types of animals. The animal must remain in your residence hall room or outside being walked by the owner. Your animal may not reside in the room of another student in campus housing.

If the college is required to assume responsibility for the animal due to the illness or incapacitation of its owner and user, or because the student abandons the animal, all costs incurred by the college will be charged to the student's account.

**Dwelling:** The owner shall keep the animal properly restrained at all times and shall not permit the animal to be at large off the premises or room of the owner unless under the control of a competent person. If an animal is found running at large, the emotional support animal is subject to capture and confinement and immediate removal from College housing. At all other times, the emotional support animal shall be kept in the residence. Emotional support animals may not be taken into buildings outside the assigned residence hall room/suite (e.g., dining facilities, library, academic buildings, athletic building and facilities, classrooms, labs, etc.). Emotional support animals shall be confined in an animal crate or carrier when alone in the residence. SSC personnel shall not be required to provide care or food for any emotional support animals including, but not limited to, removing the emotional support animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the emotional support animals if safe to do so and may not be held responsible for the care, damage to, or loss of the animal.

**Under Control:** The owner/keeper of the animal must always be in full control of the animal. The care and supervision of a service animal is solely the responsibility of the owner. It must be always contained within the private residential area/room, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. Emotional support animals may not be left overnight in College housing to be cared for by any individual other than the Owner. If the Owner is to be absent from their residence overnight or longer, the emotional support animal must accompany the Owner except on College sponsored events.

**Cleanup Rule:** Owners are responsible for properly containing and disposing of all animal fecal waste.

- a. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces and changed daily.
- b. Outdoor animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag, and securely tied before being disposed of in outside trash dumpsters.
- c. For dogs and other animals requiring exercise and outside toileting, the animal may be walked on College grounds excluding athletic fields.

**Odor:** The owner is responsible for maintaining an acceptable odor of the approved animal.

**Inspections:** The owner’s residence may be inspected for fleas, ticks or other pests as needed. The Housing Director or Manager will schedule the inspection, normally done during routine health and safety inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond normal required pest management.

**Fines:** All rooms must pass routine Health and Safety checks, as per college requirements. Failure to pass these will result in fines. Also, any noise complaint violations from the animal will be treated the same as others and the student will be fined. Continued nuisance may result in the animal no longer being able to be accommodated. A fine of \$100 per day will be implemented for any unauthorized animals found in residence halls.

**VI. Request for Accommodations**

Student requests for disability accommodations, including the request to have an Emotional Support Animal accompany a student on campus and in Seminole State College housing, are handled by the ADA Coordinator’s Office in the Haney center room 239, 2701 Boren Blvd., Seminole, OK 74868; [c.hutchins@sscok.edu](mailto:c.hutchins@sscok.edu); 405-382-9719. A decision about whether a particular accommodation is reasonable is a fact-intensive, case-specific determination.

1. The owner must register their animal with the ADA Coordinator’s Office through completing and signing the Animal Registration Form and providing all necessary documentation.
2. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.
3. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, window, or wall covering, etc. The owner is expected to cover these costs upon repair and/or move-out.
4. The owner is responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to College premises that are assessed after vacating the residence. The College shall have the right to bill the student account of the owner for unmet obligations.
5. The owner must notify the ADA Coordinator’s Office in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal the owner must file a new request for exception.
6. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. If one or more roommates or suitemates do not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by the Director of Housing, may be moved to a more suitable location.
7. The Director of Housing can relocate the owner and approved animal as necessary per current contractual agreements.



8. Owner agrees to continue to abide by all other residential policies. An exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
9. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the Judicial Committee and the student will be afforded all rights of due process and appeal as outlined in that process.
10. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

The College may require the individual to remove the Emotional Support Animal from College housing if:

1. The animal poses a direct threat to the health or safety of others.
2. The animal causes substantial property damage to the property of others.
3. The Owner does not comply with the Owner's Responsibilities set forth above.
4. The animal or its presence creates an unmanageable disturbance or interference with the College community.

To read the Service and Emotional Support/Assistance Animal policy in its entirety, click on the link provided. Part 3, Chapter 5.  
<http://www.sscok.edu/about-ssc/policy-manual/index.html>

### How Often Must a Student Request ADA Services?

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

## Title IX POLICY AND PROCEDURE

### INTRODUCTION

Under Title IX of the Education Amendments of 1972:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

This Title IX policy is based on the Department of Education's Final Rule dated May 6, 2020. Developed to reaffirm these principles, this policy has been established to provide recourse for those individuals whose rights have been violated. It is intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

Seminole State College (the "College") uses the preponderance of the evidence, also known as "more likely than not" as a standard for proof of whether a violation occurred. In campus grievance proceedings, the burden of proof is the responsibility of the College and not the parties involved. The College never assumes a responding party is in violation of College procedure. Campus grievance proceedings are conducted to consider the totality of all evidence available, from all relevant sources. The College may address sexual harassment affecting its students or employees that falls outside Title IX's jurisdiction in any manner the school chooses, including providing supportive measures or pursuing discipline.

When responding to sexual harassment (e.g., by offering supportive measures to a complainant and refraining from disciplining a respondent without following a Title IX grievance process, which includes investigating formal complaints of sexual harassment), Title IX provides clear definitions so recipients, students, and employees clearly understand how a school must respond to sexual harassment incidents in a way that supports the alleged victim and treats both parties fairly. For purposes of Title IX, some definitions may vary from other similar definitions mandated by State and Federal legislation.

- **Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This clarifies that any third party as well as the complainant may report sexual harassment. While parents and guardians do not become complainants (or respondents), Title IX expressly recognizes the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.

- **Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Formal complaint:** a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment and states:
  - At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
  - A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under the Final Rule, and by any additional method designated by the school.
- **Document filed by a complainant:** a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts and bias.
- **Supportive measures:** individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. Title IX evaluates a school's selection of supportive measures and remedies based on what is not clearly unreasonable considering the known circumstances, and does not second-guess a school's disciplinary decisions, but requires the school to offer supportive measures, and provide remedies to a complainant whenever a respondent is found responsible. The Title IX Coordinator is responsible for offering and coordinating the implementation of supportive measures. Supportive measures services that are provided to either the complainant or the respondent be kept confidential unless disclosure is necessary to provide the service. These services will be offered as appropriate, as reasonably available, and without fee or charge.
  - Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.
- **Actual Knowledge:** notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has the authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary and secondary school.
- **Dating Violence:** dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors:
  - The length of relationship.
  - The type of relationship.
  - The frequency of interaction between the people involved in the relationship.
- **Domestic Violence:** domestic violence is felony or misdemeanor crime of violence committed by a:
  - current or former spouse or intimate partner of the victim.
  - person with whom the victim shares a child in common.
  - person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner.
  - person similarly situated to the spouse of the victim under the domestic or family violence laws of Oklahoma.
  - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.
- **Sexual Assault:** any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - **Sodomy:** Oral or anal intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent disability.
  - **Sexual assault with an object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape:** sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:
  - An employee of the College conditioning the provision of any aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (quid pro quo).
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.
  - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that explicitly or implicitly affect an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.
- **Stalking:** stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
  - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - A reasonable person means a person under similar circumstances and with similar identities to the victim.
  - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## INSTITUTIONAL RESPONSE EXPECTATIONS

Upon receiving a formal complaint, the College will respond in a way that is not deliberately indifferent when the College has actual knowledge. The College has actual knowledge if the Title IX Coordinator or any official who has authority to institute corrective measures on behalf of the recipient is informed. Regulations allow any person to report, but only Complainant, or Title IX Coordinator in limited cases, can initiate Formal Complaint.

## GRIEVANCE PROCESS

The College will provide a consistent, transparent grievance process for resolving formal complaints of sexual harassment. The College grievance process will:

- Treat complainants equitably by providing remedies any time a respondent is found responsible and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process.
- Provide remedies, which are required to be provided to a complainant when a respondent is found responsible, must be designed to maintain the complainant's equal access to education and may include the same individualized services as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- Require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
- Require Title IX personnel (Title IX Coordinators, investigators, decision-makers, people who facilitate any informal resolution process) to be free from conflicts of interest or bias for or against complainants or respondents.
- Training of Title IX personnel includes training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation, and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- Will ensure that decision-makers receive training on any technology to be used at a live hearing.
- Will ensure that decision-makers receive training on issues of relevance, including how to apply the rape shield protections provided only for complainants.
- Include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- Will ensure materials used to train Title IX personnel will be posted on the College website.
- Will ensure training materials will not rely on sex stereotypes.

- Will ensure training materials promote impartial investigations and adjudications of formal complaints of sexual harassment.
- Will ensure training materials will be maintained by the school for at least seven years.
- Include reasonably prompt time frames for conclusion of the grievance process, including appeals and informal resolutions, with allowance for short-term, good cause delays or extensions of the time frames.
- Describe the range, or list, the possible remedies the College may present to a complainant and disciplinary sanctions that may be imposed on a respondent, following determinations of responsibility.
- Will use the preponderance of the evidence standard for all formal complaints of sexual harassment (including where staff and faculty are respondents).
- Will not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- Will apply equally to both parties any provisions, rules, or practices other than those required by Title IX that the College adopts as part of its grievance process for handling formal complaints of sexual harassment. The College will evaluate the applicability of disability laws to the removal decision and consider the appropriateness of supportive measures in lieu of an emergency removal. The respondent will be provided with notice and an immediate opportunity to challenge the emergency removal.

## **EMERGENCY REMOVAL**

In certain instances, an emergency removal action may be appropriate for the College to avoid a deliberately indifferent response. The College will conduct a prompt, individualized safety and risk analysis which must confirm there is an immediate threat to the physical health or safety of one or more individuals, who may be the respondent, the complainant, or any other individual such as a third-party witness.

## **INVESTIGATION**

The College will investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint.

During the grievance process and when investigating:

- The burden of gathering evidence and burden of proof will be the responsibility of the College, not on the parties.
- The College will provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- The College will not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- Parties will have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
- The College will send written notice of any investigative interviews, meetings, or hearings.
- The College will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- The College will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- The College will dismiss allegations of conduct that do not meet the Title IX definition of sexual harassment or did not occur in a school’s education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.
- The College will, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
- The College will give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- The College may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts. Title IX protects the privacy of a party’s medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the College obtains the party’s voluntary, written consent to do so.

## **LIVE HEARING**

The College will adhere to the Title IX requirement to provide a “live” hearing with cross-examination.

- At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
- Such a cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
- If a party does not have an advisor present at the live hearing, the College will provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party. Advisors must be either professionals (e.g., attorneys or experienced advocates) or at least adults capable of understanding the purpose and scope of cross-examination.
- Decision-maker(s) may consider statements made by the parties and witnesses during the investigation, emails or text exchanges between the parties leading up to the alleged sexual harassment, and statements about the alleged sexual harassment that satisfy the regulation's relevance rules, regardless of whether the parties or witnesses submit to cross-examination at the live hearing. A decision-maker(s) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing.
- Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
- The College will create an audio or audiovisual recording, or transcript, of any live hearing.
- Title IX provides rape shield protections for complainants, deeming irrelevant, questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
- If more than one decision-maker is utilized in a hearing, a majority decision of the three-person panel will stand as the final decision.

## **STANDARD OF EVIDENCE AND WRITTEN DETERMINATION**

The College will utilize a preponderance of the evidence standard of evidence, also known as "more likely than not," for all formal complaints of sexual harassment whether the respondent is a student or an employee (including faculty member).

- The decision-maker (who cannot be the same person as the Title IX Coordinator or the investigator) must issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
- The written determination will be sent simultaneously to the parties along with information about how to file an appeal.

## **RANGE OF SANCTIONS**

Sanctions for violation of college regulations/student code of conduct may include any one or a combination of the following:

1. Formal or informal warning and reprimands.
2. The imposing of specified restrictions.
3. Financial restitution to the appropriate party.
4. Fines
5. Loss of privileges may include but not limited to use of college facilities, visitation, suspension from athletic event participation, and attendance at college functions, etc.
6. 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 Academic and 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
7. **Suspension.** A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by Vice President for Academic and Student Affairs. Suspension may be recorded on the student's transcript at the discretion of the Vice President for Academic and Student Affairs.
8. **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.

## APPEALS

The College will offer both parties an appeal from a determination regarding responsibility, and from a school's dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter. Appeals will not consist of meeting with the Complainant or Respondent, but

## INFORMAL RESOLUTION

The College, at its discretion, may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. Any person who facilitates an informal resolution must be well trained.

- The College will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, the College will not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
- The College will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## RETALIATION

The College adamantly prohibits retaliation of any kind. Charging an individual with code of conduct violations that do not involve sexual harassment but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation. The College will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. Complaints alleging retaliation may be filed according to a school's prompt and equitable grievance procedures. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility alone, is not sufficient to conclude that any party made a bad faith materially false statement.

## TITLE IX COORDINATOR

The College Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct procedure. The Coordinator reports to the Vice President for Academic and Student Affairs. Questions about this policy and procedure should be directed to the Title IX Coordinator or Vice President for Academic and Student Affairs. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:

Leslie Sewell, Title IX Coordinator  
 Assistant Athletic Director  
 Seminole State College  
 2701 Boren Blvd; Raymond Harbor Fieldhouse #3  
 Seminole, OK 74818  
 (405) 382-9541

The College Deputy Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct procedure concerning employees. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Deputy Title IX Coordinator:

Deputy Title IX Coordinator  
Holly Wilson-Byrd  
Seminole State College  
2701 Boren Blvd; Dan and Andrea Boren Center #208  
Seminole, OK 74868  
(405) 382-9212  
h.wilsonbyrd@sscok.edu

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Code of Conduct or Employee Handbook. A Title IX Final Rule for 2023 may be approved in 2023-2024. These new Title IX rules will supersede the current rules.

## Academic/Enrollment Guidelines

**All new students at SSC receive academic advisement from an Academic Advisor in the Enrollment Center to ensure proper course selection. During the new students’ first semester they will be assigned to a specific advisor.**

Steps for Academic Advising/Enrollment are as follows:

1. A new student to the college will need to complete an application for admission at <https://my.sscok.edu/ICS/Admissions/>
2. Once the application is processed, students are automatically admitted and can proceed with visiting with admissions and an academic advisor.
3. All new students must provide all official high school and college transcripts, ACT or SAT scores (if previously taken) with the academic advisor who reviews the materials for curricular and basic academic skills deficiencies and placement testing needs.
4. The academic advisor may refer a student to the Testing Center for assessment testing as needed. The purpose of placement testing is to help the student be successful in courses requiring extensive use of mathematics, English compositional skills, reading, and vocabulary skills.
5. After curricular deficiencies and assessment needs are addressed, the student meets with the academic advisor 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 course work for the semester.
6. An advisor must enroll all students. Students are unable to enroll themselves and must see an advisor to be evaluated and registered for courses.
7. While completing coursework at SSC, a student is encouraged to visit with the Degree Program Mentor or other faculty member in the student’s major field concerning career plans and specific coursework related to those plans. Students may also visit the Library for Career services.
8. A student planning to transfer to a baccalaureate degree-granting institution after graduation should always discuss those plans each time they meet with their advisor.

### Placement Testing

Students who present curricular or basic academic skills deficiencies are required to take placement tests in the Testing Center, located in the Walkingstick Student Services Building, prior to enrollment. Academic advisors refer students to placement testing and review results to address curricular and basic academic skills

deficiencies. Following the scoring and review of the placement tests, an academic advisor will advise a 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 skills. A placement test is also available to determine student readiness for enrollment in General Chemistry.

### **Dropping/Withdrawing from a Course**

Review the posted dates for each semester on the SSC website academic calendar to know the deadline to drop or withdrawal from a course. If students drop a course BEFORE the published add/drop date, they will not be charged for the class, and it will not adversely affect their financial aid. If students' withdrawal after the add/drop date, they will still be responsible for paying for the class and it could adversely affect their financial aid. It is highly recommended students speak with an academic advisor to complete the appropriate form.

## **Financial Aid**

### **Federal Programs**

Seminole State College participates in the following Federal Title IV assistance programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work Study, subsidized and unsubsidized Federal Direct Student Loans, and Federal Parent PLUS Loan. SSC also participates in state assistance programs such as the Oklahoma Tuition Aid Grant (OTAG), the Oklahoma's Promise grant program, Academic Scholars program, Inspired to Teach program, and the Reach Higher program.

Application is made for the above listed programs by submitting the Free Application for Federal Student Aid (FAFSA) available at [www.studentaid.gov](http://www.studentaid.gov). For assistance with the FAFSA students may come to the Financial Aid Office in the Student Services Building. Once the FAFSA is completed, an SSC Financial Aid Specialist will review the information and may request additional information. After all required information is received, the specialist will determine the types and amounts of awards the student is eligible for that academic year. The FAFSA must be completed by the student every academic year and is made available by December 1st each year. It is highly recommended for students to complete the FAFSA as close as possible to December 1st as some funds are first come, first served.

Eligibility for all Federal programs is determined using the appropriate Federal regulations. Contact the SSC Financial Aid office for current awarding policies.

### **Scholarships**

SSC offers scholarships based on financial need, outstanding academic performance, and special abilities or skills, such as leadership, journalism, esports 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 or online at <https://www.sscok.edu/admissions/financial-assistance/scholarships/index.html>.

### **Work Study**



Federal College Work Study is available to students who have eligibility, indicate interest in their FAFSA, and fill out an application provided by the Financial Aid Department. Eligible applicant information is made available to all supervisors across campus, who then select students who most closely meets their department's needs. Positions are limited and may vary depending on the availability of funds and department need.

### **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, Federal student loans and Federal Supplemental Educational Opportunity Grant (FSEOG) funds will occur approximately 6-8 weeks after the beginning of the fall and spring semesters. No scholarships or tribal funds are disbursed before the add/drop date. After the add/drop date has passed, funds are disbursed five to seven days after receiving receipt by SSC. Federal College Work Study earnings are disbursed on the 12th of each month.

### **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. The fall semester includes enrollment in the winter intersession.

A student's enrollment status is determined as follows: Full-time enrollment is defined as 12 or more credit hours,  $\frac{3}{4}$  time enrollment is 9 – 11 credit hours, half-time enrollment is 6 – 8 credit hours and less than half-time 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 enrollment status on the award letter, the award will have to be recalculated for the correct status. Only classes which apply to the student's declared degree program will be included in determining enrollment status for financial aid.

### **Charging Tuition, Fees, and Books**

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 completed by July 1st will be allowed to charge 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.

### **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 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 financial aid has been awarded or other arrangements have been made. For payment plan option, please sign into mysscok.edu and click on the "Student Payment Portal" on the left menu bar.

### **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.
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 withdraw 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 enrolls, decides not to attend SSC, and does not withdraw, he/she will be held personally responsible for payment of those expenses charged.

### **Satisfactory Academic Progress Policy (SAP)**

Federal regulations governing federal student aid programs require students to make 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:

#### **Quantitative Standards**

##### **1. Pace**

Aid recipients must complete at least 67% of the cumulative credits they attempt. This is calculated by taking the number of cumulative credits earned divided by the number of cumulative credits attempted. Grades of F, I and W all count as credits attempted but do not count as credits earned. Also, a grade of "D" in zero level courses will count as credits attempted but do not count as credits earned.

##### **2. Maximum Time Frame**

A student must complete their degree within 150% of the credits required for that degree/certificate. Most degrees at SSC require 62 credits, therefore, these degrees must be completed within 93 attempted credit hours. Once a student is determined they are not meeting their maximum time frame, they will automatically be suspended from financial aid. If the student wishes to continue receiving financial aid, they must complete the appeal process.

#### **Qualitative Standards**

##### **1. GPA**

- a. Students must maintain a minimum cumulative SAP GPA of 2.0 or better.

#### **SAP Status**

SAP minimums are checked and evaluated at the end of each semester. So long as a student is meeting the minimum SAP requirements, they will be considered a “student in good standing.” Please read below for specifics on each of adverse SAP statuses.

### **1. Financial Aid Warning**

The first semester students do not meet the minimum SAP requirements; they are placed on financial aid warning for one semester and are still eligible to receive financial aid. They must use this semester to bring themselves back to meeting the minimum requirements. If at the end of this semester the student is still not meeting the requirements, they will be placed on Financial Aid Suspension.

### **2. Financial Aid Suspension**

Students placed on SSC financial aid suspension are ineligible for financial aid. Financial aid assistance includes, but is not limited to, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work-Study, Federal Direct Student loans, Institutional scholarships, and some outside scholarships. Students may regain their financial aid eligibility by completing the SAP Appeal form and submitting it to the Financial Assistance Office. Such an appeal should be as specific and detailed as possible, and it should be accompanied by all documentation available. The appeal will go before a committee for review and will be approved or denied. Students will be notified of the decision. All decisions are final. If the appeal is approved, the student will be put on Financial Aid Probation. If the appeal is not approved, the student will remain in Financial Aid Suspension status.

### **3. Financial Aid Probation**

If a student successfully completes the SAP appeal process and the appeal is approved, they will be placed on Financial Aid Probation. The student will continue to be eligible for financial aid, however, the student cannot make any grade below a “C” or a grade of “W.” Should the student receive a poor grade or “W”, they will be placed back on Financial Aid Suspension.

### **4. Academic Plan**

The SAP Appeals Committee might require a student on probation to complete an Academic Plan. If this is required, the student must meet with an advisor and determine the remaining classes needed in order to complete their degree. From that point forward, financial aid will only pay for the classes that are listed on that Academic Plan. If the plan needs to be re-done, the student must return to the advisor, complete a new plan, and re-submit it to the Financial Assistance Office for approval.

Note: If a student is in any of these adverse SAP statuses and begins to meet the minimum SAP requirements, they will be released from the conditions of their status and be placed back in “student in good standing” status.

## **Classification of Students**

**Freshman** = 0 to 29 earned semester credit hours

**Sophomore** = 30 or more earned semester credit hours

**Full-Time Student:** A student enrolled in 12 or more semester credit hours during a fall, spring, or summer semester.

**Part-Time Student:** A student enrolled in 11 or fewer hours during a fall, spring, or summer semester.

**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 as a special student. Special Students do not qualify for federal financial aid.

### **Transfer Students**

Students who are on financial aid suspension at a previously attended institution may also be placed on financial aid suspension at SSC the first semester of attendance at SSC. Transfer students are allowed to complete an appeal to regain their Financial Aid eligibility as SSC.

### **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 with the Admissions office.

### **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 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 through the Financial Aid Portal. For any questions regarding the Financial Aid Portal contact the Financial Aid office at [finaid@sscock.edu](mailto:finaid@sscock.edu) or call 405-382-9247.**

### **Veterans Assistance (Updated 7/23/2024)**

The Department of Veterans Affairs (VA) requires all veterans to abide by the policies and regulations of the College concerning academic standing and progress, class attendance, and conduct. The School Certifying Official will monitor compliance with these policies and is required to report any deviations to the VA. SSC requires the following:

A. Academic program recipients of VA benefits must select and designate the academic program under which he or she will be receiving educational benefits. Any change of academic program must be acceptable to the VA.

B. Course work—educational benefits will be paid only on courses applicable toward the academic program. Any course substitution, that is, any course outside the catalog listing for a particular program, must be verified as an approved substitution. The VA will not award educational benefits for repeated courses in which a passing grade has already been received or for courses in which an incomplete (I) is earned.

C. Previous or transfer credit— Students using VA educational benefits having earned college credit at another institution must submit transcripts from each institution he or she has attended before Seminole State College. Additionally, all previous military training records including Joint Services Transcript or a transcript from the Community College of the Air Force must be turned in for evaluation for prior credit.

D. Advanced standing credit is given according to SSC credit evaluation guidelines for military service through evaluation of the student's Joint Services Transcript.

E. Students utilizing VA education benefits may owe money to the VA after dropping or withdrawing from class(es) or for total withdrawal/dismissal from the college. Students should contact the VA with questions about how a drop or withdrawal will affect their VA educational benefits.

Seminole State College will ensure service members are readmitted to programs if they must interrupt or suspend their education process due to military service. Accommodation will be made for short absences resulting from their service obligations.

## **Graduation Information**

If you believe you will graduate this semester, be sure to complete the following steps:

- Check your degree plan to ensure you have completed all required courses.
- Visit with your advisor to talk about your degree plan and obtain a degree audit.
- Complete the online graduation survey when sent via email—the link will be sent to your SSC email account with the subject “Graduation Survey” if you have earned more than 40 credit hours.
- Complete the Graduation Application in your My SSCOK account. Login to My SSCOK. Click on STUDENTS, then TRANSCRIPTS and FORMS. The Graduation Application is located on the right side of the page.
- Pay special attention to your answer in the graduation survey and graduation application concerning whether you want your diploma mailed to a certain address or held at the Admissions office for pick-up.
- If you are graduating in a semester other than spring, you are encouraged to participate in the commencement ceremony held each May. If you would like to participate in the commencement ceremony in May, visit the SSC bookstore when directed via email, to purchase a cap and gown.

### **Authorized Regalia**

Students in SSC honor organizations (Phi Theta Kappa, Sigma Kappa Delta, Psi Beta, & Mu Alpha Theta), may be provided graduation regalia in accordance with their organizations. Also allowed are cords or stoles provided by Tribal Higher Education Programs. Other accessories or commencement regalia must be approved on a case-by-case basis with the Vice President for Academic and Student Affairs, [b.knowles@sscok.edu](mailto:b.knowles@sscok.edu). Please contact the SSC Admissions Office with any questions about graduation at 405-382-9230 or [admissions@sscok.edu](mailto:admissions@sscok.edu).

### **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 SSC website and in the Office of Student Affairs.

### **Immunization**

Oklahoma Statutes, Title 70 §3243 and SSC policy II-7-14, require 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.

The following categories of persons may be excluded from providing documentation of immunizations:

- Full or part-time students who graduated from high school in other states with immunization laws similar to those of the State of Oklahoma.
- Students who are active in the military or members of the reserve.
- Student enrolled in Higher education Centers and other learning sites (training centers, downtown consortia, business outreach classes and other off-site locations).
- Concurrently enrolled high school students
- Students transferring from another Oklahoma College or University after fall 2004.
- Students graduating from Oklahoma high schools.

Oklahoma Statutes, Title 70 §3244, requires that all students in any public or private postsecondary educational institution in this state who reside in on-campus student housing shall be vaccinated against meningococcal disease.

The statute permits the student, or if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of the vaccine, and has chosen not to be or not to have the student's vaccinated. [Meningococcal Information](#) and [Meningococcal Compliance Form](#)

## International Student Admission

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

1. Provide the following documents:

- Official high school/secondary school transcript in English (students transferring from another institution of higher education must provide all official transcripts, in English, from each institution attended).
- A TOEFL score of at least 500 (61 internet-based, 173 computer-based)
- Up-to-date Passport, Visa, if applicable, and if transferring from another institution, the I-20 student copy from the last school the student was authorized to attend.
- Official bank statements, in English and showing U.S. dollar amounts, showing a total available balance equal to or more than the estimated cost of attendance to SSC, minus any financial aid such as athletic scholarships. Proof of financial aid must also be submitted. If the bank statement does not belong to the student, it must be accompanied by a letter of financial support stating the name of the owner of the bank account, their relationship to the student (parent, grandparent, aunt/uncle, friend, etc.) and that they promise to help support the student while he or she studies in the U.S. The letter must be an original signed and dated copy (no emails).
- A student must maintain immigration status and be in good standing with U.S. Citizenship and Immigration Services

### **Estimated Cost of Attendance for 12 Months (1 Year): \*Subject to change.**

Tuition and Fees- 15 Hours Enrolled	\$11,160
Living Expenses	\$7,270
Books/Supplies/Miscellaneous	\$3,970
Total	\$22,400

2. Submit an online Application for International Students. An application fee of \$15 will be added to your first statement.

3. Upon receipt of the application and required documents, 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 bank statements and letter of financial support, official transcripts, 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. Admission will be based upon meeting all of the requirements of Section I above. The I-20 being used in gaining admission to the United States must come from the language center, which the student will attend before attending Seminole State College.

4. 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.

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

6. 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 or by visiting <https://studyinthestates.dhs.gov/students>.

## **Testing Services**

### **Testing Center**

The SSC Testing Center is located in Room 161 of the [Walkingstick Student Services Center](#). For assistance or inquiries, you can reach us at [testing@sscok.edu](mailto:testing@sscok.edu) or call [405-382-9576](tel:405-382-9576). Visit the Testing Center webpage for more information, including available tests, scheduling, and policies. All students testing are required to present a valid, government-issued photo ID.

### **ACT National**

Seminole State College no longer offers the National ACT. To find a testing site and register, please visit the [National ACT website](#).

### **ACT On-Campus (formerly Residual ACT)**

The ACT On-Campus is offered to Health Science applicants who would like to have ACT scores for their program application but are unable to take the National ACT due to an SSC program application deadline. Please note that scores from the On-Campus ACT are valid only at Seminole State College and cannot be transferred to any other institution or agency. Each student may take the On-Campus ACT only once per year, beginning in November. All registrations must be completed through the SSC Testing Center. Students must register and pay the ACT On-Campus fee prior to the exam payment deadline in order to reserve a seat. To obtain the current ACT schedule and test fee rate, contact the Testing Center at [testing@sscok.edu](mailto:testing@sscok.edu) or call [405-382-9576](tel:405-382-9576). Fees are subject to change and are non-refundable. Study materials and additional information can be found on [ACT's Test Prep webpage](#).

### **CLEP (College-Level Examination Program)**

The SSC Testing Center is an official site for CLEP exams, which allow students to earn college credit for knowledge they already possess. A list of available CLEP subject exams and their corresponding [SSC course equivalents](#) can be found at the Testing Center or on the [Testing Center webpage](#). Exams are administered by appointment only. [CLEP test fees](#) are set by the College Board and are subject to change. In addition, SSC students must pay a \$15 proctoring fee per exam. Study materials and additional information can be found on [CLEP's Prepare for an Exam webpage](#).

### **HESI RN Entrance Exam**

Students applying to the SSC LPN-to-RN Nursing Program are required to take and pass the SSC HESI RN Entrance Exam. The current cost for the exam is \$75 (*fees are subject to change*). Remote testing (at home) is available for an additional fee. All HESI exams are administered by appointment only through the SSC Testing Center. Study materials and additional information can be found on the [Testing Center's webpage](#).

### **Placement Testing**

Seminole State College offers placement testing in Reading, Writing, Mathematics, and Chemistry to help students enroll in appropriate coursework. All placement tests must be approved by an SSC advisor prior to testing.

- Students may take the Reading, Writing, and Math placement tests up to two times per month, and no more than six times per year.
- The Chemistry placement test may be taken twice per term.
- A 48-hour waiting period is required between test attempts; however, at least one week of remediation is recommended before retesting.
- The first SSC placement test in each subject area is free; each retake costs \$5.
- No appointment is needed for on-campus placement testing. Contact the Testing Center for current testing hours.
- Online placement testing from home is available through a third-party proctoring service for an additional fee. If you wish to take the test from home, inform your SSC advisor. ACCUPLACER will email you a voucher code along with instructions to schedule and pay for your remote proctoring session.

**Language Arts Placement:** Students who do not meet the following ACT/SAT benchmarks may take the ACCUPLACER Reading and/or Writing test for placement into college-level English Composition. Study resources are available on the [ACCUPLACER Practice Resources webpage](#).

- Reading Scores: ACT Reading below 19 or SAT Reading/Writing below 510 (Reading test is required only for concurrent enrollment).
- Writing Scores: ACT English below 19, ACT Writing below 8, or SAT Reading/Writing below 510.

**Mathematics Placement:** Students who do not score at least 19 in Math on the ACT or 510 on the SAT may take the ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) test for math placement. Study resources are available on the [ACCUPLACER Practice Resources webpage](#).

**Chemistry Placement:** Students who do not score at least 19 in Science on the ACT may take the SSC Chemistry Placement Exam for entry into science courses other than General Chemistry I. Recommended study materials include: High school chemistry textbooks, Introductory chemistry textbooks, or General chemistry textbooks.

## **Academic Services**

Students may contact college academic advisors for referral to services or courses that will assist with the development of better study skills, time management techniques, and test-taking skills. Academic Learning Strategies courses are available for all students. Individual academic assistance is available in each of the college's divisions during instructors' office hours and by arrangement. For additional help students can go to one of the many free tutoring locations around campus.

### **Student Support Services**

Academic support from Student Support Services, a TRIO program, is available to qualifying students based on federal eligibility criteria. The SSS Project serves 160 SSC students each academic year. The program has two over-arching goals: 1) to offer services that will enhance academic success and lead to graduation from SSC and 2) to assist students with transfer to a four-year university. Students who qualify for SSS are



eligible to receive the following services: Tutoring, academic advising, transfer assistance, enrollment assistance, financial literacy education, career counseling, FAFSA completion assistance, assistance with subjects such as test anxiety, study habits, stress management, & study skills, exploration of four-year universities, and trips designed for cultural enrichment. Students interested in applying for the SSS program are encouraged to visit the SSS lab located in Scott #104. Students may also contact either the program director at 382- 9642 or the program advisors at 382-9549 and 382-9297.

### **STEM Student Support Services**

Academic support from STEM Student Support Services, a TRIO program, is available to qualifying students based on federal eligibility criteria. The STEM SSS Project serves 120 SSC students each academic year. STEM SSS provides academic support to students interested in pursuing degrees related to health science and/or STEM related fields. Many students who participate in the STEM SSS program go on to pursue careers such as engineering, nursing, allied health, and medical lab technology. The program has two overarching goals: 1) to offer services that will enhance academic success and lead to graduation from SSC and 2) to assist students with transfer to a four-year university. Students who qualify for STEM SSS are eligible to receive the following services: Tutoring, academic advising, transfer assistance, enrollment assistance, financial literacy education, career counseling, FAFSA completion assistance, assistance with subjects such as test anxiety, study habits, stress management, & study skills, exploration of four-year universities, and trips designed for cultural enrichment. Students interested in applying for the STEM SSS program are encouraged to come by the STEM SSS lab located in Scott #101. Students may also contact either the program director at 382- 9642 or the program advisors at 382-9547 and 382-9702.

## **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.

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.

## **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

## **Academic Overload**

A student desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college. Written permission from the Vice President for Academic and Student Affairs (VPASA) is required for all academic overloads. Students requesting an academic overload should present in person an unofficial copy of their transcript and a completed enrollment form or current class schedule for the semester in which they are applying for an overload to the Academic Affairs

Office. In the event that the VPASA is unavailable, the Dean of Instruction may also approve academic overloads. OSRHE policy defines an *academic overload*, and the *maximum academic overload* as follows:

#### **Academic Overload**

An academic overload is defined as enrollment in 20-24 credit hours for a 16-week semester and 10-12 credit hours for an 8-week semester. Academic overloads occur when the number of hours in which a student is enrolled is 25 percent greater than the total number of weeks in the applicable academic term (semester or intersession).

#### **Maximum Academic Overload**

The maximum academic overload allowable is defined as enrollment in 24 credit hours for a 16-week semester and 12 hours for an 8-week semester. The maximum student enrollment in any given term is limited to a number of credit hours 50 percent greater than the total number of weeks in the applicable academic term (semester or intersession).

#### **Concurrent Enrollment Academic Overloads**

For the purpose of calculating enrollment workloads for concurrently enrolled high school students, the combination of college-level course enrollment and high school course enrollment must be considered. To calculate enrollment workloads for concurrent students, one-half high school unit shall be equivalent to 3 credit hours of college work.

Concurrently enrolled high school students may enroll in a maximum of 19 credit hours (college-level and high school courses combined) per semester. Enrollment in 20-24 credit hours is considered an academic overload.

Although requests for academic overloads for concurrent students experience a higher level of scrutiny compared to those of the general student body, they follow the same OSRHE guidelines described above.

### **Class Attendance**

Punctual and regular class attendance is expected of all students at SSC. Students should fully understand the attendance policy established by each of their instructors and how absences affect course grades. Instructors should be contacted in advance because of absences, if possible. If the completion of make-up work is consistent with the instructor's attendance policy, it is the responsibility of the student to arrange for the make-up of any work missed. Individual instructors have the discretion to establish their individual course attendance policy.

#### **Grades and Grading**

**A minimum grade point average of 2.00 is necessary for graduation.**

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

**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, with supporting approval from his or her Division Chair and the Vice President for Academic Affairs, 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, as approved by his or her Division Chair and the Vice President for Academic Affairs. "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 Academic and Student Affairs for disciplinary/financial reasons or other reasons approved by VPASA.

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

## **Academic Forgiveness**

Circumstances may justify students being able to recover from academic problems in ways which do not forever jeopardize their academic standing. A 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. Be advised that even if Academic Forgiveness is granted, that class will still be used in Financial Aid SAP calculations.

### **Academic forgiveness may be warranted in two specific circumstances:**

1. A student may be allowed to repeat a course and count only the highest 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 an academic reprieve as detailed below.

## **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 for 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.

## **Repeated Courses**

### **Courses “D” or “F” was earned:**

A student shall have the prerogative to repeat courses, up to 4 attempts per course, and have only the highest grade earned count in the calculation of the retention/graduation GPA in the courses in which the original grade earned was a “D” or “F”. All attempts shall be recorded on the transcript with the grade earned for each listed in the semester. The Explanation of Grades section of the transcript will note that only the highest grade earned is used in the calculation of the retention/graduation GPA. If the most recent repeated course was graded as pass/fail, then the pass/fail grade is used and none of the previous letter grades apply. There is no limit to the number of times students can retake a course to achieve a sufficiently high grade to satisfy degree or program requirements. Please see the Financial Aid office about their calculation of Satisfactory Academic Progress GPA.

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 the highest grade will be used to calculate the retention and graduation GPAs. Please see the Financial Aid office about their calculation of Satisfactory Academic Progress GPA.

## **Early or Postponed Final Examinations**

The time and date of a final examination for a student may be adjusted to a date other than the week scheduled for final examinations only when required by law as in the case of jury duty, a call to active duty in the U.S. military, or in emergencies such a documented illness of the student, a serious documented illness or death in the immediate family, or an unavoidable conflict of extraordinary importance. Such rescheduling must have the prior approval of the instructor, the appropriate Division Chair, and the VPASA. Final examinations approved to be given early or rescheduled after finals week should be designed and timed in such a way to avoid compromising the integrity of the examination. The form for requesting early/late final exams is available in all academic division offices.

## **Academic Integrity Procedure**

Seminole State College’s core values of compassion, opportunity, respect, and excellence help the College achieve its mission of empowering “people for academic success, personal development, and lifelong learning.” Essential to this mission is creating an academic environment of honesty and integrity, two fundamental values in the pursuit of knowledge. In accordance with these values, SSC expects all stakeholders (students, faculty, and staff) to conduct themselves with the highest ethics and commit themselves to the pursuit of excellence and personal growth. Only with mutual respect based on fairness, trust, integrity, and honesty can the college continue to fulfill its mission, create a positive academic environment, and confer degrees of the highest quality. SSC expects the college community to embrace and adhere to these standards. The foremost goal of this procedure is to promote student development and academic success.

The following definitions and procedure explain and detail SSC’s guidelines for dealing with alleged violations of academic integrity. All college constituents should become familiar with them in order to avoid violating academic standards of behavior, to understand personal rights, and to understand the correct

methods of responding to allegations of academic dishonesty. The most common form of academic dishonesty is intentional and unintentional plagiarism.

### **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 expected 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 a source without appropriate acknowledgement. Plagiarism includes reproducing someone else's work, whether it is a published article, material from an internet site, a book, a paper from another student, or 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 guidelines (i.e., put quotation marks around the passage in question and add an appropriate indication of its origin.) Making simple changes while leaving the organization, content, and phraseology of the words intact is plagiarism. None of these rules apply to those ideas which are so generally and freely circulated as to be common knowledge.

### **Other Types of Academic Integrity Infractions**

Violations of SSC's Academic Integrity Procedure also include, but are not limited to, the following:

- Cheating--possession, use, or attempted use of material, information, electronic device, implement, or study aid in an academic exercise or assignment without the instructor's permission.
- Plagiarizing- an act or instance of representing the words and/or ideas of another as one's own without authorization, such as by not crediting the original author.
- Fabrication or Falsifying--unauthorized falsification or invention of any data, information, or citation in an academic exercise.
- Impersonating--assuming another student's identity or allowing another student to do so for the purpose of fulfilling an academic requirement.
- Collusion--collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without the instructor's permission.
- Facilitating--helping or attempting to help another commit an act of academic dishonesty.
- Misrepresentation--providing false or misleading information in an effort to receive a postponement or extension on a test, quiz, or other assignment, to obtain an academic or financial benefit for oneself or another individual or providing false or misleading information in an effort to injure another student or instructor academically, professionally, or financially.

### **Procedure**

Although all occurrences of academic dishonesty are a serious matter, violations of SSC's Academic Integrity Procedure fall into one of two categories.

#### **Level One Violations**

A violation of the SSC Academic Integrity Procedure which could result in sanctions amounting to 20% or less of the final grade are considered level one violations. When a faculty member has suspicion that a level one violation of academic integrity has occurred, he/she should have a discussion with the student to gather or review details from the student's perspective that could shed light on the situation. In the discussion the faculty members should also explain to the students the range of possible sanctions for the alleged violation. The faculty member shall use the preponderance of the evidence standard of proof in determining whether or not the student has committed a violation of academic integrity. The preponderance standard means the

evidence shows it is more than 50% likely the accused has committed a violation.

### **Level One Sanctions**

If the preponderance of evidence indicates a level one violation has been committed, the faculty should assign and discuss the sanctions with the student and provide a written description of the instructor's findings and sanctions to the student specifying that the student has the right to appeal the decision in accordance with Step 2 of the Student Grievance Procedure described in the SSC Student Handbook. Level-one sanctions do not require the completion of the Academic Integrity Report Form. Faculty may use discretion and limit the sanction to a verbal or written reprimand for a level one violation of academic integrity, or they may assign one of or a combination of the following sanctions to the student:

- Substitute assignment or exam.
- Alternative learning experience or activity.
- A reduced grade for the assignment or exam.
- A failing grade for the assignment or exam.

\* Please note that violations below the 20% threshold for which sanctions will create a likelihood that the student will fail the course should be treated as level two violations.

### **Level Two Violations**

A violation of the SSC Academic Integrity Procedure which could result in sanctions amounting to more than 20% of the final grade or creating a likelihood the student will fail the course are considered level two violations. When a faculty member suspects a level two violation has occurred, the faculty member shall provide written notice to the student, the appropriate Division Chair, and the Registrar, of the alleged violation. The faculty member will schedule a meeting with the student to occur within seven (7) college business days of the student notification (excluding weekends and breaks when the College is not in session). Notifications of alleged level two violations occurring at the end of a regular term may occur as soon as practical between terms or at the beginning of the subsequent term. Written notice may be in the form of a letter or email. Once notified of the allegation, the Registrar will place a hold on the student's records to keep the student from withdrawing from the course until the allegation has been substantiated, dismissed, or otherwise resolved.

\* Please note that once the level two process has been initiated, it has to be completed all the way through to the Registrar receiving the Report Form (described below) from the appropriate Division Chair.

During the conference, the faculty member shall explain why he/she believes the student has violated academic integrity, present supporting materials as appropriate, and give the student an opportunity to respond to the allegation. The students involved shall have the right to a fundamentally fair conference which shall include an opportunity to admit or deny the allegation, as well as present information and/or materials on his/her behalf. At the conference, the faculty members shall also share with the student what academic sanction(s) could be imposed.

### **Level Two Sanctions**

As is the case for level-one sanctions, the faculty member shall use the preponderance of the evidence standard of proof in determining whether or not the student has committed a level two violation of academic integrity. If the preponderance of evidence indicates a violation has been committed, faculty may judiciously choose from a spectrum of sanctions including a verbal or written reprimand. Subject to the approval of the appropriate Division Chair, faculty may assign one of or a combination of the following sanctions:

- Substitute assignment or exam.
- Alternative learning experience or activity.
- A reduced grade for the assignment or exam.
- A failing grade for the assignment or exam.
- A failing grade for the course.
- Withdrawal from the course (only when authorized by the faculty member).

In cases of particularly egregious or repeated academic integrity violations, the Vice President for Academic and Student Affairs may recommend the suspension or expulsion of the student from the College. When a violation of academic integrity also involves allegations of additional, non-academic infraction(s) of the Student Code of Conduct, the faculty member should refer the matter to the VPASA for adjudication of the non-academic violations.

### **Level Two Report Form**

At the conclusion of the conference, the faculty will complete the Academic Integrity Report Form. The students and faculty members shall sign the form. The faculty members will submit the signed form and a file of all pertinent documents and materials to the appropriate Division Chair. The Division Chair is responsible for approving, signing, and forwarding a copy of the Report Form (not the other pertinent documents) to the Registrar, the student, and the instructor. The Division Chair should retain a copy of the Report Form and the pertinent documents in an Academic Integrity File for future reference and possible student appeal.

Upon receipt of a Report Form showing the student has been cleared to withdraw from the course, the Registrar will lift the hold onto the student's records. If the student has not been cleared to withdrawal from the course on the form, the hold will continue until final grades are posted.

### **Student Appeal**

The student will have a right to appeal the decision and/or the sanction rendered to the Division Chair. To initiate an appeal, the student is required to inform the Division Chair in writing of the grounds for the appeal within seven (7) business days of the completion of the Academic Integrity Report Form. The Division Chair will consider the written appeal in accordance with Step 2 of the Student Grievance Procedure described in the SSC Student Handbook.

In the event an instructor is required to submit an administrative or final course grade, and the Student Academic Grievance Procedure is in progress, the instructor will record a course grade of Incomplete ("I") unless the proposed sanction for the academic integrity violation will not affect the student's letter grade, in which case the instructor shall record the student's current letter grade. If a grade of Incomplete is recorded by the instructor pending the outcome of the Student Academic Grievance Procedure, the instructor will subsequently submit an appropriate grade change using the Grade Change Form at the conclusion of the student's appeal process.

## **Artificial Intelligence (AI) Usage** (added 12/7/2023)

Seminole State College understands the utility of generative text models, such as ChatGPT, and leaves the decision for guiding appropriate and ethical use to the faculty. Using these tools to complete coursework without permission is a violation of SSC's Academic Integrity Policy. Students must verify that individual instructors allow such use, obtain permission from the instructor to use AI software, and follow guidelines for incorporating it into their coursework. Please refer to course syllabi for additional policy information.

## **Alcohol and Drug-Free Campus**

### **DRUG-FREE WORKPLACE**

POLICY:II-7-10

DATE OF ADOPTION: September 17, 1998

REVISION DATE(S): March 26, 2009

LEGAL REFERENCE:

Seminole State College is committed to maintaining a drug-free workplace in accordance with the requirements of the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226). Health risks generally associated with

alcohol and drug abuse can result in, but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.

To this end, the SSC Board of Regents has formally endorsed the Executive Proclamation issued by Governor Henry Bellmon on March 31, 1989, regarding actions by state agencies to insure a drug-free workplace. The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989.

**On June 26, 2018, Oklahoma voters approved State Question 788, codified as 63 O.S. § 420 et seq.; 63 O.S. § 426.1; the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S. § 427.1 et seq.; and the Oklahoma Medical Marijuana Waste Management Act, 63 O.S. § 428 et seq. This state question was an initiative to legalize medical marijuana. Despite passage of State Question 788, the use, possession, sale, or distribution of marijuana (including medical marijuana, edibles, and products containing marijuana) on any college-owned or controlled property or at any college event remains illegal pursuant to the Controlled Substances Act (21 U.S.C. §§ 801-904), the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), and the Drug Free Workplace Act (41 U.S.C. §§ 8101-8106), and against Seminole State College policy.**

Students, employees, or citizens cannot bring marijuana on any college property or to any college event, smoke or consume marijuana, or any product containing marijuana on any college property or at any college event. Students, employees, or citizens cannot come to class or work under the influence of any illegal substance, including marijuana. Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law. As a recipient of federal funding, Seminole State College must abide by federal law, which prohibits the unlawful manufacture, distribution, possession, and use of illegal drugs, including medical marijuana.

Regardless of having a license for medical marijuana, its use on campus or at college events is strictly prohibited and violation of Seminole State College policy regarding controlled substances such as marijuana may result in disciplinary action. The College is required to distribute the following information annually to employees in writing concerning the possession, use, or distribution of alcohol and illicit drugs at the College. College Policies Relative to Drug-Free Workplace Requirements

1. The workplace of Seminole State College shall be free from the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol. Such activities shall be grounds for disciplinary action, up to and including termination.
2. Seminole State College employees who are convicted of a drug or alcohol-related offense shall notify their supervisor and the appropriate administrative officer 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.
3. Employees who are convicted of a drug or alcohol-related offense, but who are not terminated from College employment, shall be required to successfully complete a recognized drug treatment or rehabilitation program.
4. All employees of the College who are directly involved in federally funded projects will be required to attend the workplace-related drug awareness program offered by the Office of Personnel Management. Employees are forbidden from performing sensitive safety functions while under the influence of any prohibited substance.



**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 for college students.**

**\*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.

## **Sanctions for Violation of Drug & Alcohol Free Campus Policy**

### **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.

### **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 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 during his professional practice, or except as otherwise authorized by the Act. It is also unlawful for any person to purchase any preparation except for 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 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 controlled substance represented, regardless of the actual 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. 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 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.

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### **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. People 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 intoxication, depending on the circumstances. All the above provides 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.

According to the National Institute on Drug Abuse, [https://www.drugabuse.gov/\(2021\)](https://www.drugabuse.gov/(2021)), the following are descriptions and health risks for various drugs and alcohol:

- Alcohol is a depressant drug that impairs judgment and coordination and can cause a greater likelihood of aggressive and/or violent behavior. Alcohol consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.
- Date rape drugs (rohypnol, roofies, GHB, ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thus increasing susceptibility to sexual assault. Sedation, relaxation, and amnesia are associated with rohypnol use. Rohypnol may be psychologically and physically addictive possibly causing death if ingested with alcohol or other depressants. GHB use can result in coma and seizures and, when mixed with methamphetamines, appears to cause an increased risk of seizure. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.
- Marijuana is the most commonly used addictive drug after tobacco and alcohol. Marijuana can have a wide range of health effects to include impaired memory, hallucinations, and paranoia, breathing problems, impaired memory, and learning, altered senses, changes in mood, impaired body movement, difficulty with thinking and problem-solving, and impaired memory and learning.
- Ecstasy (x, adam, mdma, xtc, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe

anxiety, paranoia, and even psychotic episodes. Physical symptoms such as increases in heart rate and blood pressure may result from the use of such substances.

- Hallucinogens (acid, PCP, LSD, psilocybin [mushrooms]) are potent mood-changing chemicals and may produce unpredictable effects that can weaken coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, and other harm may result from hallucinogen use.
- Narcotics (heroin, opium, morphine, codeine, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment, and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases.
- Nicotine (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive and, according to the surgeon general, the major cause of stroke and is the third leading cause of death in the United States. Nicotine ingestion results in central nervous system sedation and may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

### **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:



## **Mental Health Resources**

988 is a direct, three-digit lifeline that connects you with trained behavioral health professionals that can get all Oklahomans the help they need.

More info at [www.988oklahoma.com](http://www.988oklahoma.com)

## **NATIONAL RESOURCES**

### **Substance Abuse and Mental Health Services Administration**

- 1-800-662-HELP (4357)
- SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.

### **Mental Illness Hotline**

- 1-800-950-6264
- NAMI (National Alliance on Mental Illness) provides treatment options and programs. They wish to "raise awareness and provide support and education that was not previously available to those in need."

- The NAMI hotline is available every Monday through Friday, from 10 a.m. – 6 p.m.

### **Student Veterans of America**

Provide military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation.

- Website: <https://studentveterans.org>

### **The Jed Foundation**

- Promoting emotional health and preventing suicide.
- Website: [www.jedfoundation.org](http://www.jedfoundation.org)

### **The Trevor Lifeline (for LGBTQ youth)**

Provides information & support to LGBTQ young people 24/7, all year round.

- 1-866-488-7386

- Website: <http://thetrevorproject.org>

## LOCAL AND STATE RESOURCES

### **Oklahoma Youth Crisis Mobile Response**

*(Ages 24 and under)*

Connection to a mental health professional in the youth's county within one to 24 hours.

- 1-833-885-CARE
- Website: <https://okfosters.org/youth-crisis-mobile-response/>

### **211 Oklahoma**

- For information and referrals (not a crisis line)
- Call 211
- Website: <https://www.211oklahoma.org>

### **Gateway to Prevention**

- Services: Treatment services for those affected by substance use disorder, mental health disorders, or other addictions.
- CONTACT INFORMATION:
- Phone: (405) 273-1170
- Address: 1010 E 45th Street, Shawnee, OK 74804

### **Lighthouse Behavioral Wellness Centers**

- Services: Screening, assessment, counseling/therapy, and medications for those in need mental health services.
- FREE for young adults
- CONTACT INFORMATION:
- Phone: (405) 382-4507
- Address: 2010 Boren Blvd, Seminole, OK 74868

### **Red Rock Behavioral Health Services**

- Services: Outpatient therapy, case management, screening intake and referral, psychiatric rehabilitation, medication clinic services, services to homeless individuals, peer support, emergency services, wellness activities and support, Health Team
- CONTACT INFORMATION:
- Phone: (405) 275-7100 or 1-855-999-8055
- Address: 101 N. Union, Shawnee, OK 74801

## Additional Mental Health Resources

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### **Crisis Text Line: Text SUPPORT to 741741**

The Crisis Text Line extends to everyone. Their goal "...is helping people move from a hot moment to a cool calm, guiding you to create a plan to stay safe and healthy. YOU = our priority." 24/7 help is available.

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### **FREE Mental Health Screenings:**

- If you feel like you are struggling with your mental health, visit [mhascreening.org](https://mhascreening.org) (<https://screening.mhanational.org/screening-tools>) to take a mental health test and check your symptoms.
  - It's free, confidential, and anonymous.
  - Once you have your results, MHA will give you information and resources to help you start to feel better. You can also find resources in this handout.
  - Online screening tools are meant to be a quick snapshot of your mental health. If your results indicate you may be experiencing symptoms of a mental illness, share your results with a mental health provider (such as a doctor or a therapist) who can give you a full assessment and talk to you about options for how to feel better.
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**Community Health Centers** – This link is to the Oklahoma Primary Care Association website, which has a tool to locate the nearest CHCs for help: <https://www.okpca.org/community-health-centers>. CHCs provide wraparound services that offer all of their services in sliding fee scales based on the patients' incomes when they're uninsured. Below is also information for two behavioral health clinics that provide care for people who are uninsured.

**Red Rock Behavioral Health Services**

- (405) 424-7711; Toll Free: 1-855-999-8055
- Locations in Altus, El Reno, Chandler, Chickasha, Clinton, Elk City, Hobart, Kingfisher, Oklahoma City, Shawnee, Watonga, Yukon, Norman
- <https://www.red-rock.com/locations.php>

**NorthCare**

- (405) 858-2700
- 2617 General Pershing Blvd.
- OKC, OK 73107
- <https://www.northcare.com/>

**NATIONAL HOTLINES**

- **Suicide Prevention:** DIAL 988
- **Depression Hotline:** (877) 870-4673 (HOPE)
- **For Eating Disorders Help:** 1-800-931-2237
- **For Grieving and Loss – GriefShare:** 1-800-395-5755
- **LGBTQIA+ National Hotline:** 1-888-843-4564
- **Mental Illness Hotline:** 1-800-950-6264
- **National Domestic Violence Hotline:** 1-800-799-SAFE
- **National Sexual Assault Hotline:** 1-800-656-4673
- **S.A.F.E. (Self Abuse Finally Ends):** 1-800-DONT-CUT

**Youthline:**

- **Text teen2teen to 839863, or call 1-877-968-8491**
- YouthLine provides a safe space for children and adults ages 11 to 21, to talk through any issues they may be facing, including eating disorders, relationship or family concerns, bullying, sexual identity, depression, self-harm, anxiety and thoughts of suicide.

## **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 softball; men and women's golf; women's soccer; men and women's cross country, and women's volleyball. The college competes as a member of the NJCAA Division I level for most of our teams. The men and women's cross country, men's golf, and women's volleyball teams compete 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.

## **Bookstore**

The college bookstore is located in the E. T. Dunlap Student Union. The bookstore sells textbooks, study aids, SSC clothing, gift, and novelty items.

**ALL RETURNS must be accompanied by receipt, no exceptions.**

- **Must be in original condition:**
  - **The book is clean and does not contain any handwritten notes, including the student's name and highlighting.**
  - **Shrink-wrapped books have wrapping intact, including lab books and loose-leaf.**
  - **Access codes are unopened or, in the case of digital delivery, not yet activated.**
- **Books may be returned with receipt up to the add/drop date for the first term of the semester:**

- In Fall and Spring this is typically at the end of the second week of the 16-week term.
- In Summer this is typically at the end of the first week of the term.
- Books purchased after the initial add/drop date may be returned within 10 days of purchase. For this reason, it is recommended that materials for later terms be purchased closer to the beginning of the course.
- All books will be examined for approval.

## **Cafeteria**

The hours of operation during the fall and spring semesters are as follows but are subject to change:

### **Breakfast:**

**Monday-Friday** 7:30 a.m. - 9:30 a.m.

### **Lunch:**

**Monday-Friday\*** 11:00 a.m. to 1:30 p.m.

### **Dinner:**

**Monday-Friday** 5:00 p.m. to 7:00 p.m.

**\*Friday Dinner** 5:00 p.m.-6:00 p.m.

### **Weekend:**

**Brunch** 11:30 a.m. to 12:30 p.m.

**Dinner** 5 p.m. to 6 p.m.

### **Union Grill:**

**Monday-Friday** 7:30am-1:30pm

Meal cards can be purchased in the bookstore. Individual tickets for the main food line or salad bar can be purchased at the cafeteria cash register.

## **EXPRESSIVE ACTIVITY POLICY**

Seminole State College (the “College”) is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the College. This policy is in place to provide a community environment where open discussion can occur without disrupting the academic mission or daily functions of the College, subject to constitutional time, place, and manner limitations, and without unconstitutionally interfering with the rights of other members of the College community.

### **I. Disclaimers regarding Expression**

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

B. The fact that certain content-based limitations on expression have been established as legally permissible does not create an obligation or responsibility for the College or any of its officials or employees to exercise any form of limitation or control of expression. Rather, because of its educational mission, it is the responsibility of the College and its officials to actively encourage free and open inquiry by avoiding and resisting limitations of expression.

C. As a corollary to the College’s commitment to protect and promote free expression, members of the College community must also act in conformity with the principle of free expression. Although members of the College community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or

even loathe. To this end, the College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

D. Given the wide diversity of expression that occurs at higher education institutions, the use of any College-controlled facility, area, or medium for any expression shall not constitute or suggest endorsement of the content of that expression, or any proponent thereof, by the Board of Regents, the College, its administration, staff, faculty, student body, or any individual member of those constituencies.

E. Presenters of expression shall assume full responsibility for any violation of law or College policy and procedure that they commit while on College property.

## **II. Members of the College Community**

A. All members of the Seminole State College community - which includes students, faculty, and staff of the College - are encouraged to exercise the right of assembly, free speech, and expression throughout the campus, when doing so does not disrupt the academic mission or daily functions of the College. Expressive activities shall not be limited to any specific location on campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys College property. Expressive activities are also not to unduly disrupt traffic, either vehicular or pedestrian, or violate other time, place, and manner parameters specified in this policy. Forums, rallies, demonstrations, and other similar expressive activities are not to occur within academic, administrative, or other College buildings, including residence halls.

B. Any College community individual or small group (10 or less) may use, without prior notification or request, on any day of the week during daylight hours, any publicly accessible outdoor area of the College's campus to collect signatures, distribute materials, and/or speak spontaneously (without amplification equipment), so long as they do not disrupt the academic mission or daily functions of the College.

C. All College community individuals and groups (more than 10) wishing to participate in forums, rallies, demonstrations, and other similar expressive activities should make a request in advance to the Vice President for Academic and Student Affairs or his/her designee (405-382-9272). A request should contain the name of the requestor and how he/she can be contacted; the proposed date, time, and location for the contemplated activity; the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity. The request should be made as far in advance as possible, but in no event less than three (3) working days prior to the activity.

D. The Cook Commons Gazebo area (the "Commons Area"), located north of the E.T. Dunlap Student Union, is a location conducive to expressive activity, including forums, rallies, and demonstrations. While members of the College community are not restricted to this designated public forum to engage in expressive activities, any College community individual or small group (less than 10) may use the Commons Area without prior notification or request on a first come, first served basis. An individual or group who requests and reserves the Commons Area, though, shall have priority over any other individual or group. Once a request is received and granted by the Vice President for Academic and Student Affairs or his/her designee, the Commons Area may be reserved through the Administrative Assistant of the Vice President for Academic and Student Affairs (405-382-9216).

E. Should the Commons Area be unsuitable or otherwise unavailable on the date and time requested, a limited public forum (excluding academic, administrative, or other College buildings, including residence halls), as determined by the College, may be made available to College community individuals and groups for purposes of expressive activity. Once a request is received and granted by the Vice President for Academic and Student Affairs or his/her designee, a reservation may be made through the Administrative Assistant of the Vice President for Academic and Student Affairs (405-382-9216). To ensure priority use and to avoid possible conflict with scheduled College activities, reservations are highly recommended. Use of amplification equipment is not permitted, except in exceptional circumstances and with prior approval from the Vice President for Academic and Student Affairs.

F. Denial of any request made by a College community individual or group by the Vice President for Academic and Student Affairs or his/her designee shall be in writing and will be subject to final review by the President of the College in consultation with legal counsel. Final review should in most cases be completed within twenty-four (24) hours of denial of the request by the Vice President for Academic and Student Affairs or his/her designee. If more time is required based on the particular facts and circumstances, the requestor shall be notified.



### **III. Non-Members of the College Community**

A. All individuals, groups, and organizations who are not members of the Seminole State College community (those who are not students, faculty, or staff) shall submit a written request to the Office of the Vice President for Academic and Student Affairs (Walkingstick Student Services Building, 2701 Boren Boulevard, Seminole, OK 74868) for purposes of expressive activity on campus. Once a request is received and approved by the Vice President for Academic and Student Affairs or his/her designee, non-members of the College community will contact the Administrative Assistant of the Vice President for Academic and Student Affairs (405-382-9216) to reserve the Commons Area, or a limited public forum as determined by the College if the non-member individual, group, or organization is sponsored by a member of the College community. Requests made by individual, or group members of the College community shall have priority over any requests made by non-members of the College community.

B. The written request shall contain the name of the requestor and how he/she can be contacted; the proposed date, time, the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity. The request should be made as far in advance as possible, but in no event less than five (5) working days prior to the activity.

C. Denial of any request made by a non-member of the College community by the Vice President for Academic and Student Affairs or his/her designee shall be in writing and will be subject to final review by the President of the College in consultation with legal counsel. Final review should in most cases be completed within forty-eight (48) hours of denial of the request by the Vice President for Academic and Student Affairs or his/her designee. If more time is required based on the particular facts and circumstances, the requestor shall be notified.

### **IV. Time, Place, and Manner Parameters**

A. Expression may be limited or restricted with respect to time, place, or manner only as provided for in this policy statement and other related statements of policy such as the Code of Student Conduct and the Student and Employee Handbooks. Such limitations shall be narrowly tailored to serve a significant interest (such as avoiding disruption of regular classes, avoiding the scheduling of two events at the same time in the same facility, and the protection of the public order) and to assure compliance with applicable local, state, and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that the limitations shall be applied without regard to the content of the expression for the purpose of the assembly.

B. Limitations may include requiring (a) scheduling and planning with the appropriate authorized designee, (b) restricting or prohibiting the use of certain areas, (c) limiting certain forms of expression in specific areas, and (d) reimbursing the College any cost associated with the use of a facility, area, or medium.

C. In addition to those stated elsewhere in this policy, the following time, place, and manner parameters apply to expressive activities of both members of the College community and non-members alike:

- The activity must not violate local, state, or federal laws, or College policies and procedures.
- The activity must not unduly disrupt traffic, either vehicular or pedestrian.
- The activity must not create unreasonable safety risks.
- The activity must not result in defacement or destruction of College property.
- The activity must not make use of amplification equipment, which is only permitted in exceptional circumstances and with prior approval from the Vice President of Student Affairs or his/her designee.
- The activity must not exceed two (2) hours in length within a 24-hour period.
- The location must be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement.
- Unless sponsored by a member of the College community, a non-member individual, group, or organization shall be limited to engaging in expressive activity in the Commons Area, following receipt of a written request and approval by the Vice President for Academic and Student Affairs or his/her designee; and

· Campus police, in consultation with the Vice President for Academic and Student Affairs and College President, are authorized to immediately cancel any campus event if, in their judgment, an unacceptable risk of harm or disturbance, damage, or injury to any facilities, property, participants, or spectators has been reached.

## **V. Unprotected Speech**

The following forms of expression are not entitled to First Amendment protection and are not permitted on the campus of Seminole State College. Speech or expression that is:

Obscene – where a description or depiction of sexual conduct, taken as a whole by the average person, applying contemporary community standards, portrays sex in a patently offensive way, appeals to the prurient interest of individuals, and lacks serious literary, artistic, political, or scientific value.

Defamatory - oral or written falsehoods, which are not merely a statement of the speaker's opinion, which are communicated to a third party, or parties, and would harm another's reputation.

Incitement of imminent lawless action - where the speaker intends to incite unlawful activity, uses provocative words likely to produce such action, and openly encourages such incitement.

Fighting words - confrontational words or threats that provoke immediate violence, words which by their very utterance inflict injury or tend to incite an immediate breach of the peace.

Harassment constituting a hostile environment - unwelcome speech based on a protected characteristic that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit; or

True threats - words which communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals that places the victim(s) in fear of bodily harm or death.

## **Campus Safety and Police**

The SSC Administration is committed to having a safe campus environment. The College has a professionally certified Police Department. All police 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 in the Ben and Bonnie Walkingstick Student Services Center, and their phone number is 405-382-9500 or cell phone 405-380-8989.

### **Safety Training**

All students are required to take the Vector Solutions campus safety training. Copy the following link into your internet browser and click on Safe Colleges. Enter your student email and password to log in.

<http://www.sscok.edu/about-ssc/title-ix-student-safety/index.html>

### **Crime**

The College's obligation to safety and security starts at the top, but involves everyone in the community, from our Board of Regents, faculty 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. Incidents can be reported by calling campus police, emailing the Police Chief at [r.amos@sscok.edu](mailto:r.amos@sscok.edu), or using the incident report form at this link <https://www.sscok.edu/life-at-ssc/police-campus-safety/incident-report-form/index.html>. As in all communities, criminal incidents occur on college campuses. Seminole State College is no exception, but our crime rate is low. 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.

### **Firearms**

Seminole State College prohibits firearms from being carried on campus. Anyone caught carrying a firearm on campus is in violation of the state law, could face a misdemeanor charge and a fine of up to \$250. It is important for students, faculty, and staff to communicate with their friends and family who may visit campus to know the law. Additionally, Oklahoma HB 2597 allows people 21 years and older or military members 18 years and older to openly carry a firearm in most places except those set forth in the law, including schools. While on campus, the firearm can be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

### **Reporting Crimes**

Victims of crime are encouraged to immediately report any incident or suspicious activity to the SSC Police Department and the Office of the Vice President for Academic and 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. Resident students should exercise caution when admitting others into their rooms.

Anyone can report a crime or suspected crime and is encouraged to do so. An incident report form is available on the SSC website using the Student Safety tab or this link <http://www.sscok.edu/about-ssc/title-ix-student-safety/incident-report-form/index.html>

By October 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.

### **911 Emergency Phones**

For enhanced campus safety, five 911 Emergency Phones are located across campus. To report an emergency, push the button. Campus police will respond. Talk into the speaker to provide details of the emergency you are reporting.

### **Crime Statistics & 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 post-secondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics (See our Campus Police webpage and Figure 1). This information is updated annually on October 1.

CRIMES Seminole State College	Campus Property			Non-Campus Property			Public Property			Residence Hall		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Murder / Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	2	0	0	0	0	0	0	0	0	2	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	1	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0	0	0	0	0	1	0
Stalking	0	0	1	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	3	1	0	0	0	0	0	0	0	2	1
Burglary	0	2	0	0	0	0	0	0	0	0	0	0
Larceny	2	5	3	0	0	0	0	0	0	0	2	1
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	34	5	11	0	0	0	0	0	0	34	5	11
Drug Violations	5	3	2	0	0	0	0	0	0	5	2	2
Destruction / Damage / Vandalism	0	3	3	0	0	0	0	0	1	0	1	2
Illegal Weapons Violations	0	1	1	0	0	0	0	0	0	0	0	0
HATE CRIMES	Campus Property			Non-Campus Property			Public Property			Residence Hall		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity / National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS/JUDICIAL REFERRALS	Campus Property			Non-Campus Property			Public Property			Residence Hall		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Liquor Law Violations	34	5	11	0	0	0	0	0	0	34	5	11
Drug Violations	5	2	2	0	0	0	0	0	0	5	2	2
Illegal Weapons Violations	0	0	1	0	0	0	0	0	0	0	0	0

CRIMES Gordon Cooper Tech. Center	Campus Property			Non-Campus Property			Public Property			Residence Hall		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Murder / Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Rape	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Forcible Sodomy	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sexual Assault with an Object	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Fondling	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Incest	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Statutory Rape	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Domestic Violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Dating Violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Simple Assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Larceny	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Arson	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Liquor Law Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Destruction / Damage / Vandalism	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
HATE CRIMES	Campus Property			Non-Campus Property			Public Property			Residence Hall		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Race	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Gender	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Religion	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sexual Orientation	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Ethnicity / National Origin	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Disability	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Larceny / Theft	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Simple Assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Intimidation	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Destruction / Damage / Vandalism	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
DISCIPLINARY ACTIONS/JUDICIAL												
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Liquor Law Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

Figure 1-2 Annual Security Report Crime Log (statistics update coming, September 2025)

### Non-Student Regulations

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

Verbal and 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 without first obtaining permission from the President or designated officer, that person shall be deemed to be trespassing and guilty of a misdemeanor.

Any person removed may appeal to the designated officer in writing within 10 days. The officer will have 15 days to overturn the citation. If no such action is taken, the citation shall remain in effect without further right of appeal.

### **Emergency & Evacuations**

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 area to 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, without delay and provided with 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 is approved for accuracy by the VPASA, Incident Commander and the Public Information Officer.
2. Seminole State College maintains email lists of all students and employees and provides emails as soon as information becomes available and has been approved by the VPASA, Incident Commander and the Public Information Officer.
3. RAVE/Alertus alerts are sent to all students and all employee emails with the capability to be sent to cellular phones and landline phones.
3. SSC Public Information Officers may utilize radio, television, and newspapers 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.

### **Active Shooter**

#### **What do I do in case of an active shooter?**

##### **1. RUN**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Do not run in a straight line.
- Keep any objects you can between you and the active shooter.
- Keep your hands visible.

##### **2. HIDE**

- Hide in an area out of the active shooter's view.
- Block the entry to your hiding place and lock the doors.
- Keep quiet.
- If you are unable to run or hide, you may choose to play dead if there are other victims around you.

### 3. FIGHT

- As a last resort only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.

### CALL 911 WHEN IT IS SAFE TO DO SO

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 wherever 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 handheld 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.

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building or other location we recommend the following procedures:

Quickly determine the most reasonable way to protect your own life. Students and visitors are likely to follow the lead of faculty and staff during an active shooter situation.

### **Bomb Threat**

#### **What if I receive a bomb threat?**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist in this pamphlet. If you receive a bomb threat over the telephone, take these actions:

- 1 Stay calm. Pay close attention to details.
- 2 Take Notes.
- 3 Write a note asking a co-worker or another person to call 911 using another phone.
- 4 If your phone has a display, copy the numbers and/or letters on the screen display.
- 5 Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- 6 Listen for any background noises, voice inflection or accents, and anything else that might help determine the origin of the call.

More detailed information concerning campus safety and security can be found at <http://www.sscok.edu/life-at-ssc/police-campus-safety/index.html>

### **Parking & Traffic Regulations**

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

#### **General Regulations**

1. Parking and traffic regulations are always in effect, 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 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 always 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.

### **Identification of Vehicles**

1. All students must display an SSC parking permit on any vehicle which they bring to campus or be subject to a fine.
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 residential learning centers 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 during 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. All students must complete a vehicle registration card on each vehicle that will be driven on campus.

### **Parking Locations (Color Coding)**

1. Yellow parallel lines indicate the 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 not a family member.
4. Red curbs indicate fire lanes.

### **Parking and Traffic Violations at SSC** The following are campus parking and traffic violations:

1. Failure to display a valid parking decal or not having decal located in the proper place on the vehicle.
2. Defacing/destroying a ticket.
3. Double parking or taking up more than one parking space.
4. Parking in an area reserved for the handicapped, faculty or administration.
5. Parking in a “no parking” area or fire lane
6. Speeding (exceeding 10 mph) in campus parking lots.
7. Reckless driving.
8. Parking or driving on campus facilities and grounds.

### **Cost and Penalties**

All fines are to be paid at the Business Office in the Walkingstick Student Services Building. Failure to pay may delay the student’s ability to enroll for classes and/or loss of driving privileges.

#### **1st Offense - Fine**

**2nd Offense -** Vehicle towed from campus at owner’s expense and appropriate fine.

**3rd Offense -** Disciplinary action by the Vice President for Academic and Student Affairs. After the third offense during one semester, a student may have their parking and driving privileges on campus suspended for the remainder of the academic year, fine, and tow.

**4<sup>th</sup> Offense** in one academic year will have the student’s parking and driving privileges on campus permanently suspended.

### **Appeal Parking and Traffic Tickets**

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

### **Fines for Violations**

The following are the parking/traffic violations and corresponding fines established by Seminole State College:

#### **Violations**

#### **Fine**



No Valid Parking Permit Displayed	\$20.00
Occupying More Than One Parking Space	\$30.00
Parking in a No Parking Zone	\$30.00
Parking in Faculty/Staff Area	\$30.00
Parking in a Fire Zone	\$50.00
Parking in Handicapped Space w/o Permit	\$50.00
Fail to Obey Traffic Control Device	\$30.00
Blocking a Dumpster	\$30.00
Double Parked	\$30.00
Reckless/Careless Driving	\$50.00
Parking in a Loading Zone	\$30.00
Parking on Grass or Undeveloped Area	\$30.00
Parking in Visitors Zone	\$30.00
Improperly Affixed Permit	\$20.00
Driving Wrong Way on One Way Street	\$30.00
Speeding	\$50.00
Blocking Roadway Vehicles/Roadway	\$30.00

<b>Other Violations</b>	<b>Fine</b>
Altering/Damaging Traffic Sign	\$50.00
Tampering w/ Cameras	\$100.00
Tampering w/ Smoke or Fire Alarm/ Detector	\$100.00
Smoking/Vaping on Campus	\$25.00
Unauthorized Pets (per day)	\$100.00
Blocking entrance doors at residence halls	\$25.00
Failure to Clean Resident Room upon Moveout	\$100.00

Resident Room Lockouts (two complimentary)	\$10.00
Unauthorized Residence Hall Guest	\$100.00 per night & two weeks of no visitation
Repairing Holes in Walls or Ceilings	Cost of material plus labor
Replace Bathroom Door	Cost of door plus labor
Replace Bedroom Door	Cost of door plus labor
Replace Closet Door	Cost of door plus labor
Replace Carpet	Cost of carpet plus labor
Replace Ceiling Fans	Cost of fan plus labor
Replace Facing on Doors	Cost of facing plus labor
Replace Front Door	Cost of door plus labor
Replace Light Fixture	Cost of fixture plus labor
Replace Mattress	Cost of mattress plus labor
Replace Sink	Cost of sink plus labor
Replace Toilet	Cost of toilet plus labor
Replace Vanity	Cost of vanity plus labor
Replace Window	Cost of window plus labor
For any other broken or missing item not listed, the fine will be the cost of item/material plus labor for replacing it or the cost of labor for repair.	

## General Information

### Career Counseling

SSC recognizes that college students change majors, and that it is difficult to decide what to major in these rapidly changing times. 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 a Returning Student Advisor, Degree Program Mentor, or New Student Advisor in the Walkingstick Student Services Center. Career Counseling is not available from the Walkingstick Student Services Center advising office during peak

enrollment times. Students can also visit the Career Center in the Boren Library Resource Center to explore career options, a resume or cover letter workshop, practice interview skills, and connect with potential employers via the local job board.

### **Computer Labs**

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

### **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 an SSC system:

1. 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.
2. Users must respect copyright and other intellectual-property rights.
3. Observe copyright law as it applies to music, videos, games, images, texts, and other media in both personal use and in production of electronic information.
4. Illegal use of files (whether downloading, copying, playing, sharing, or public use of music, video, images, documents, etc.) is strictly prohibited. An example of this would be downloading a pirated music file.
5. Users must respect others' rights to freedom from harassment or intimidation.
6. It is not acceptable to use the network or any services of SSC to threaten or harass others.
7. Users should respect access privileges. Accept limitations or restrictions on computing resources, such as storage space, time limits, or number 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 all material sent over this medium.

### **Student Online Portal Access**

Seminole State College provides access to several student services through [my.sscok.edu](http://my.sscok.edu) on our website. Our student access portal provides up-to-date information and links to Brightspace, and Student Email. The college is continually exploring and adding new services.

### **My SSCOK**

[My.sscok.edu](http://My.sscok.edu) provides web browser access to student information including grades, schedules, transcripts, billing information, and more. It is accessible from the SSC Website.

### **Brightspace**

Brightspace is our online class Learning Management System (LMS), 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. Student email is the primary email for all financial aid notifications.

## 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 work.
6. The infringer can go to jail.

### In addition:

- Any unlawful or inappropriate activity by a student is a violation of the Student Code of Conduct.
- The College Disciplinary Regulations and the Administrative Procedures Concerning Disciplinary Action will apply.
- The VPASA will administer the appropriate disciplinary action applicable to the student's conduct.
- **Personal Data Protection:** Users must take precautions to protect their personal data and the personal data of others. Do not share personal information such as social security numbers, credit card information, or any other sensitive data online.
- **Appropriate Use:** Ensure that the use of computing resources is appropriate and aligned with academic and administrative objectives. Activities such as online gaming, streaming, and social media should not interfere with academic activities or consume excessive bandwidth.
- **Software and Application Usage:** Only use software and applications that are legally acquired and authorized by the college. Unauthorized installation or use of software can lead to security vulnerabilities and legal issues.
- **Monitoring and Privacy:** Be aware that the usage of the college's computing resources may be monitored for security and policy compliance purposes. While the college respects privacy, it reserves the right to access and disclose user activity and data when necessary.
- **Email and Communication:** Use college-provided email accounts for official communication. Do not use the email system for sending spam, chain letters, or any form of mass unsolicited emails.
- **Device Management:** Users are responsible for the security and maintenance of their personal devices when connected to the college network. This includes keeping operating systems and software up to date and using antivirus protection.
- **Social Media Conduct:** Conduct on social media platforms should reflect the college's standards. Avoid posting or sharing content that is inappropriate, offensive, or harmful to the college's reputation or to others.
- **Reporting Violations:** Encourage users to report any suspected violations of the usage policy. Provide a clear process for reporting issues to the appropriate college authorities.
- **Consequences of Violation:** Clearly outline the consequences for violating the computer usage policy, which may include suspension of access, disciplinary action, or legal consequences.

## **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 (pending available funds)
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 Financial Aid for more information. Several local businesses contact the College throughout the school year looking for part time help. Help wanted notices are sent via student email and posted on the bulletin boards around campus.

## **Posters & Announcements**

Bulletin boards are in 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. The Office of Student Affairs must approve any poster or piece of information posted on campus.

## **Bulletin Board Policy**

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 Academic and Student Affairs.

**The bulletin board 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, date, and posting. Please provide sufficient quantities.
2. Materials approved for display will be allowed to remain posted for a period of two weeks. 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.
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.**

# **Publications**

## **College Catalog**

The *College Catalog* contains information important to students on topics such as enrollment procedures, Student Affairs, Academic Affairs, course descriptions, program requirements, and links to SSC staff. It is available on the SSC website at <http://www.sscok.edu/about-ssc/Catalog1/index.html>

## **Newspaper**

*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 via email and accepts no paid advertising. <http://www.sscok.edu/news/collegian/index.html>

## **Student Health Insurance**

SSC does not have a campus-based health service available for students. Students are responsible for obtaining information from providers for themselves.

## **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. Obey all applicable laws.
2. Display orderly conduct.
3. Exhibit high moral standards.
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, tobacco, vaping, or illicit drugs are consumed in college.
2. Ensure that no alcohol, or illicit drugs are consumed in college vehicles or on college trips.
2. Make motel room assignments, ensuring that unmarried male and female students do not room together.
3. Enforce all college disciplinary regulations.
4. 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.

### **Additional Student Information**

#### **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.
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.

#### **Lost and Found**

The SSC Police Department in the Student Services Building maintains a lost and found collection. Any article found should be turned into the Police Department. Inquiries concerning a lost item should also be made to the Police Department. 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.

#### **Name Change**

Students requesting a name change or correction must submit an SSC Change of Information form, available online and in the Admissions Office, as well as provide an updated social security card and new/updated form of government-issued photo ID/driver's license to the Admissions Office.

#### **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 college offices will use this as an essential means to communicate with you.

#### **Student Identification**

Student ID cards are recommended for all enrolled students. SSC students use their ID cards for the bookstore, library,

financial aid, resident meal plans, testing, and other campus activities. Current students may also get into all home athletic events at no charge by showing their student ID. ID cards need a new sticker each academic year to stay valid. There is a \$10 fee to replace a lost or damaged card.

To get a student ID card, students must prove their identity by providing a valid government-issued photo ID. Student ID cards are issued in the SSC Testing Center, located in Room 161 of the [Walkingstick Student Services Center](#). For assistance or questions, email [testing@sscok.edu](mailto:testing@sscok.edu) or call [405-382-9576](tel:405-382-9576). Visit the [Student ID webpage](#) for more information.

### **Direct Deposit**

Students are required to complete their Direct Deposit Designation. The Direct Deposit Designation allows students to choose what bank account to have refunds and/or financial aid disbursements deposited into. If a student does not have a bank account, they must open an account with both a routing number and a bank account number. These can be obtained both through traditional banks and credit unions as well as apps such as Venmo, CashApp, PayPal, and Chime. Go to [www.sscok.edu](http://www.sscok.edu) to set up the Direct Deposit Designation. Click on My SSCOK at the top and login to the student portal. After you are logged in, click on the students tab at the top and click on Student Payment Portal on the left side of the page or search for Student Payment Portal if you are using your phone. Under CASHNet My Account Info, click on Go to CASHNet.

### **Parking Permit**

A permit must be purchased in the Business Office, located in the Walkingstick Student Services Center, 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 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.)*

### **Transcripts**

Transcript requests are processed for Seminole State College through the National Student Clearinghouse. The current cost for official transcripts is located on the Clearinghouse website and are charged per recipient, subject to change. There is no charge for a transcript if you come into the Admissions Office, with a photo id, and we hand it to you; this request is limited to five copies. Unofficial transcripts for current students are available on your MySSC account and can be accessed at any time. Neither transcripts nor grades will be released until all financial obligations have been cleared, including library and parking fines. If the student received Federal student loans while attending SSC, their transcript and grades will be held until the student completes the federally mandated Exit Counseling (which is different than the graduation survey/counseling). No transcript copy will be issued unless the student has provided all of the required documents for admissions, high school and/or college transcripts, and has made payment of all costs owed to SSC. Any student who expects to attend another 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. Transcript requests must be made in person with photo identification or online through our National Student Clearinghouse link. Transcripts may not be requested over the phone.

## **Sexual Harassment**

### **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 sexual, 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.

### **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:

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

All efforts will be made to assist the victim with support and counseling 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:

1. Change of housing assignment
2. 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 make a complaint report.
- We will respect your privacy and confidentiality within legal guidelines.
- Our officers will not prejudge 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 Academic and 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 or Cell: 405-380-8989 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 or the Vice President for Academic and Student Affairs will meet with you personally to address any problems.

### **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 Academic and Student Affairs (VPASA) and provide complete details of the allegation. The VPASA will consult with the parties involved to see if a formal complaint needs to be filed. Upon receipt of a formal complaint, the VPASA will jointly investigate the matter with the supervisors of the employee charged. 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 being 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**

The college will not tolerate retaliation against a person who, in good faith, brings a complaint forward. 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 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.

### **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*

#### **Title IX Coordinator**

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C., Sec. 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

The Office of the Assistant Athletic Director, Leslie Sewell, has been designated as Seminole State College's Title IX coordinating office: Raymond Harbor Fieldhouse, 2701 Boren Blvd., Seminole, Oklahoma 74818. Phone: (405) 382-9541.

Detailed definitions and further specific information concerning sexual harassment can be found on the SSC website at <http://www.sscok.edu/ComSafety.html>

## **Student 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 with several opportunities to create life-long friendships through a variety of activities and events that provide entertainment while building a cohesive campus community.



**For more information regarding campus activities or intramurals, contact Melinda Sims, Housing and Student Activities Director, 405-382-9604 or [m.sims@sscok.edu](mailto:m.sims@sscok.edu).**

### **Intramurals**

Student Services and student organizations often sponsor intramural pool and table-tennis tournaments, dodge ball, basketball, flag football, disc golf, etc. Other tournaments and competitions are held whenever there are enough individuals interested in participating and the facilities are available.

### **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 or become involved with SGA should plan to attend one of the SGA's meetings. Students may contact Matt Kappel, 405-382-9721 or [m.kappel@sscok.edu](mailto:m.kappel@sscok.edu) for information on SGA meeting times. (More specific data about SGA is listed in Part IV of the Student Handbook.)

### **Student Organizations**

A variety of organizations exist on campus to help students further explore their career and/or personal interests.

Currently organizations include Phi Theta Kappa (PTK) Honor Society, Student Nursing Association (SNA), Native American Student Association (NASA), Psi Beta (Psychology Honor Society), Sigma Kappa Delta (English Honor Society), Student Government Association, SSC Art Club, Mu Alpha Theta (Math Honor Society), Future Business Leaders of America, SSC Aggie Club, SSC P.R.I.D.E. Club, and the SSC Shooting Sports Club. These organizations and 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 Academic and Student Affairs. (Rules concerning the formation of clubs and their operation are detailed later in the handbook.)

### **Recreational Facilities**

Located in the gymnasium is a weight/workout room. 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, table tennis, and various activities throughout the year.

### **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 any changes to the event as approved or if the event is cancelled.
- 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 Code of Conduct – Discipline**

**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 disruption 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 Policy*)

**8. Possession of Illegal Drugs:** The consumption, sale, or possession of illegal drugs 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 or receive a diploma until the account is cleared, and 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 Integrity Infractions:** 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. Refer to Academic Integrity Procedure.

**15. Firearms:** Firearms are prohibited on the SSC Campus. Regardless of your academic program, the possession of

firearms, ammunition, bows and arrows, firecrackers, or explosives is prohibited on campus and in any college-owned residence. All toy guns, pellet guns, airsoft guns, paint guns, and/or BB guns are prohibited on campus. Unauthorized possession of and/or exploding fireworks and other explosives and unauthorized possession and/or discharging of shotguns, rifles, pistols, and other lethal weapons on campus by students will be subject to disciplinary action. An exception would be if the firearm is part of an administratively approved training exercise, law enforcement officer doing business on campus, or 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 Academic and 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 policy*)

**22. Anti-Hazing:** Oklahoma Statute, Section 1190, Title 21: No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates Subsection A of this section, upon conviction, shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education. Any organization violating this directive shall cease to operate and forfeit all organizational rights and privileges.

**23. 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.

**24. Trespassing:** Any student who is at a location unauthorized by an SSC official/employee is prohibited.

**25. Failure to wear Personal Protective Equipment (PPE):** Any student not wearing PPE when mandated by law and/or SSC mandate is prohibited.

**26. SSC directive or mandate:** Any student not abiding by any SSC directive or mandate is prohibited.

## **Disciplinary Regulations**

### **Scope of Regulations**

**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.

**Investigations of Infractions:** The Vice President for Academic and Student Affairs or his/her designee 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 Academic and Student Affairs or Designee may impose any one or a combination of penalties cited in these Disciplinary Regulations.

### **Good Samaritan**

The College may offer amnesty for minor conduct violations to (1) a student who may have committed a minor violation at the time of a more serious incident or (2) a student who offers help to those who need medical assistance. If amnesty is offered, educational options may be explored, but no conduct actions or record will result.

### **Personnel Record**

Records of all disciplinary proceedings and actions taken against a student shall be kept by the Office of the Vice President for Academic and 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.

## **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 ensure 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 Academic and Student Affairs.

Allegations of violations of disciplinary rules or other college regulations shall be referred to the VPASA or designee 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 for a violation of college disciplinary rules.

After the initial investigation is complete, the school official may:

1. Take no action.
2. Take administrative action to counsel, advise, 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 Vice President for Academic and Student Affairs will serve as the campus disciplinary officer. The VPASA may conduct the hearing personally or may appoint an independent hearing officer or panel to hear the case.

During the hearing, only the VPASA 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 VPASA 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 Academic and 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.

## **Appeal to President**

A student, against whom disciplinary action has been taken, may appeal the decision to the Seminole State College President or Designee. 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 and 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 VPASA to represent a danger to the student or others, or when the student's actions or conduct disrupt the academic environment or threaten 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.

Seminole State College will provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual

assault, or stalking. In these cases, it is not necessary for a victim to make a written request.

### **Parental Notification**

Seminole State College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or with the consent of the student.

### **Failure to Complete Conduct Sanctions or Comply with Conduct Office Requests**

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Vice President for Academic and Student Affairs. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and an enrollment hold, which is a “hold” on enrollment privileges.

### **RANGE OF SANCTIONS**

Sanctions for violation of college regulations/student code of conduct may include any one or a combination of the following:

9. Formal or informal warning and reprimands.
10. The imposing of specified restrictions.
11. Financial restitution to the appropriate party.
12. Fines
13. Loss of privileges may include but not limited to use of college facilities, visitation, suspension from athletic event participation, and attendance at college functions, etc.
14. 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 Academic and 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
15. **Suspension.** A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by Vice President for Academic and Student Affairs. Suspension may be recorded on the student’s transcript at the discretion of the Vice President for Academic and Student Affairs.
  16. **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.

## **Student Housing**

**Residential Learning Centers (RLCs) on campus provide housing for up to 235 students. SSC has two RLCs; Seminole Nation RLC and Roesler RLC. The following living regulations and procedures apply to all RLCs:**

### **Check-In Procedures**

1. Students are allowed two helpers to move in.
2. All students must first report to his/her assigned residence hall, show student ID or driver's license, check in and receive room key.
3. Once checked into the residence hall the student will have one hour to get their belongings unloaded and into the room.
4. After the hour is complete the student's helpers must vacate the residence hall but can stay on campus and visit other areas on campus or in town with the student.
5. Resident must complete the electronic room condition contract and email it to the housing office within three days of arrival.
6. Residents who do not have a Student ID or parking permit will need to get one before or after moving their belongings into the room.

## **Check-Out Procedures**

1. Remove all belongings.
2. Clean rooms completely.
3. Fill out and sign the check-out portion of the room condition contract with a residence life staff member.
4. Turn in key(s) to a residence life staff member.
5. Any damages, unclean rooms, missing furniture, or keys will be assessed and charges placed on student's account or deducted from housing deposit.
6. Students who do not check out properly will automatically lose their housing deposit.

## **Residence Hall Access and Door Closure**

Seminole State College Residential Life works closely with the SSC Campus Police, Director of Campus Safety and Security, and the Maintenance Department to provide a safe and secure living environment within the residence halls. These policies are designed to improve your personal safety and security in the residence halls. Therefore, doors to the Seminole Nation RLC and Roesler RLC will remain locked 24 hours per day for the safety of all residents.

## **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.

## **Christmas Trees**

Only small artificial Christmas trees are allowed in the RLCs.

## **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 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.

## **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. Quiet hours begin at 11:00pm.

## **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. Students living in residence halls may not be in a hall that is not assigned to them after 11:00 P.M. and is subject to student conduct discipline.

## **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 non-refundable deposit. It is assumed that each student fully understands the terms of the agreement. Students deciding not to live in the RLCs must notify the Housing Office 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 in order to receive a refund of this deposit. Students who fail to clean their assigned room when moving out may be fined \$100.

## **Drugs/Alcohol**

The possession of or use of illicit drugs and/or alcohol 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 Academic and Student Affairs.

## **Earthquake Safety**

Oklahoma has experienced several unusually strong earthquakes in recent months. These quakes have affected our service area and raised safety concerns. Fortunately, there have been no reported physical injuries on our campus or to our buildings or infrastructure. This is not to imply there will not be earthquake damage in the future.

For your protection, I advise you to read the safety recommendations of the Federal Emergency Management Agency (FEMA) and be familiar with them in the event of another earthquake. During an earthquake, Drop, cover and Hold On. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure the exiting is safe.

### **If you are indoors, please follow these tips:**

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place. Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use the elevators. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

### **If outdoors, please follow these tips:**



Stay there. Move away from buildings, streetlights, and utility wires. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

### **If Trapped Under Debris:**

Do not light a match. Do not move about or kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust. Additional information may be found at <http://www.ready.gov/earthquakes>.

### **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 Rooms**

#### **Room Entry**

The College reserves the right to allow authorized college personnel to enter a student's room for an institutional-purpose search, such as:

- In the interest of the welfare, health, and safety of the resident or residential community
- To conduct periodic general room inspections for overall cleanliness and maintenance of acceptable standards
- To provide maintenance, perform repairs or other related activities
- To address a policy violation or law that has or is being broken
- Emergency events

### **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 (RLSM) at once. If no one is available, call the fire department at 911. If the fire alarm sounds or the building is having a fire drill all residents must follow the below procedures and listen to a RLSM or Fire Department. 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 unless they automatically lock.
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 Academic and Student Affairs.

#### **What can I do to prevent fires?**

1. Smoking is prohibited.
2. Report to a Residence Life staff member any appliance 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. **Please use power strips/surge protectors instead of extension cords.**
4. Do not burn candles or incense in student rooms.
5. Do not tamper with fire safety equipment.

### **Tampering with fire control equipment or systems**

Tampering with fire control equipment or video systems is considered to be a menace to human life and will not be tolerated in resident housing. Any person who disregards the rights and property of others by tampering with fire control equipment not only is in violation of college policy. Any student caught tampering with the video systems, fire alarm,

sprinklers, smoke alarms, and/or fire extinguishers will face disciplinary action which may include having their housing contract terminated and will be fined.

## **Description of fire safety system**

Both RLCs are equipped with strobe lights and horn sound warning devices with sprinkler systems. The alarm automatically contacts and notifies the local Fire Department when activated. Fire safety prohibits portable electrical appliances, smoking, hover boards, 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**

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 Hall Managers and Resident Assistants will attend the fire safety education training provided by our Campus Police department each year.

## **Plans for future improvements for fire safety:**

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

## **Firearms**

Firearms are prohibited on the SSC Campus. Regardless of your academic program, the possession of firearms, ammunition, bows and arrows, firecrackers, or explosives is prohibited on campus and in any college-owned residence. All toy guns, pellet guns, airsoft guns, paint guns, and/or BB guns are prohibited on campus. Unauthorized possession of and/or exploding fireworks and other explosives and unauthorized possession and/or discharging of shotguns, rifles, pistols, and other lethal weapons on campus by students will be subject to disciplinary action. (Campus Security Law 1990 and Oklahoma HB 2597)

## **Items to bring to campus:**

Please look on the campus website, under “Life at SSC”- “Housing” for a complete list of items to bring to campus and a list of items NOT to bring.

## **Laundry Facilities**

Washers/dryers are available in each residence hall 24 hours a day and are set up so residents can wash and dry clothes freely without having to use quarters or a credit/debit card. Residents are charged a laundry fee of \$30 per semester that is automatically added to the resident’s account.

## **Lockout**

First, check to see if your roommate is around! If the roommate is not available, then between the hours of 5 pm and 7 am, students who are locked out should contact the RA on duty for the night. If the RA on duty is not available, then campus police should be notified. During the daytime, 8 am until 4 pm, students should seek their roommate, then the RA, if they are not available contact the housing office at 405-382-9604. Keep in mind, RAs may be in class. If locked out and students cannot find their roommate, RA or RLC, they should text or call the SSC PD 405-380-8989 and allow thirty minutes for someone to respond.

## **Mail Service**

Residential Learning Center students should have their mail addressed:

**Seminole State College  
2701 Boren Blvd.**

**Student's Name, Residential Living Center Name, Student's Room#,  
Seminole, OK 74868.**

Resident's mail is kept in the housing office and each resident is emailed if they have mail or they may request an individual private mailbox through the Housing Office.  
Student mailboxes are located in each RLCs.

### **Missing Persons**

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

Missing Student Notification Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)  
Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification procedure and related procedures for those students who live in campus housing.

An 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 Residential Life 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 contact the student or verify that the student is using campus services will result in the Residential Life 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 Academic and Student Affairs.

**Upon official notification from the Residence Life Director, the Seminole State College Police Department will investigate. 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 Residential Life Staff review this policy in the first Residential Learning Center meeting each term.

### **Outside Doors**

Propping of secured doors is not allowed and violators will face disciplinary action.

### **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 Director of Residential Life. 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 the Director of Residential Life in the housing office 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 to ascertain if their parents' homeowner's insurance covers their belongings while at school and if not, purchase a rental insurance plan. If you need help finding rental insurance for your room stop by the housing office, there is information available.

### **Pets**

For health and sanitation reasons, no pets are permitted unless the animal has been approved as a service animal or emotional support animal. Pets found in the possession of student residents may result in disciplinary action and/or loss of deposit.

### **Residential Learning Center Contract**

This contract must be signed, and the \$100 non-refundable deposit paid 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. To be eligible to live in an 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 Academic and Student Affairs.

Students are responsible for paying for all days that they live in the RLC. Students who withdrawal from college or move out prior to the end of the semester will be subject to all charges up through the end of the contract period.

Students may pay for their housing-food services by one of the following 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.
3. Choose to sign up for the automatic payment plan allowing the payments to be automatically withdrawn from a bank account. Students can set this up through the business office, 405-382-9515.

### **Residential Learning Centers Hours**

The RLCs open three days prior to the start of semester classes and close at 3 p.m. on the last day of the semester. (Times are subject to change.) RLCs are closed to students during vacation/holiday 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 to rooms or halls without the 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, tacks 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. The use of tacks, nails and tape will result in forfeiture of the deposit and may be charged more depending on the damage.

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 Condition Contract**

This contract is a checklist of room furnishings and to note any damages to the room. This is signed by each resident and a Residence Life Staff Member during check-in/check-out. All 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. When students check out of their room, charges will be assessed for any damage to the room which has occurred during occupancy.

### **Room Keys**

You are responsible for each key issued to you. Residents are required to replace lost keys from 8:00 a.m.–4:00 p.m. Monday-Friday at the housing office, located in Seminole Nation RLC. Students are issued keys for their assigned room. 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.

### **Room or Roommate Changes**

A room or roommate change may be requested in writing to the Director of Residential Life only in circumstances that warrant a room change.

### **Screens**

Residents are responsible for keeping window screens installed on the window(s) in their residence. If a screen is not in its proper place, or missing, a student will be charged for screen replacement.

### **Security**

Please contact the SSC Police Department via text or call, 405-380-8989, if you have a security problem. You may also contact a Residential 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.

### **Solicitation**

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

### **Student ID**

All residents are required to have a Student ID, you can get your ID in the testing center located in the Walkingstick Student Services building. Students will need to have their ID with them at all times, and this also is used to scan in the cafeteria for the residents' meals.

### **Tobacco Free Environment**

To protect the health of students, faculty, and staff of SSC, and to comply with Seminole State College Policy II-7-9, the use of any tobacco product is prohibited in all campus buildings and on the grounds. According to the Policy, "The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, vaper, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of Seminole State College, including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees

whenever conducting business anywhere. This policy applies to all employees, students, clients, visitors and others at all Seminole State College property”.

### **Theft**

The taking of property that belongs to another is prohibited.

### **Tornado**

#### **What do I do in case of a tornado?**

Students should go to the designated area in the Dan and Andrea Boren Center, FEMA rated shelter, if time permits. When 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. If time is too short or the weather is too bad to get to the Dan and Andrea Boren Center, go to a residence hall room on the bottom floor, and get into the bathroom area between the two rooms. If you cannot get into a bottom floor room, go inside your bathroom area and shield your head with a pillow or blanket.

#### **Severe Weather**

During times of severe weather, designated refuge areas around campus can be used to gather:

Boren Library-

Men's and women's restrooms

Staff restroom in breakroom area

Tanner Hall-

Men's and women's North restrooms

Men's and women's South restrooms

Scott Building-

Men's and women's restrooms

Colclazier Building-

Men's and women's restrooms

Dan and Andrea Boren Center-

FEMA basement

Raymond Harber Field House-

Men's visitor locker room

Men's home locker room

Women's home locker room

Women's visitor/Volleyball locker room

### **Trash**

A dumpster is located behind each residence halls. DO NOT leave trash from your room outside the door of your room/suite or in the hallway. Please take it to the dumpster. Violations of this may result in disciplinary action.

### **Vehicle Registration**

All students with vehicles are required to obtain a parking permit from the business. You must present the business office with a copy of your student ID before a parking permit is issued. The vehicle permit must be always displayed while your vehicle is on campus. Parking permits cost \$25 per year. If a student loses his/her parking permit, the replacement fee is \$10.

### **Visitation**

Visiting hours are from 10:00am – 11:00pm every day. Residents that are visiting the other residence hall must adhere to the visitation hours as well. If that resident does not live in that residence hall, they must leave at 11:00pm because he/she

is considered a visitor. Visitors must be let in by the residents and immediately checked in with an RA. All visitors have a current driver's license or state ID unless. Minors must be accompanied by an adult parent or guardian.

**Further rules and regulations may be outlined in the student housing contract.**

## **Student Bill of Rights & Responsibility**

### **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.

### **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.

### **Classroom Rights**

The instructor, in the classroom and at conferences, should encourage free discussion, inquiry, and expressions. Student grades are 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 make 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 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.

### **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 SSC**

Seminole State College abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) also 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 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.

Another exception to FERPA is the disclosure is to a parent of a student at an institution of postsecondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if—

(A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and

(B) The student is under the age of 21 at the time of the disclosure to the parent.

Other exceptions may apply.

Information known as "Directory Information" may be shared with organizations or individuals who request it, including military recruiters. 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 and/or SSC student email 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 students' 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, at (405) 382-9230.

## 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 data 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 the consent of the 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 FERPA (i.e., to members of the college faculty and staff with legitimate educational interest, eligible parents, and others). Students may give or deny their 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 where 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 students which they acquire in the course of their work.

### **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 at 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 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 in 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, and 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.

### **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 ensure 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.

### **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.

### **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.

**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.

**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 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 have 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 of 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 of 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 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 (PTK) Honor Society, Student Nursing Association (SNA), Native American Student Association (NASA), Psi Beta (Psychology Honor Society), Sigma Kappa Delta (English Honor Society), Student Government Association, SSC Art Club, Mu Alpha Theta (Math Honor Society), Future Business Leaders of America, SSC Aggie Club, SSC P.R.I.D.E. Club, and the SSC Shooting Sports Club..

### **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 or staff 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/staff adviser, along with a statement of the organization's purpose and membership requirements to the Vice President for Academic and Student Affairs. The VPASA 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 VPASA 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/staff adviser) is necessary to withdraw funds from the organization's account.
5. Student clubs must inform the VPASA 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/staff adviser present at all their functions and meetings.

### **Fundraising 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 Academic and 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 to be utilized, the appropriate administrators must be contacted for approval of the use of such facilities. The Vice President for Academic and 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 VPASA concerning allocation of SGA funds.

## **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:** Contact the professor and schedule a meeting to discuss the problem with the faculty member involved. Perceived problems are often misunderstandings generated by faculty information or miscommunication about the grievance. If the grievance is unresolved, the student is to request an Academic Grievance Procedure Communication Tracking Form from the professor at the end of the meeting. The professor will fill out the form, sign it, and ask for students to sign as well. Then a copy of the completed form will be given to the student and to the Division Chair by the professor. If the student wishes to pursue the grievance, the student must then contact the Division Chair to schedule a meeting.

**STEP 2:** The student must visit the Division Chair of the department in which the problem has arisen. If the grievance is still unresolved, the Division Chair is to complete Step 2 on the Academic Grievance Procedure Communication Tracking Form at the end of the meeting. The Division Chair will fill out the form, sign it, ask the student for their signature, and

request the professor's signature. Then the Division Chair will distribute copies of the complete form to the student, the professor, and the Vice President of Academic Affairs. If the student wishes to pursue the grievance, the student must contact the Vice-President of Academic and Student Affairs (VPASA) at [b.knowles@sscok.edu](mailto:b.knowles@sscok.edu) to schedule a meeting.

**STEP 3:** The student must visit with the Vice President of Academic Affairs. The VPASA may resolve the issue in a manner of her/his choosing. This may or may not involve a hearing before the VPASA by all parties involved. If the grievance is still unresolved, the Vice-President of Academic Affairs is to complete Step 3 on the Academic Grievance Procedure Communication Tracking Form at the end of the meeting. The VPASA will fill out the form, sign it, ask the student for their signature, request the professor's signature and the Division Chair signature. Then the VPASA will distribute copies of the completed form to the student, the professor, the Division Chair, and the President of SSC. If the student wishes to pursue the grievance, the student must contact the President of SSC by written request at [l.reynolds@sscok.edu](mailto:l.reynolds@sscok.edu) to schedule a meeting within seven (7) business days from the notification of the VPASA's decision.

**STEP 4:** The student must visit with the President of SSC. The President can exercise discretion as to whether or not to hear the case and may resolve the issue in a manner of her/his choosing. This may or may not involve a hearing before the President by all parties involved. The President will decide on the appeal which may be one of the following:

1. Uphold the decision of the Vice President for Academic and Student Affairs.
2. Modify the decision of the Vice President for Academic and Student Affairs.
3. Take other action as deemed appropriate and as fully explained to both the Vice President for Academic Affairs and the student.

The President of SSC is to complete Step 4 on the Academic Grievance Procedure Communication Tracking Form at the end of the meeting. The President will fill out the form, sign it, ask the student for their signature, and ask for the VPASA's signature. The completed form will be returned to the VPASA Office for recordkeeping purposes. The VPASA Office will then distribute copies of the completed form to the student, the professor, and the Division Chair. If the student wishes to continue to pursue the grievance, they must follow in instructions for contacting the Oklahoma State Regents of Higher Education (OSRHE) listed in the "Further Student Grievance Appeals" below.

## Student Non-Academic Grievance Procedure

"Complainant" is defined as the person who is filing a complaint or grievance. "Respondent" is defined as the person against whom the complaint is being filed. When a student has a non-academic based complaint that a violation of SSC policy, procedures or values has occurred, he/she should follow the procedure outlined below. If satisfaction is not achieved at one step in the procedure, the complainant may move on to the next step. All steps must be followed in the order presented. Ultimately, a complaint must be placed in writing and signed by the complainant.

**STEP 1:** If feasible, the complainant should attempt to discuss the problem with the respondent. Perceived problems are often misunderstandings generated by faulty information or miscommunication. Involvement of a neutral third party or mediator is recommended in most cases. The complainant may want to consult with his/her advisor or the Vice President for Academic and Student Affairs (VPASA – [b.knowles@sscok.edu](mailto:b.knowles@sscok.edu)) in this regard. If the specific circumstance makes Step 1 inappropriate, or if the complainant does not feel comfortable communicating with the respondent, he/she may proceed to step 2.

**STEP 2:** Visit with the immediate supervisor of the respondent if the complaint involves a member of the College staff. If the complaint involves another student, contact the VPASA ([b.knowles@sscok.edu](mailto:b.knowles@sscok.edu)).

**STEP 3:** If consultation with the supervisor does not resolve the problem, the complainant should consult the VPASA. The VPASA will hear the complaint and render a decision. At his/her discretion, the VPASA may convene a committee to hear the grievance and make a recommendation on resolution to the VPASA.

**STEP 4:** An appeal of the decision rendered by the VPASA may be made in writing to the President of SSC at [l.reynolds@sscok.edu](mailto:l.reynolds@sscok.edu) within seven (7) business days after notification of the VPASA's decision. The President may exercise discretion as to whether or not to hear the appeal or decide on the appeal which may be one of the following:

1. Refuse to hear the issue due to lack of sufficient reason for the appeal.
2. Uphold the decision of the Vice President for Academic and Student Affairs.
3. Decide in favor of the student filing the grievance or a negotiated resolution.

### Appealing to OSRHE, HLC, NC-SARA or other State Entities

If the student has completed either the Academic or Non-Academic procedure as listed above and still wishes to pursue their grievance, they should review the information below and appeal to the appropriate governing body.

**OSRHE** - If the student is a resident of the state of Oklahoma and feels the need to take a complaint to the state level, the appropriate authority in the State of Oklahoma is the [Oklahoma State Regents for Higher Education](#). To view the OSRHE's Student Complaint page, please click the link above or visit <https://www.okhighered.org/current-college-students/complaints.shtml>.

**HLC** - The complaint process is designed to identify substantive problems with an institution's ability to meet the [Criteria for Accreditation](#) or other HLC requirements. HLC's [policy on complaints](#) provides a full description of the type of complaints that HLC will review. Students who are unable to resolve their issue following the SSC Student Grievance Policy, can also submit their complaints to SSC's accreditation body the Higher Learning Commission (HLC). Students can contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 or call 1-800-621-7440. If a student would like to file a complaint with the [Higher Learning Commission](#) you can do so by visiting their [Student Complaint](#) site.

**State Authorization Reciprocity Agreements (SARA)** - Out-of-state students attending SSC through SARA who feel that SSC did not adequately address their complaint can appeal the outcome of SSC's complaint resolution process to the Oklahoma State Regents for Higher Education: [OSRHE SARA Student Complaints](#). Additional information about SARA student complaints can be found here: <https://www.nc-sara.org/student-complaints>.

## Food Pantry

The purpose of the SSC Food Pantry is to remove food insecurities and offer educational resources to students at the Seminole State College in need. The mission of the Seminole State College Food Pantry is to promote and support the health and wellbeing of the SSC campus community by providing FREE supplemental food assistance to SSC students. The SSC Food Pantry is located on the northeast side of the David L. Boren Library on the SSC campus, room 101. All current SSC students are eligible to use the pantry with a valid student ID. Registration is completed at the food pantry. Annual registration is required. The Food Pantry does not have an income requirement, but students will need to bring a valid SSC ID. The Food Pantry is always looking for students, faculty, and staff volunteers. If you are interested in volunteering, please email the Vice President for Academic and Student Affairs, Bill Knowles [b.knowles@sscok.edu](mailto:b.knowles@sscok.edu). The SSC Food Pantry is staffed by a group of amazing SSC employees and students. Monetary donations can be made by visiting the following SSC Educational Foundation link. <http://www.sscok.edu/Foundation/donate-your-donation-counts/> Make a notation that the donation is for the SSC Food Pantry.

Food donations can be brought to campus and delivered to the food pantry or any of the drop-off bins located in buildings around campus or brought to the Food Pantry or VP for Students Affairs in Walkingstick Student Services building. The SSC Food Pantry partners with the Regional Food Bank of Oklahoma. It is sustained 100 % through monetary and food donations from those who support our cause. Please email [b.knowles@sscok.edu](mailto:b.knowles@sscok.edu) if you want to contribute. Questions can be answered by contacting the Food Pantry at 405-382-9740 or email [b.knowles@sscok.edu](mailto:b.knowles@sscok.edu)

## Help Center

The SSC Help Center serves as an information source for available community and campus resources. We offer support services essential for actively learning, working, and living in the community and coordinate supportive services for students seeking information and referral for mental health and substance abuse needs.

# Free Medical, Counseling, and Other Support Services for SSC Students

Seminole State College is now partnered with [TimelyCare](#) to deliver a new virtual health and well-being platform for students. Through either a mobile app or desktop, TimelyCare provides FREE, 24/7 access to virtual care from anywhere in the United States at no cost to students. Students can register to use the TimelyCare app and services by using their SSC email address.

## What services are available?

- **MedicalNow: 24/7, on-demand medical care.**
- **TalkNow: 24/7, on-demand emotional support.**
- **Scheduled Counseling: Select the day, time, and mental health provider of your choice.**
- **Scheduled Medical: Select the day, time, and medical provider of your choice.**
- **Health Coaching: Support for developing healthy behaviors.**
- **Self-Care Content: 24/7 access to self-care tools and resources, such as meditation and yoga sessions, helpful videos, and short articles from experts.**
- **Peer Community: An anonymous and judgment-free space where you can connect with, react to, and support other students going through similar situations.**
- **Basic Needs Support: Get connected to free or reduced-cost community resources.**

## Student Government

### THE CONSTITUTION OF THE SSC STUDENT GOVERNMENT ASSOCIATION

#### *Article I – Organizational Title*

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

#### *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 SGA and make recommendations to the college administration on the make-up and functions of Student Government.

#### *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 SSC may seek either appointive or elective membership in the SGA. 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.

##### **Section 2**

SGA 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 SGA 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 Academic and Student Affairs (VPASA) or his/her designee. In the event the above-named SGA members are not available, the VPASA (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 Academic and 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 VPASA 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 VPASA 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 SSC. 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 1 - 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 of 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 Academic and 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 Academic and 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 Academic and Student Affairs' office during the first three weeks of the fall semester. The Vice President for Academic and 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 VPASA as in accordance with the Bulletin Board Policy as listed in the *Student Handbook*. Additionally, there will be no personal solicitation for votes on 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 Academic and Student Affairs during the spring semester.

#### **Section 5 - Voting Results**

The VPASA 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 VPASA 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 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 Academic and 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 fill the office for one full year, i.e., fall and spring semesters.

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