

Carl Albert State College



2011-2012
Student
Handbook



GREETINGS FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Welcome to Carl Albert State College!

We are pleased to provide you with the Student Handbook which is designed to be your guide in orienting you to the college and the various services we offer for you as a student of CASC.

Truly your success is our mission! Through a variety of programs such as the Learning Resource Center, Student Support Services, clubs, organizations, the Guidance and Career Center and other initiatives on campus, we strive to provide opportunities for you to succeed in your academic and personal goals. We are here to help you meet your goals and to offer you every support possible in order for you to achieve them.

We believe in offering you a supportive learning-centered community that is created to meet your diverse needs as a student. We are glad you have decided to be a part of the Carl Albert State College Vikings and invite you to join us in activities and opportunities beyond the classroom.

Thank you for choosing CASC and best wishes on your journey to academic and personal success!

Sincerely,

Leah McLaughlin



Table of Contents

COLLEGE INFORMATION

Accreditations & Nondiscrimination	4
CASC Mission, Vision, Values & Goals	6
Administration & Academic Divisions	7
Brief History & Campus Locations	8
Contact Information	9
Department Information	10

ACADEMIC INFORMATION

2011-2012 Academic Calendar	11
Access to Student Records (FERPA).....	12
Admissions.....	14
Academic Support Services	26

STUDENT INFORMATION

Student Service Offices	30
Student Affairs.....	34
Residential Students	45
Campus Police.....	47
Financial Aid/Scholarships	50
General Policies and Procedures.....	53
Constitution of the Student Government Association.....	86

Accreditation Statement

Carl Albert State College is accredited by the Higher Learning Commission through the North Central Association of Colleges and Schools, the National League for Nursing Accrediting Commission, and the American Physical Therapy Association, and Joint Review Committee on Education Radiologic technology (JRCERT).

The college is also accredited or recognized by the following higher education agencies or bodies: Oklahoma State Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency, Oklahoma Association of Community and Junior Colleges, American Association of Community and Junior Colleges, Higher Education Alumni Council of Oklahoma, North Central Council of Junior Colleges, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees.

Additionally, CASC has entered into partnerships with several entities including East Central University, Ada, Oklahoma; Franklin University, Columbus, Ohio; Mid-America University, Oklahoma City, Oklahoma; Northeastern State University, Tahlequah, Oklahoma; and Southeastern Oklahoma State University, Durant, Oklahoma.



North Central Association

Carl Albert State College is accredited by the Higher Learning Commission through the North Central Association of Colleges and Schools from 2003-2013. CASC includes the address and telephone number of the North Central Association of Colleges and Schools. The address and telephone number is:

North Central Association of Colleges and Schools Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Telephone: (800) 621-7440

Nursing

The Carl Albert State College Department of Nursing Education is approved by the Oklahoma Board of Nursing. Graduates of this state program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurse.

Oklahoma Board of Nursing
2915 N. Classen, Suite 524 Oklahoma City, OK 73106 (405) 525-2076

The Carl Albert State College Department of Nursing Education is accredited by the National League for Nursing Accrediting Commission (NLNAC) from 2010-2018.

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 600, Atlanta, GA 30326 (404) 975-5000

Physical Therapist Assistant Program

The Physical Therapist Assistant Program is accredited from 2010-2020 by the Commission on Accreditation in Physical Therapy Education.

AMERICAN PHYSICAL THERAPY ASSOCIATION

1111 North Fairfax Street
Alexandria, Virginia 22314

Radiologic Technology Program

The Carl Albert State College Department of Radiologic Technology Program is accredited by the Joint Review Committee on Education in radiologic Technology (JRCERT) from 2008-2016.

JRCERT

20 N Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300

Business Programs

The Business Division is accredited from 2008-2013 by:

Association of Collegiate Business Schools and Programs

7007 College Blvd., Suite 420
Overland Park, Kansas 66211

Notice of Nondiscrimination Statement

Carl Albert State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, and financial aid educational services. For further information, contact the Affirmative Action Officer: Human Resource Director, CASC Poteau Campus, Business Center, 1507 South McKenna, Poteau, OK 74953.

Mission Statement:

Carl Albert State College provides affordable and accessible educational experiences of exceptional quality which foster student success. Your success is our mission.

Vision Statement:

CASC faculty and staff will provide an exemplary learning community by creating excellent educational opportunities that are responsive to the needs of the area and enable students to achieve their aspirations and develop into successful participants in an ever-changing world.

CASC Faculty and Staff are dedicated to these Values:

1. **Student Centricity** – a supportive learning-centered community created to meet diverse student needs in the achievement of academic and personal goals for lifelong learning opportunities
2. **Educational Quality** – exceptional programs and services striving for continuous improvement for student success
3. **Integrity** – honesty, courtesy, responsibility, and ethical conduct within the college community and with other constituencies
4. **Accessibility** – a broad range of academic programs, general education, and student services to meet student needs in an efficient, effective, and economical manner
5. **Community Collaboration** – cooperative partnerships with other educational institutions, agencies, and organizations to better the global community
6. **Leadership** – engagement and civic responsibility at local, national and global levels

CASC Faculty and Staff are dedicated to these Goals:

1. Preparation of students for success in further educational endeavors, careers, and a life of service and leadership;
2. High academic standards and rigor;
3. Evaluative processes of educational experiences to provide data-driven assessments and outcomes;
4. Instilling student perseverance, independent learning, and critical thinking skills throughout college and life;
5. Providing a safe and conducive environment for learning;
6. Contemporary and effective use of technology;
7. Promoting local opportunities for student and community success;
8. Encouraging a global perspective and lifelong learning.

ADMINISTRATIVE OFFICERS OF THE COLLEGE

President	Dr. Brandon Webb
Vice President of Academic Affairs	Dr. James Yates
Vice President of Student Affairs	Leah McLaughlin
Vice President of Business Affairs	Ramona Buckner
Vice President of Sallisaw Campus.....	Dr. Kathy Harrell
Assistant to the President & CEO of the CASC Development Foundation ...	Garry Ivey
Director of Public Relations & Marketing	Judi White
Director of Information Technology	Michael Martin

Academic Divisions

Business	Bill Gann	Business Center
Communication & Fine Arts	Nathan Billy	Ollie Center/Hamilton Complex
Environmental/Industrial Technology.....	Bill Gann	Business Center
Health, Physical Education & Recreation.....	Leroy Nolan	Hemphill Hall
Health Science.....	Dr. Linda Pearson	Health Science
Mathematics/Science	Jerry Holton	Johnson Hall
Social & Behavioral Sciences	Bob Hendricks	Ollie Center

CASC POTEAU CAMPUS

CASC Poteau began in 1934 to offer opportunities to students who could not afford the cost of leaving home to obtain a higher education. Originally named Poteau Junior College, it was changed in the 1950s to Poteau Community College, and in 1971 to Carl Albert Junior College in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the school was located. On October 25, 1973, the college became a part of the state system of higher education as a state-owned and state-operated institution. In May 1990, the Oklahoma Legislature approved a bill which changed the school's name to Carl Albert State College.

CASC's central campus is located in Poteau, Oklahoma, with a population of slightly more than 10,000. Poteau is listed as one of "The 100 Best Small Towns in America." The town is the LeFlore County seat, and is a 25 mile drive from Fort Smith, Arkansas, a metropolitan center of more than 80,000 people. The campus is situated at the foot of Cavanal Hill, "The World's Highest Hill." The area provides fishing, hunting, water skiing, camping, and equestrian trails.

CASC Poteau has grown from one classroom building to now 25 buildings, including 11 residential centers serving more than 3,000 students from throughout Oklahoma and western Arkansas.

CASC SALLISAW CAMPUS

CASC's branch campus is located in Sallisaw, Oklahoma and opened in spring 1979. Initially, all classes were taught in public school facilities. In the fall of 1990, classes were moved to a vacant elementary school building. In 1992, CASC Sallisaw began operating in its current location in the Sallisaw Industrial Park. At that time, six classrooms were available to serve 170 students.

Continued rapid enrollment created the need for additional space, and in the summer of 2000 a state bond issue was passed to expand the Sequoyah County campus. The bond issue did not generate the necessary revenue to fund the planned 25,000-square foot addition. Local business leaders, however, were successful in the introduction and subsequent passing of a half-cent sales tax increase for a four-year period. As a result, construction on the expansion began in August 2001 and was completed summer 2002.

The CASC Sallisaw campus is spacious, modern facility with state-of-the-art technology, computer labs, science labs, and a large multi-purpose area that regularly hosts local civic and community outreach events. In fall 2005, CASC received funding from the Higher Education Capital Bond Program for construction of a 28,000 square foot library and classroom complex on the CASC Sallisaw campus. The citizens of Sallisaw matched the Higher Education Bond funds with a city one-half cent sales tax. Completion in 2007 now allows CASC Sallisaw to serve more than 1,500 students.

CONTACT INFORMATION:
Poteau Main Campus 918.647.1200
Sallisaw Campus 918.775.6977

ACADEMIC AFFAIRS.....	JH 201	918.647.1231
ACTIVITIES/ORGANIZATIONS	HH 142	918.647.1374
ADA COORDINATOR.....	HH 112D.....	918.647.1389
ADMISSIONS/RECORDS/GRADUATION.....	HH 112	918.647.1300
ATHLETIC DIRECTOR/MEN’S BASKETBALL	HH 141	918.647.1376
BASEBALL	TF 611	918.647.1280
BOOKSTORE	CB 908.....	918.647.1390
BUSINESS OFFICE/CASHIER.....	HH 105	918.647.1325
CAMPUS PUBLICATIONS	BC 866C.....	918.647.1474
CAREER/GUIDANCE CENTER	HH 112	918.647.1264
COMPASS/PLACEMENT TESTING	HH 112	918.647.1372
CONTINUING EDUCATION/OUTREACH.....	HC 316D	918.647.1278
EDUCATIONAL OPPORTUNITY CENTER.....	HH 140	918.647.1395
EDUCATIONAL TALENT SEARCH	BC 804C.....	918.647.1377
EDUCATIONAL TALENT SEARCH/SALLISAW	SC 8024	918.776.9242
FINANCIAL AID/STUDENT EMPLOYMENT	HH 102	918.647.1344
HIGH SCHOOL & COLLEGE RELATIONS.....	HH 140	918.647.1375
HUMAN RESOURCES.....	BC 866A.....	918.647.1373
INTERNATIONAL STUDENTS.....	HH 140	918.647.1371
LEARNING RESOURCE CENTER/TUTORING	OC 1301	918.647.1316
LIBRARY (POTEAU) – JOE E. WHITE LIBRARY.....	WL 400	918.647.1311
LIBRARY (SALLISAW) – DELORES O’GUIN MITCHELL.....	SC 8111	918.775.6977
POM/DANCE/CHEERLEADING.....	HH 140	918.647.1371
RESIDENTIAL HOUSING	HH 154	918.647.1371
SCHOLARSHIPS/NATIONAL ACT TESTING	HH 102	918.647.1342
SCHOLARS PROGRAM	HH 142	918.647.1374
SHOW CHOIR.....	HC 303.....	918.647.1267
SPECIAL EVENTS	BC 874A.....	918.647.1211
STUDENT ACTIVITIES/STUDENT GOVERNMENT	HH 142	918.647.1374
STUDENT AFFAIRS.....	HH 140	918.647.1371
STUDENT SUPPORT SERVICES.....	HH 130	918.647.1366
TRANSFER & ASSESSMENT/RESIDUAL ACT TESTING	HH 112	918.647.1264
UPWARD BOUND	HT 502.....	918.647.1386
UPWARD BOUND/SALLISAW	SC 8021	918.776.0002
UPWARD BOUND/MATH SCIENCE.....	HT 502.....	918.647.1380
VETERANS SERVICES	HH 112	918.647.1300
VOCATIONAL REHABILITATION.....	HT 504A	918.647.8121
WOMEN’S BASKETBALL.....	TF 619A	918.647.1283
WOMEN’S SOFTBALL.....	TF 617	918.647.1281

Building Abbreviations: BC – F.L. Holton Business Center; CB – Costner-Balentine Student Center; HH – Hemphill Hall; HT – High Technology Bldg; JH – Johnson Hall; OC – Oliie Center; SC – Sallisaw Campus; TF – Thompson Fitness; WL – Joe E. White Library

DEPARTMENT INFORMATION

Admissions Office – Poteau Campus - Hemphill Hall 107 – 918.647.1300

- Applications for Admissions/Concurrent High School Enrollment
- Transcripts, GPA and course history for current students
- Academic records, high school transcripts, immunization card, ACT scores, GED certificates
- Verifies enrollment for insurance, VA, Choctaw Nation, Cherokee Nation, other tribal offices
- International admission, VA educational benefits, graduation, degree checks, advanced standing

Business Office – Poteau Campus – Hemphill Hall 105 – 918.647.1325

- Payments for student accounts
- Payments for fines
- Check current account status
- Deposit/disperse student organization money
- Obtain parking tags for commuter (non-residential) students
- Disperse financial aid checks
- Cash small personal checks (\$20 or less with a student ID)
- Change for laundry and vending machines

Financial Aid – Poteau Campus – Hemphill Hall 102 – 918.647.1343

- Individual counseling for completing the Free Application for Federal Student Aid (FAFSA)
- Free electronic filing of student FAFSA applications
- Extended assistance for students selected for the financial aid verification process
- Assistance for students and parents with the student loan process
- Award more than 175 cash scholarships to current and prospective students each year
- Part-time employment through the Federal Work Study Program for students who qualify
- Information and assistance for CASC students transferring to another college or university
- Financial Aid workshops for area high school seniors and their parents

Student Affairs – Poteau Campus – Hemphill Hall 145 – 918.647.1371

- Career counseling
- CASC student IDs
- Residential parking permits
- Residential term stickers and meal stickers
- Transfer college information
- Residual ACT testing and scores
- Residential housing information
- HPER Division
- Recruiting information
- Student Government Association
- Athletics
- Student Activities
- Scholars Program information

2011-2012 ACADEMIC CALENDAR

Summer Session 2011

Semester Begins	May 24
Memorial Day	May 30
Independence Day.....	July 4
Semester Ends (including final exams).....	July 20

Fall Semester 2011

Fall Intersession Classes.....	August 1-12
Sallisaw Faculty In-service	August 16
Semester Begins	August 17
Labor Day	September 5
Fall Break	October 20-21
Thanksgiving Break	November 21-25
Finals	December 12-16
Semester Ends	December 16

Spring Semester 2012

Spring Intersession Classes	January 9-13
Staff/Faculty Return.....	January 9
Semester Begins	January 18
Martin Luther King Day	January 16
Spring Break.....	March 19-23
Easter Break.....	April 5-6
Finals	May 14-18
Semester Ends	May 18
Commencement (Graduation Ceremony)	May 11

ACCESS TO STUDENT RECORDS

The following information concerning student records maintained by Carl Albert State College is provided in compliance with the Federal Educational Rights and Privacy Act of 1974 (PL 93-380). The Act provides that all records maintained on a student be made available for inspection by that student. The student must not only have access to the full records, but must also be given the opportunity to challenge any portion of the record.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy of educational records, establishes the students' rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures of the institution to comply with this Act.

In compliance with this Act, the college provides the following information and services:

- A) The Office of Admissions has copies of a detailed policy statement of procedure for compliance.
- B) The Act provides that certain portions of the record are deemed directory information. Directory information may be released to the public without authorization of the student. Carl Albert State College hereby designates the following student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion, but typically is used for graduation announcements, honor roll publications, etc.
 - 1) Student's Name
 - 2) Local and Permanent Addresses
 - 3) Telephone Numbers
 - 4) Date and Place of Birth
 - 5) Major Field of Study
 - 6) Sex
 - 7) Academic Classification
 - 8) Participation in Officially Recognized Organizations, Activities, and Sports
 - 9) Weight and Height of Participants in Officially Recognized Sports
 - 10) Educational Institutions Previously Attended
 - 11) Dates of Attendance at Carl Albert State College
 - 12) Degrees and Awards Granted
 - 13) Degree(s) Held, Dates Granted, and Institution(s) Granting Degree
 - 14) Part- or Full-Time Enrollment Status
- C) The college, at its discretion, without a student's written request, releases confidential information to the following:
 - 1) College officials having a legitimate educational interest;
 - 2) Officials from other institutions in which the student seeks enrollment;
 - 3) Federal agencies, such as Social Security Administration, Immigration, Treasury, Federal Bureau of Investigation, etc.;
 - 4) Private or public agencies regarding application for or receipt of financial aid, including guaranteed student loans;

- 5) Organizations conducting studies for educational agencies or institutions developing, validating, or administering tests, student aid programs or educational improvement programs;
 - 6) Accrediting organizations;
 - 7) In compliance with a judicial order or valid subpoena;
 - 8) Emergencies affecting the health or safety of the student or other persons;
 - 9) Parents of dependent students as documented by the most recent federal income tax form.
- D) All students are considered independent.
- E) Students may inspect their records by appointment with the Registrar.
- F) Students may withhold "directory information" from certain third parties. To do so, a student must file a form with the Office of Admissions. Once filed, however, this request becomes a permanent part of the student's record, until the student instructs the college in writing, to have the request removed. Moreover, this request does not restrict the release of information to those agencies listed under Section C.
- G) A request cannot be processed without the student's social security number.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions at Carl Albert State College prior to the third week of classes during the fall and spring semesters and prior to the second week of classes during the summer semester.

Forms requesting the withholding of "Directory Information" are available in the Office of Admissions. All inquiries concerning information on students enrolled at Carl Albert State College and former students must be submitted in written form. Carl Albert State College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Portions of the student record not included in "Directory Information" may be released to the public without specific written authorization of the student. Additional information about access to student records is available from the Director of Admissions/Registrar.

ADMISSIONS

Admission guidelines, steps, and requirements are listed in the CASC catalog and on the CASC website: www.carlalbert.edu/admissions.

TESTING (CASC ASSESSMENT)

CASC students participate in assessment (testing) throughout their college experience. The purpose of all assessment is to facilitate student success through classroom instruction or in the services that are provided to students. The Oklahoma State Regents for Higher Education (OSRHE) also require that CASC have an assessment plan that measures students' entry-level, mid-level, and program outcome achievement, as well as student satisfaction with instruction and services. The college's regional accreditation agency, The Higher Learning Commission of the North Central Association as well as other program accreditation boards also require that campus assessment be ongoing, campus-wide, and part of a formal evaluation process.

Assessment Feedback: The assessment results are reported each year to campus constituencies who then evaluate the data and recommend any changes to classroom instruction, student services, or to the assessment plan itself. Also, annually CASC submits an Assessment Report to the OSRHE. Copies of this report are filed in the Joe E. White Library. The Assessment Report may also be accessed on the CASC website (www.carlalbert.edu). The report contains an executive summary about CASC assessment and detailed information about entry-level, mid-level, program outcomes, and student satisfaction. For more information about CASC assessment, contact Nina Ritchey at 918.647.

Carl Albert State College appreciates your participation in the assessment program and encourages you to perform at your highest levels of achievement and/or express your honest opinion and beliefs.

ENTRY-LEVEL ASSESSMENT

ACT Assessment: All first-time students under 21 years of age are required to participate in the ACT Assessment prior to enrollment. CASC is a testing site for the National ACT which is offered five times a year. Pre-registration through ACT (www.act.org) is required for national testing.

As a service to students who will be attending CASC, the college offers Residual (institutional) ACT testing throughout the year at the Poteau and Sallisaw campuses. The residual testing dates, times, and locations are listed in the current class schedule and through www.carlalbert.edu. No pre-registration is required. Students taking the residual ACT should arrive before testing is scheduled to begin and must bring two No. 2 lead pencils and a photo ID (driver's license is acceptable). The cost is \$32.00, payable with cash, personal check, or money order. For additional information about ACT tests contact the Guidance Center at 918.647.1372.

Students below age 21 who score below 19 on any of the four ACT subtests (Reading, Writing, Math, Science Reasoning) will be required to enroll in the corresponding developmental education class or attempt to "test out" through secondary placement testing (see below).

COMPASS TEST		
Pre-algebra Based Placement	College Algebra 0-29 qualifies for any college level math.	
Test Subject	Student Score	Placement/Enrollment
Math (Pre-Algebra)	0-45	MATH0113
	46-65	MATH0123
	66 & above	College-level/MATH1513
Writing	0-74	ENGL0123
	75 & above	College-level/ENGL1113
Reading	0-80	ENGL1413
	81 & above	College-level course
Science	0-80 Reading and/or 0-41 Algebra	SCI0124
	81+ Reading and 66+ Pre-Algebra	College-level Science
COMPASS TEST		
Algebra Based placement		
Test Subject	Student Score	Placement/Enrollment
Math (Algebra)	0-29	MATH0113
	30-41	MATH0123
	42 & above	College-level MATH1513
Writing	0-74	ENGL0123
	75 & above	College-level/ENGL1113

Reading	0-80	ENGL1413
	81 & above	College-level course
Science	0-80 Reading and/or 0-41 Algebra	SCI0124
	81+ Reading and 42+ Algebra	College-level Science

COMPUTERIZED PLACEMENT TESTING & SECONDARY PLACEMENT TESTING

ACT COMPASS placement testing is offered in the Guidance Center, Hemphill Hall, Room 112 on the Poteau campus or the Tutoring Center at the Sallisaw campus. Adult students, age 21 or older, may test with COMPASS or the ACT for entry-level assessment (admissions testing). However, adult students should refer to the current CASC catalog and their advisors for additional admissions information concerning particular programs.

Entering students below age 21 who score less than 19 on any of the four ACT sub-tests must enroll in the corresponding developmental education course or test out through secondary placement testing with COMPASS. Secondary placement testing with COMPASS is offered during regular business hours at the Poteau campus or at 9 a.m. on Wednesday at the Sallisaw campus.

The CASC testing policy for COMPASS states that students may test twice at no charge; after that, there will be a \$5.00 administrative fee per test. Students may not take the COMPASS test to test out of a class after classes begin for the semester. Students must show a picture ID and know their social security number as well as apply to CASC prior to taking the COMPASS test. For additional information, call 918.647.1372.

MID-LEVEL ASSESSMENT

Mid-Level Assessment with ACT CAAP: All students attending Oklahoma colleges who complete 45+ hours must participate in mid-level assessment. Students meeting this criterion will be contacted and given additional information concerning date, time, and location. Mid-level assessment is used as an evaluation of CASC’s general education curriculum. Some academic programs will also use the results for one measurement of program performance.

CASC conducts mid-level assessment during the spring semester using the ACT *Collegiate Assessment of Academic Proficiency* (CAAP). Five modules are given to all participating students (Writing, Reading, Math, Science Reasoning, and Critical Thinking). Entry-level assessment (ACT and CAAP Critical Thinking Test – see above) serve as pre-tests for these scores. Each student’s individual performance record for the CAAP will be retained in his/her permanent file in the Admissions Office. However, students should be aware that the CAAP will not affect their grades or reflect individually on any one student.

Capstone Courses: Students who are completing a CASC academic program will be required to enroll in a “capstone” or graduation course. This one-hour course will be used to administer faculty-written and/or nationally formed tests to measure the effectiveness of a program’s curriculum. The student may also be required to participate in interviews, surveys, mentoring, or other designated activities.

Student Surveys: Throughout a student’s CASC experience, he/she will be requested to participate in various surveys that are intended to measure a student’s satisfaction with student services, classroom instruction, campus resources, and extracurricular activities.

OTHER TESTING SERVICES

Ability to Benefit for Financial Aid: For those CASC students without a high school diploma or GED, the Ability to Benefit Assessment for Financial Aid is given with COMPASS in the Guidance Center, Hemphill Hall, Room 112 on the Poteau campus and the Tutoring Center on the Sallisaw campus. Students requiring this testing should contact 918.647.1372 at the Poteau campus and 918.775.6977 at the Sallisaw campus as soon as possible to schedule a testing date and time. There is no charge for the Ability to Benefit testing.

CLEP and CASC Advanced Placement: CASC offers advanced standing credit for certain courses through the *College Level Entrance Program (CLEP)*. Credit will not be placed on a student’s transcript until s/he has completed 12 hours at CASC, paid appropriate test and administration fees, and \$10 per course credit hour. The course grade is Pass and will not affect GPA. Applications for CLEP testing are available in the Guidance Center, Hemphill Hall, Room 112 on the Poteau campus. The application must be completed and returned prior to the testing date. Tests are ordered from CLEP and usually arrive within 12 working days. CLEP evaluates the tests with results arriving in 4-6 weeks after testing. A student may retest after six (6) months. For more information about CLEP contact 918.647.1372. CASC also recognizes the AP (Advanced Placement), DANTES, and Excelsior National Standardized Tests.

Pre-Professional Skills Test (PPST): CASC is a testing site for the PPST. Registration packets are available at the Business Center Room 866. Educational Testing Services (ETS) charges for each skills test, with a variable fee scale based on the number of tests taken and the date of registration. For additional information contact 918.647.1316.

GED: CASC is a testing site for GED. Given on a scheduled basis, the GED requires prior “sign up” at the Financial Aid Office Hemphill Hall Room 102 at the Poteau campus. GED letters of authorization for testing are processed through the Poteau Public Schools Office of Administration. GED prep classes are taught at the Kiamichi Technology Center campuses at Poteau and Spiro and at individual towns in LeFlore County. GED charges \$25 for the entire test with a \$5 charge for an individual test “retake.” For additional information contact Marsha Caughern at 918.647.1342.

Standing Credit-CLEP and Military Service

Students who are enrolled at CASC may be eligible to receive credit by advanced standing examinations. The exams may give students college credit for learning outside the formal college classroom setting. Examples of learning situations include effective knowledge acquired while in high school, proprietary school, vocational technical school, military service, or through educational television or individualized study.

CASC uses the CLEP subject exams (DANTES and Excelsior National Standardized Tests) to establish competencies in subjects of liberal arts and general studies. CASC also uses Departmental Exams as competency tests to award students college credit for outside learning in technical areas (such as electronics, business, computers).

CASC awards credit only in courses taught by CASC and attaches their title and course number to the transcript with a grade of pass “P” after payment of \$10.00 per credit hour. Although an administration fee is charged for each exam, CLEP is available per national test charge and the Departmental Test is available free of charge. Although not necessarily by examination, the Office of Admissions at CASC may award equivalent credit for some military training. Students may contact the Office of Admissions for information concerning CLEP, Departmental Exams, or military service, and/or see the CASC catalog for a further description.

ACTIVE DUTY POLICE

Students who are in the armed forces reserves have these options when ordered to report to active duty:

- 1) Receive full credit for tuition and fees to apply toward next enrollment cycle.
- 2) Receive full refund of tuition and fees.
- 3) Depending upon called date, a student may take the option to receive a grade of “W,” finish assigned extra work, or take final test early and be awarded credit.
- 4) If the above options are not satisfactory, a student may meet with the following personnel: Office of Academic Affairs and Registrar/VA Counselor.

AUDITING COURSES

Students who audit a course may attend the class, but may not take examinations or receive credit. The same fees are charged for auditing as for credit. The transcript shows the course was audited (AU) and no letter grade (A,B,C,D, or F) awarded. Students may change from AU to letter grade only during defined add/drop period.

CLASSIFICATION OF STUDENTS

Students who complete 31 semester hours are classified as sophomores and those with 30 semester hours or fewer as freshmen.

CHANGE OF NAME OR ADDRESS

Students must notify the Office of Admissions, Financial Aid, and Business Office when changes occur in address, name, marital status, major/degree, citizenship, or other permanent information.

COURSE LOAD

Carl Albert State College considers a normal academic load to be 16-17 semester hours during the spring and fall semesters, which is approximately a semester-hour for each calendar week in a semester. During a regular semester, a student is considered full-time when enrolled in 12 credit hours or more. Students eligible for participation in intercollegiate athletic programs are considered full-time when enrolled in 12 credit hours or more which is in compliance with regulations of the National Junior College Athletic Association.

Students who enroll in an academic overload of 21 semester hours or more for spring or fall, or 10 hours for summer, must obtain signature approval on their enrollment card from the Division Chairperson and the Vice President for Academic Affairs. A student seeking to carry an overload must have demonstrated his/her 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. Students who work part-time either on campus or off campus are urged to be very cautious in seeking permission to carry an academic overload. A good rule to remember is that two hours of preparation outside class are necessary for each hour of class time.

Students may consider limiting their course load to 14 credit hours per term if placement test scores indicate that such limitation is desirable. Such students may also be required to take selected courses.

CREDIT FOR COURSES

The semester hour is generally defined as the amount of hours a student spends in class per week. Students will meet in the Spring and Fall semesters for 16 weeks and in the summer for 8 weeks. For summer, evening, intercessions, or Saturday courses, classroom hours are proportionate to the number of weeks in a defined term. Students will meet for more hours per week when labs are taken.

GRADUATION REQUIREMENTS

First-year students should visit the Office of Admissions and start degree planning using the online “degree audit lecture”. The degree audit program will maintain degree progress and recommend courses to complete for degree completion.

1. Have or declare a degree/major.
2. Identify the college to which student intends to transfer following graduation.
3. Obtain final Degree Check in semester prior to final term.
4. Submit Application for Graduation.
5. Pay a \$15 graduation fee at the Business Office.

Depending on the degree plan and the courses completed, students who complete 62 credit hours or more and have an overall GPA of 2.00 or better may be awarded an associate degree. Students who do not complete all their courses at CASC may receive an associate degree when a total of 40 hours are taken with CASC or when their final 12 hours are taken with CASC.

Additionally, in a limited number of degree plans, students may follow a one-year degree plan and obtain a certificate of completion after 19-35 credit hours of study is taken. Students should refer to the college catalog or the Admissions Office for more information.

Students must make application for graduation and pay graduation fees before degree is conferred and placed on transcript. A candidate for the Associate Degree should be present at commencement ceremonies to receive his/her degree. Under certain conditions, a candidate may be graduated in absentia.

HONOR STUDENTS

Students who are enrolled full-time (12 hours or more) and earn an overall GPA of 3.00 (B) or better (with no grade below a “C”) are awarded the Vice President’s Honor Roll. Students who earn a GPA of 4.00 (A) and are full-time are awarded the President’s Honor Roll. Credit hours given to zero-level activity and academic forgiveness courses do not count in figuring full-time hours for honor rolls. Graduation Honors are recommended for graduation commencement and finalized to the academic transcript following the term’s conclusion.

- 3.75-4.00 Highest Honor
- 3.50-3.74 High Honors
- 3.25-3.49 Honors

LATE ENROLLMENT

CASC strongly advises students to enroll in courses before classes begin. Students may enroll in courses after the first day of the classes and generally through the end of the first week of classes.

LETTER GRADES

CASC uses letter grades and other marks to designate course completion. These marks are as follows:

Letter Grades	Definition	Grade Point Earned
A	Excellent.....	4
B	Good	3
C	Average	2
D.....	Passing	1
F.....	Failure	0
AW	Adm. Withdrawal.....	not figured in GPA
I	Incomplete.....	not figured in GPA
W.....	Withdrawal	not figured in GPA
P/F.....	Pass or Fail	not figured in GPA
AU	Audit	not figured in GPA
N.....	Not Submitted	not figured in GPA

CALCULATING GPA

Grade Point Average (GPA) is calculated as follows:

1. Multiply the number of credit hours by the grade points earned (see above scale)
2. Add the product
3. Divide the product point total by the number of total credit hours.

(Example: A student made 6 hours of “C” and 9 hours of “B”. Their GPA figures as follows:

6 hours of “C” x 2 points = 12 points product		
<u>9 hours of “B” x 3 points = 27 points product</u>		
15 hours total	39 product total	39/15 = 2.6 GPA

GRADE APPEAL POLICY

Students may appeal any final grade or request the removal of a course grade within 90 days of receipt of final grade. In an attempt to fully disclose conditions and situations by which a student’s course or letter grade may be modified or removed, the student has two actions available:

1. Grade Appeal – this may be used by the student and in situations where a final letter grade of A, B, C, D, F, I, AW, or W was recorded to the transcript by the instructor, but the student has evidence for grade modification. The result of this action may involve modifying the letter grade posted to course and transcript record.
2. Course/Grade Removal – this may be used when the student has never attended a course but has received a failing letter grade. Students may be involuntarily withdrawn for failure to attend courses during the drop/add period. The student must provide a written statement validating the No-Show occurrence; submit copies of all supporting evident (dr.’s statement, hospital record, etc.) and sign

below. The result of the grade removal action may involve the removal of the course and grade from the transcript record, the removal of all course-related charges, and the student may have to return to CASC financial aid monies disbursed to the student.

Grade Appeal Procedure:

1. Student must communicate with the instructor concerning changing a grade. If there is no satisfactory resolution, the student will have the instructor sign the Grade Appeal Form (A-10) and proceed to step 2.
2. Student must communicate with the division chair concerning changing the grade. If there is no satisfactory resolution, the student will have the division chair sign the Grade Appeal Form (A-10) and proceed to step 3.
3. Request an Appeal:
 - A. Student must submit the signed Grade Appeal Form (A-10) to the Human Resources Office, Holton Business Building 866D.
 - B. Student must submit all documentation to support their grade appeal to the Human Resources Office.
4. Grade Appeal Committee:
 - A. Vice President for Academic Affairs, or his designee, will chair the Grade Appeal Committee. The Vice President for Academic Affairs will appoint three other members to serve on the committee. At least one committee member will not be an instructor.
 - B. The Grade Appeal Committee chair notifies the student of when the Grade Appeal meeting will take place. The Grade Appeal meeting will take place no sooner than five (5) days after the student is notified.
5. Appeal Committee Meets:
 - A. The student will have ten (10) minutes to address the Grade Appeal Committee.
 - B. The instructor will have ten (10) minutes to address the Grade Appeal Committee.
 - C. The Grade Appeal Committee can ask questions.
 - D. The student may not have a representative present.
6. Committee Decision: The committee will make a recommendation to uphold or change the grade. The decision of the committee is final, and no further appeals can be made concerning the grade.

ACADEMIC FORGIVENESS PROVISIONS

Students may recover from past academic problems so that poor grades do not forever jeopardize their academic standing through repeating a class(s), through formal application to “forgive” a semester or two to “renew” the academic standing. The student’s academic transcript, however, should be a full and accurate reflection of the facts of the student’s academic life. In situations which warrant academic forgiveness, the transcript will reflect ALL courses in which a student was enrolled and in which grades were earned, and how the retention and graduation grade point averages are calculated. The transcript will reflect the retention and graduation GPAs that excludes the forgiven courses, semesters, or periods. The transcript will record the cumulative GPA of all attempted regularly graded course work. Academic forgiveness may be warranted in three specific circumstances:

1. For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the 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

period due to extenuating circumstances which, in the judgment of the appropriate officials, warrant excluding those grades in calculating the student's retention and graduation GPAs;

3. A student may be returning to college after an extended absence and/or under circumstances that warrant a fresh academic start.

REPEAT COURSES

Carl Albert State College's repeat course policy is implemented based on the following guidelines. The second grade will be averaged into the retention and graduation grade point averages, even if it is a lower grade.

1. A student may repeat up to a maximum of four (4) courses or eighteen (18) hours, but not exceed 18 hours, in the courses in which the original grade earned was a "D" or "F".
2. If a course is repeated for a third time, all attempts beyond the original grade will be calculated into the grade point average.
3. When the first eighteen (18) hours have been repeated, all courses from then on will be averaged into the retention and graduation grade point average.
4. If a course where the original grade was a "C" or higher is repeated, both grades will be averaged into the grade point average.
5. An application for course repeats is not required, but student intervention may be required if transcript does not reflect course repeat.

ACADEMIC REPRIEVE

The academic reprieve policy at Carl Albert State College is based on the following guidelines as prescribed by the Oklahoma State Regents. While the course work may not be used to fulfill credit hour requirements, those courses in which a passing grade was earned and part of the reprieved semester may be used to demonstrate competency in the subject matter (this provision has been implemented for the student who has had poor academic performance due to extenuating circumstances).

1. At least five years must have elapsed between the time the grades were earned and the reprieve requested.
2. Prior to requesting the reprieve, the student must have earned a grade point average of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (minimum of twelve credit hours), excluding activity or performance courses.
3. The student may request that two consecutive semesters or terms completed be reprieved; however, the institution may elect to grant reprieve for only one semester or term.
4. All grades noted as reprieved on the transcript still will be calculated in the cumulative grade point average but not be used in the retention and graduation grade point averages.
5. All grades earned during the semester reprieved will be forgiven even if some grades were concurrently completed at another institution.
6. The student may receive one reprieve during an academic career, and once a reprieve has been granted, it will not be reversed.
7. An academic reprieve once granted may or may not be recognized by other colleges and universities.
8. Students must complete an application for Academic Forgiveness. These forms are available in the Office of Admissions. This form is reviewed by the Academic Affairs Committee, which approves or denies reprieve.

ACADEMIC RENEWAL

This is a new method of providing students with past academic trouble who have been out of higher education for a number of years to recover without penalty and have a fresh start. Under the Academic Renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements. The Academic Renewal policy at Carl Albert State College is based on the following guidelines as prescribed by the Oklahoma State Regents:

1. At least three years must have elapsed between the time the grades were earned and the reprieve requested.
2. Prior to requesting the reprieve, the student must have earned a grade point average of 2.0 or higher with no grade lower than a "C" in all regularly graded course.
3. The request will be for all courses completed before the date specified in the request for renewal.
4. The student must petition for consideration of Academic Renewal according to the institutional policy.
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA.
6. Students must complete an application for Academic Forgiveness. These forms are available in the Office of Admissions. This form is reviewed by the Registrar in Admissions. If a student meets the criteria listed in the above policy the request will be approved by the Vice President for Academic Affairs.

Students may obtain further explanation about procedures and detailed stipulations from the Admissions Office.

DEFICIENCY REMOVAL

Deficiency removal is required of students who are age 20 years and younger and who either score 18 or below on any ACT subtest area or who lack the required number of high school curricular units. Students who seek deficiency removal by placement testing with the ACT or COMPASS test may use the following guidelines.

Deficiency Guidelines Per Placement Test		
ACT Test For Placement		
Test Subject	Student Score	Placement/Enrollment
English	0-18	ENGL 0123
Math	0-13	MATH 0113
	14-18	MATH0123
Reading	0-18	ENGL1413
Science	0-18	Passing Math will clear Science deficiency

Any above subject	Requires 19 subtest or above	To enroll in college-level course
-------------------	------------------------------	-----------------------------------

RETENTION STANDARDS

CASC wants all students to maintain satisfactory grades and succeed in their academic goals. When grade expectations fall, CASC identifies students and informs them about their low grades. The Admissions Office will notify students when they fall into the category of academic notice, probation, or suspension and outline options. Zero-level courses and physical education courses are not counted in figuring GPA for retention purposes.

ACADEMIC NOTICE

Freshmen students with a GPA below 2.0 and above 1.7 will be placed on academic notice. This is a warning that the GPA is low and the student is close to probation.

ACADEMIC PROBATION

Students with a GPA below 1.7 during their freshman year and below a 2.0 during their sophomore year will be placed on academic probation. Students on academic probation must raise their GPA to the minimum (1.7 or 2.0) during the next semester or face suspension.

ACADEMIC SUSPENSION

Students who do not raise their GPA above 1.7 (freshmen) or 2.0 (sophomores) after one semester of probation will be academically suspended for one semester (not allowed to re-enroll). Suspended students may re-enroll after one regular semester (fall or spring) has elapsed.

- Academic Suspension Appeals: Students may appeal a suspension by CASC and, if approved, be re-admitted for the next regular semester. Students must first apply for Suspension Appeal in the Office of Admissions. Academic Suspension Appeal procedures require that the suspended student document any extraordinary personal circumstances that contributed to his/her academic deficiencies. Such events must be highly unusual (such as the death of an immediate relative; a serious illness; severe financial distress; direct significant work conflicts; unexpected, substantial family obligations; or personal crisis). Such appeals decisions should be made only following the thoughtful deliberation of an appropriate committee, which may include faculty, students, and administrators. Any institutional policies and procedures developed for the appeal of academic suspension decisions must be submitted to and approved by the State Regents. Annual reports detailing all decisions concerning appeals requests will be submitted to the State Regents.
- Re-admission of Suspended Students: Students who are academically suspended by an institution will not be allowed to reenter the suspending institution for at least one regular semester (fall or spring) except as noted above. Students are readmitted on "Probation" and must maintain a 2.0 GPA average each semester attempted while on Probation to continue enrollment, or until overall GPA is raised above 2.0. Should a reinstated student be suspended a second time from the same institution, s/he cannot return to the suspending school until such time as s/he has demonstrated, by attending another institution, the ability to succeed academically by raising his/her cumulative GPA to the retention standards.
- Reinstatement of Suspended Students at System Institutions:
Students may appeal a suspension from another college and present circumstances to the Academic Affairs Committee to either uphold suspension or grant appeal and allow admission to CASC. However, a student being re-admitted is admitted on "Probation" status and must keep a 2.0 GPA each term until

the overall GPA is raised above 2.0.

TRANSFER UNDER ACADEMIC PROBATION OR SUSPENSION

A transfer student's transcript must be submitted prior to granting of full admissions. Students who transfer to CASC under academic probation or suspension must complete a Suspension Appeals form and be admitted through Academic Affairs Committee action. Such students will be placed on probation and provided one semester to raise GPA to 1.7 or 2.0 (over or under 30 hours, respectively). Students not meeting minimum Retention Graduation GPA requirements will be placed on suspension.

SCHEDULE CHANGES

Withdrawal-Add-Drop - Students may add, drop, or withdraw from one course or all courses. Add/drop forms and complete withdrawal forms are available in the Admissions Office on the Poteau Campus or the front Office at the Sallisaw Campus. Students may add/drop courses with their advisors through the last day of the official add/drop period (i.e. first ten days of regular's semester or fifth day in summer).

Add/Drop - A student will be allowed, upon approval of his/her advisor, to change his/her schedule during the first 10 days of a fall or spring semester, the first five days of a summer semester, and the first day of an accelerated course. In the event a student wishes to discontinue taking a course, he/she must withdraw through a regular procedure in the Office of Admissions after the add/drop period is over. Failure to do so may result in an "F" grade being recorded on the student's transcript. Students may not add a course to their schedule after the second week of the fall and spring semesters, after the first week of the summer session, nor after the first day of an accelerated course. Students may receive reimbursement for classes dropped during the add/drop period. After that time 100% liability is in effect. Students may withdraw from any course by the end of the 12th week of fall or spring semester and receive a grade of "W". Withdrawals made on or after the beginning of the 13th week of classes will show "W" (withdrawal) or "F" (failing) on the transcript; instructors must approve all drops during this period.

Complete Withdrawal - Students who no longer attend classes must submit a complete withdrawal form or mail written notification to the Office of Admission. Failure to do so will result in an "F" grade being placed on the transcript for all courses, and a "hold" will be placed on the student's records for noncompliance with "withdrawal" procedures. Depending on date of complete withdrawal, students may be held financially liable to payback their financial aid award.

Administrative Withdrawal - An Administrative Withdrawal "AW" may be assigned by the Office of Academic Affairs to indicate that a student has been involuntarily withdrawn by CASC during the designated semester for disciplinary or financial reason or inadequate attendance. Administrative withdrawals are GPA neutral.

VETERANS' SERVICES

A veteran's officer is available in the Admissions Office to assist veterans or veteran dependents with certification of educational benefits. With the U.S. Department of Veteran Affairs, academic advisors assist veteran students or dependents with course enrollments.

SETTLEMENTS OF DEBTS AND GRADE REPORTS

Grade reports are issued at the end of each semester, by mail copy or online. Grades and transcripts will not be released if money is owed to the college. Holds will be placed on student's records with overdue balances.

STUDENT ATTENDANCE

Irregular class attendance may adversely affect a student's grade in a course. Instructors will often factor in student attendance in the final grade determination. It is the student's responsibility to understand each instructor's attendance policy and the importance class attendance plays in learning comprehension.

STUDENT RESPONSIBILITY

CASC expects students to read and understand the policies and information presented in the college catalog. CASC reserves the right to change these policies and information during the course of the year. Failure to read the regulations and policies will not be considered an excuse for non-compliance.

TELECOMMUNICATIONS AND DISTANCE LEARNING

CASC and all colleges in the state of Oklahoma higher education system are linked together through a fiber optic network and are able to communicate through the OneNet system. OneNet gives the colleges and students access to E-mail and the Internet, and provides opportunities for students to enroll in courses broadcast from a distance site. There are currently distance learning classrooms at the Poteau campus and the Sallisaw campus. All classrooms are H.323 and are connected to the OneNet network.

TRANSCRIPTS

All courses completed and grades earned by the student are recorded to the transcript. The Office of Admissions and will send a student's transcript upon written request to any college or agency named. Students will be charged a \$1.00 per credit hour records fee to cover transcript copies/mailings and other record processing.

Students may request that an official transcript be mailed to another college, work place, insurance agency, etc. The Office of Admissions requires the request to be in writing and indicate the student's name, social security number, date of birth, name and address of where the transcript is to be mailed, the number of copies, and the student's signature. The written request may be mailed or faxed to CASC, Office of Admissions, 1507 S. McKenna, Poteau, OK 74953 or 918-647-1306.

WEB-BASED AND WEB-ENHANCED INSTRUCTION

Carl Albert State College offers web-based delivery of courses. Students who enroll in courses delivered by web instruction must be self-disciplined and highly motivated. CASC web courses follow the same semester schedule as traditional on-campus courses. Courses and instruction are found in the current schedule of courses and through CASC home page (www.carlalbert.edu). All students who enroll in web-based courses for the first time must undergo online WebCT tutorials before classes start to learn the basics of web instruction.

Additionally, CASC offers courses on-campus that access web features in regular course work. These courses are web-enhanced and offer part on-campus and part web-based instruction. Course schedule will identify courses that are web-based or web-enhanced.

ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISEMENT

Academic advisors are available to assist students with enrolling correctly in courses designed to fulfill associate and certificate programs at CASC and to assist students in selecting courses designed to transfer and fulfill their educational goals. First time students can receive academic advisement from the Admissions Office, faculty advisors, or the Educational Opportunity Center (EOC) academic advisors located on the Poteau main campus in

Hemphill Hall Room 112 and on the Sallisaw campus in the Mayo Center Rooms 8004 and 8007. In addition to academic advising, career/major exploration and financial aid assistance are available through the EOC academic advisors.

After the first semester, students may receive advanced academic advising from faculty in their declared majors. An official list of academic advisors is available on the CASC website under academics. Although CASC asks all students to meet personally with their advisors for course selection guidance, students must familiarize themselves with the courses they need to complete degree requirements and to prepare to transfer. Degree plans are available through the Admissions Office, academic advisors, and the CASC website.

JOE E. WHITE LIBRARY & DELORES O'GUIN MITCHELL LIBRARY

The libraries at Carl Albert State College strive to meet the information needs of students through resources provided by the Joe E. White Library, located on the Poteau campus adjacent to Johnson Hall, and the Delores O'Guin Mitchell Library, located on the Sallisaw campus.

The Joe E. White Library houses a collection of more than 23,000 volumes, including print and electronic books and audio-visual materials. The Joe E. White is also the home to the Carl Albert Museum. The Delores O'Guin Mitchell Library is a state-of-the-art electronic library, providing students with access to a comprehensive collection of information from any location with Internet access. The library serves as a central gathering place for students, fostering an atmosphere for learning and collaboration with peers.

CASC students have access to an extensive array of library materials 24 hours a day, 7 days a week through the availability of state-of-the-art electronic resources such as an online public access catalog (OPAC), 200 cataloged electronic books and over 3,400 publicly accessible electronic books, as well as 37 full-text databases containing millions of articles. Computers and wireless Internet are provided in each library for students. Students may easily access library materials remotely by using their CASC ID and PIN numbers. Students utilizing library computers must comply with the CASC Student Computer Conduct Code.

A valid student ID card is required for checking out materials and using library computers. Books are checked out for a three-week period and may be renewed for three additional weeks, providing no other patrons have requested them. There is a limit of two books per topic and six books per patron. Students on the Sallisaw campus wishing to use print materials held at the Joe E. White Library may submit a request by accessing the online catalog or contacting the Circulation Desk at the Delores O'Guin Mitchell Library.

Audio-visual materials are to be used in the library and equipment is available for viewing. Copy machines are also available in both libraries. Copies cost ten cents per page.

Anyone who checks out library materials is responsible for returning the items in good condition. If an item is lost or damaged, the replacement cost of the book plus a \$10 processing fee will be charged. Failure to pay for damages or return library materials will result in restricted privileges, including a "hold" placed on the student's official record, which will prevent the student from receiving grades, a diploma or an official transcript. Interlibrary loan is available for books that are not available in the library collections, providing all resources have been utilized. Most materials can be obtained free of charge; however, occasionally the lending library will set a fee. Interlibrary loan forms are available at the circulation desk.

The libraries at Carl Albert State College are here to help you succeed in your educational goals. Students are encouraged to ask for help and may contact the library staff in person, by e-mail at tcarroll@carlalbert.edu or by phone at 918-647-1311 (Joe E. White Library) or 918-775-6977 (Delores O'Guin Mitchell Library). Library hours are:

FALL AND SPRING

Monday – Thursdays 8 a.m. – 8:30 p.m.

Friday..... 8 a.m. – 4 p.m.

Saturday & Sunday Closed

SUMMER

Monday – Thursdays 8 a.m. – 8 p.m.

Friday, Saturday & Sunday Closed

Electronic resources are available 24 hours per day, 7 days per week.

The libraries are not open evenings between semesters and are closed on the holidays listed on the campus calendar, the same as other campus offices. Accelerated session hours will be posted at the library and on the library Web page.

STUDENT SUPPORT SERVICES (SSS) POTEAU & SALLISAW CAMPUSES

Student Support Services (SSS) is a federally funded program designed to provide effective strategies to help students expand opportunities for educational success. The program includes a series of academic and personal support systems to assist students in goal setting.

The program goals include providing academic services: group tutoring, academic advisement, study skills development; personal counseling services; individual counseling; financial aid information; and referrals to appropriate campus and community resources. SSS offers additional specific services, support and equipment to students with disabling conditions to assist in academic and personal success.

To qualify, a student must be enrolled or accepted for enrollment at CASC and a citizen of the United States. The student must qualify in one of the following groups:

1. First generation college student,
2. Physically and/or learning disabled, or
3. Financially disadvantaged.

SSS offers career counseling in the forms of two instruments – Career Occupations Preference System (COPS) and the Oklahoma Career Search. Since career development is an ongoing process, Student Support Services maintains a variety of resources designed to help student select an appropriate major or learn about specific career requirements.

The following materials are located in the SSS Office: a collection of college, university and professional school catalogues, application materials, etc., a computer-based system which provides information related to occupational decisions regarding post-secondary educational institutions, books, and periodical literature related to career exploration and decision making processes.

To receive services, students should stop by the SSS Office on the Poteau or Sallisaw Campus, fill out an application, and have a short meeting with one of the counselors. The SSS office is located in HH130. For further information, you may call (918) 647-1366 or 1368.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) serves adults educational needs within an eight county area of eastern Oklahoma and western Arkansas. The program is funded by the U.S. Department of Education to provide assistance in entering and/or continuing in a program of postsecondary education, such as college, technical school, and proprietary school. A variety of free resources are available to prospective students who might need assistance in the transition back to school. A few of the many free services include assistance with admission applications, major/career exploration and the Free Application for Federal Student Aid (FAFSA). EOC academic advisors act as general studies advisors for first time students. EOC has four offices located on the CASC main campus in Poteau, two satellite offices located at the CASC Sallisaw campus, and one in Fort Smith, Arkansas. For more information call (918)647-1396.

UPWARD BOUND

Upward Bound provides services to selected high school students who are potential first-generation college students and who meet specific family income criteria. Concentrated academic services are provided for six weeks each summer with periodic follow-up services provided throughout the academic year. Personal enrichment activities such as cultural events and individual tutorial services are also provided as backup enhancement to the academic program.

MATH/SCIENCE REGIONAL CENTER

Another opportunity for high school students is the Math/Science Regional Center. Gifted and talented students with either high interest or ability in math/science fields who meet Upward Bound guidelines can experience an intense six weeks of study each summer. Included are a variety of trips and hands-on experience at area foundations, industries, and science-related museums. Monthly math/science activities are conducted during the school year.

STUDENT SERVICE OFFICES

ADMINISTRATIVE OFFICES

As a member of the Carl Albert student body, students are entitled to full access of various services and agencies. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. Fridays.

Admissions and Records – Hemphill Hall, Room 108 - 918.647.1301

Maintains student academic records and official transcripts, assists students with admissions and enrollment in courses, as well as obtaining class and semester exam schedules, receiving grade point information, Veteran education applications and counseling, degree planning, graduation applications, CASC student IDs and transcript request forms, as well as other information.

Business Office/Cashier – Hemphill Hall, Room 105 – 918.647.1325

Students may cash checks, make payments, pay fines, check current account status, deposit/receive student organization money, and obtain commuter parking tags.

Career, Placement, & Transfer Center – Hemphill Hall, Room 112 – 918.647.1264

The Career, Placement, and Transfer Center assist students and graduates in maximizing their efforts to prepare for a career and to aid in a smooth transition from CASC to a four-year college or university. Services are available to current and graduating student as well as alumni. Counseling is offered in the following areas: career exploration, career planning, transfer admissions, and transfer scholarships. Accessible to all students is a computerized scholarship search program which enables student to explore the wide variety of scholarships available nationwide. These scholarships have a broad spectrum of qualification criteria so that financial need or academic excellence need not be the only requirement for applications. Job search strategies, resume writing skills and interview techniques are also the focus of the center.

Services provided include:

- Career counseling to clarify goals, to explore opportunities, and prepare for a job search;
- Career information and occupational descriptions;
- Current job listings in education, business, government, etc;
- Transfer and scholarship information for all Oklahoma and surrounding area four-year colleges;
- Internet access to colleges and universities nationwide

The Career, Placement & Transfer Center keeps an updated list of jobs available in the Poteau area. The college works closely with the local employment service and the community to assist students in finding employment. The center also sponsors workshops and seminars on resume' writing, interview skills, writing cover letters, and other job-related skills.

High School and College Relations – Hemphill Hall, Room 154 – 918.647.1371

The Director of High School and College Relations visits high schools in the recruiting area and acts as the contact person on campus for high school personnel and students wanting information about CASC. Other colleges and universities coordinate their recruiting efforts through this office.

Financial Aid- Hemphill Hall, Room 102 – 918.647.1343

Information on grants, scholarships, student loans, and work-study employment may be obtained in this office.

President – Business Center, Room 873 – 918.647.1210

Students are welcome to visit any time and share ideas and concerns about CASC.

Public Relations/Marketing – Business Center, Room 866C – 918.647.1474

The Public Relations Office informs the campus and communities served by Carl Albert State College of news, events, and activities relating to the college. In addition, advertising on radio, television, newspapers, and other

outlets is coordinated through the PR Office, as well as assistance with the creation of informational and promotional materials for CASC.

Student Affairs – Hemphill Hall, Room 140 – 918.647.1371

The purpose of the Office of Student Affairs is to offer each student an opportunity to achieve educational goals while providing a variety of personal development experiences. This office is concerned with the overall quality of life and welfare of students. The various components of the Office of Student Affairs are to relate to the college's mission and educational philosophy by contributing to the cultural, intellectual, physical, and social development of its students. Among the programs and services provided are athletics, career planning, job placement, counseling, academic advisement, student government, special events, student activities, recreation, intramural sports, and residential living. The Student Handbook sets forth the various regulations and guidelines on student conduct as adopted by the Carl Albert State College Board of Regents. It is the responsibility of the Office of Student Affairs to administer these regulations.

Vice President of Student Affairs – Hemphill Hall, Room 145 – 918.647.1371

The Vice President of Student Affairs is committed to the improvement of the quality of life for students and to the enhancement of their competencies as productive citizens advocating responsible behavior, supporting learning, and promoting the attainment of personal and cultural goals through various activities.

STUDENT DISABILITY SERVICES

Carl Albert State College complies with the requirements and guidelines of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Additionally, college policies and procedures support the efforts and make all programs and services available to individuals who have disabilities. Copies of such official laws, regulations, policies, and procedures are available in the Guidance Center, Hemphill Hall, Room 112, from the ADA Coordinator (918.647.1389) for reference purposes. All but two buildings on the Carl Albert State College Poteau campus are one level and have convenient entrances for disabled students. Restrooms are provided for students in wheelchairs in all buildings. The Human Resource Coordinator has been denoted as the Affirmative Action Compliance Officer.

Appropriate procedures and available mechanics for coordinating efforts to accommodate the special needs of the student who has disabilities may be found in the Guidance Center from the ADA Coordinator. The following policy, along with appropriate procedures, has been implemented to achieve this objective:

1. Carl Albert State College will facilitate a self-identification and referral process for students with disabilities. Referral sources may include faculty, staff, and agencies providing support for students with disabilities.
2. The student must initiate requests for support services to the ADA Coordinator in the Guidance Center, Hemphill Hall, Room 112(to meet individual needs and must provide documentation which satisfies the following conditions:
 - a) Verifies the presence of a mental or physical impairment which substantially limits a major life activity or function,
 - b) Provides enough information to support reasonable accommodations that are appropriate and effective, and
 - c) Includes a copy of a diagnostic testing report verifying the disability and specific recommendations concerning the types of academic accommodations for which the student is eligible.
3. The ADA Coordinator will be responsible for developing a reasonable accommodation to meet

- the student's needs. Should the accommodation offered to the student be found unsatisfactory, the student will be referred to the Vice President of Student Affairs.
4. Requests for auxiliary aids must be made through the ADA Coordinator. Training in the use of auxiliary aids will be provided when the documentation of the student's disability reflects a need.
 5. Faculty and staff will be informed of services and resources available to students with disabilities and of the referral process.

PAYMENT OF ACCOUNTS

Students are encouraged to pay all charges due at the time of enrollment or by the first official day of classes and are expected to make prompt and satisfactory arrangements for the payment of accounts by the first official day of classes. A payment deadline date is published in the enrollment schedule each semester. Failure to make full payment by the scheduled deadline will result in a late payment charge of 10% of the unpaid tuition balance being added to the student's account.

In order to receive an account statement, the student may speak with the Business Office Cashier. All statements will be emailed to the student's CASC email account. Billing information may also be viewed on-line through the CASC Portal. Students may receive their CASC user name and password from their academic advisor.

If the account remains unpaid at the end of the semester, a "hold" will be placed on the student's official records, which will prevent the student from re-enrolling, receiving a diploma, grades or a transcript. Payment in full will be required before any release of transcript or diploma can be obtained. Students who have not paid their accounts by the end of the semester will be turned over, without further notice to a collection agency for collection of the outstanding account. The collection costs will be added to the amount the student owes. A more complete explanation of the tuition and fee payment policy may be found in the CASC catalog and class enrollment schedule.

POST OFFICE

The CASC Poteau Post Office is located in Johnson Hall and the lobby is open Monday - Thursday from 8 a.m. until 8:30 p.m. and on Friday from 8 a.m. to 4 p.m. with the exception of holidays. Only one person is allowed to use each box. The key **must** be used to pick up mail. Post Office personnel will **not** get mail out of the boxes for anyone. Lost keys will be replaced for \$5.

Postage stamps can be purchased in the CASC Bookstore located in the Costner Balentine Student Center. Stamped personal mail may be delivered to the CASC Post Office where it will be taken to the Poteau Post Office at 4 p.m. each working day. The mail is processed Monday through Friday from 8 a.m. to 10 a.m. with the exception of holidays.

BOOKSTORE

The Bookstore is an auxiliary enterprise of Carl Albert State College. It is owned and operated by the college for the purpose of supplying students with books and supplies required in their classes. General supplies, CASC apparel, and other gift items are also available.

Textbook Buying Tips

All required textbooks for each class are arranged alphabetically by course name and number. Bookstore personnel are available to assist students with their textbook selection. Students are encouraged to bring their

class schedule from registration to match course and section numbers with the information on the shelves. This procedure will help ensure they arrive at class with the correct textbooks. Because refunds will not be given if a cheaper book is found or if the student decides they will not need a textbook, it is recommended that students attend class before purchasing the textbooks.

Ordering Textbooks Online

Students enrolled in an on-line course who live more than 50 miles from the Poteau campus can order their textbooks on-line and have them shipped to their home address. The books will be shipped via United States Postal Service. Overnight delivery is not available. Deadlines for orders are 4 p.m. daily and orders will be processed and shipped within 24 hours with the exception of weekends and holidays. Most orders arrive in two days.

Methods of Payment

Payment for Bookstore purchases may be made by cash, check, VISA, MasterCard, or Discover. Students may charge textbooks and supplies to the balance of their Financial Aid award after tuition, fees, and room and board (if applicable) charges have been paid. Bookstore personnel will verify the student's Financial Aid award. When paying by check, students will be required to show their CASC Student ID.

Students whose textbooks are paid by their employer or various agencies such as Sparks Hospitals, Bureau of Indian Affairs, KEDDO, WAEDA, etc., are responsible for providing the Bookstore with a copy of their letter of approval. Charges cannot be made without this letter. If letter is provided after charges have been applied to Financial Aid award, textbook charges cannot be moved to Approval Letter. All Special Billing charges must be made within the first four weeks of the Fall and Spring Semester, and during the first two weeks of the Summer semester.

Textbook Return Policy

Refunds are given for class changes, class cancellations, and for errors by Bookstore personnel. Refunds on all textbook purchases may be obtained if the following conditions are met:

- Cash register receipt and completed change/drop form is required to obtain a refund. *Refunds will not be given if students find a cheaper book or decide they will not need the book.* It is recommended that students attend class before purchasing the textbook.
- Refund period for textbooks is ten (10) days from the first day of classes for fall and spring semesters and five (5) days for the summer semester. Only used price refund is given if refund request is over ten (10) days from date of purchase.
- 100% refund for textbooks in original condition and less than ten (10) days since purchase. Textbooks must be in brand new condition and be totally free of all markings. If they contain any markings, names, or highlighting, a 75% refund will be given after the refund period expires. Textbooks may be sold at the end of the semester during Book Buy Back.
- Defective textbooks should be returned immediately for full refund or exchange.
- All returns are subject to the Manager's discretion.

General Return Policy

- Cash register receipt is required for return or exchange of items.
- Return period is one week from purchase date.
- Sale merchandise is not returnable.

Book Buy Back

Book Buy Back is a service provided to students at the end of each semester. During this time, students may sell their used textbooks to the Bookstore. Dates and times will be posted on campus at least two (2) weeks in advance. New hardback textbooks that will be used for the following semester may be sold back for 50% of the original list price. Textbooks that were purchased at the "used price" may be sold back for 30% of the original

new list price. It is recommended that students sell their textbooks at the end of each semester in which they are used. Textbooks are constantly being changed because of new editions being published or updates made by instructors. Those books not being utilized on campus, but which are still of value, may be sold to a used book company. Titles listed with additional material (cds, diskettes, study guides, audio tapes) MUST accompany the textbook. Books missing these items may be purchased at a reduced price. Books must be in good, resalable condition. Books with water damage, bad bindings, taped pages or missing covers cannot be repurchased. Workbooks, lab manuals, or any type of reference materials will not be repurchased. Limited quantities of each textbook will be re-purchased, and quantities may be filled by the end of the Buy Back Session.

Other Services

The Bookstore offers more than textbooks! Browse through the store and find CASC apparel, school supplies, backpacks, candy, gift items, calculators, postage stamps, and much, much more!!! Graduation attire and announcements are also ordered through the Bookstore.

CHOCTAW HEAD START

The Choctaw Head Start is located in the Choctaw Building (formerly the Dale Cox Community Center) on the CASC Campus in Poteau. It is licensed by the State of Oklahoma and meets all state requirements. Meals are provided through the Oklahoma State Food Lunch Nutrition Program. The hours of operation are 8 a.m. – 2 p.m. Monday through Thursday. The guidelines of Choctaw Nation Head Start will determine when the center is opened or closed. Choctaw and Federal guidelines determine eligibility. Contact person: Linda Landcaster – 918.647.8500.

STUDENT AFFAIRS

Carl Albert State recognizes the role extracurricular activities play in the complete college experience. The Office of Student Affairs has been developed to contribute to the opportunities students have through involvement and participation in student organizations, student activities, and campus programming. A variety of educational, social, and recreational programs and services are offered.

Specific offices under the direction of the Vice President of Student Affairs include: Career, Placement and Transfer, ACT Testing, Guidance and Counseling, Drug and Alcohol Program, High School and College Relations, Student Advisement, Intercollegiate and Recreational Athletics, Financial Aid, Residential Housing, Area Health Education Center, Student Government, Student Activities, Upward Bound, Upward Bound/Math Science, Student Support Services, Talent Search, Educational Opportunity Center.

ATHLETICS AND RECREATION

Intercollegiate Athletics

A member of the National Junior College Athletic Association and the Oklahoma College Athletic Conference (Oklahoma-Arkansas), Carl Albert State College fields teams in men's and women's basketball, softball, and baseball. CASC students with valid IDs are admitted to home athletic events free of charge.

Athletic Facilities

All basketball games are played in the Mick Thompson Fitness Center on the campus of Carl Albert State College in Poteau. Viking baseball games are played on the Ivan Goodman Field directly behind the Mick Thompson Fitness Center. Lady Viking softball games are played at the Softball field located next to the men's athletic housing. To use any athletic facilities on campus, reservations must be made through the Athletic Director.

Cardiovascular Center

The Costner Balentine Student Center houses a workout room with assorted exercise equipment and workout tapes. Students, staff, and faculty are encouraged to use the Cardiovascular Center for their own pursuit of fitness and health. Use of the facility is free of charge. The hours of operation during the fall and spring semesters are: 8 a.m.-9 p.m.

Intramural Sports (Recreational Sports)

CASC provides its students a variety of intramural activities under the direction of the Student Affairs Office. Intramural competitions are organized on a team and individual basis and are offered during the fall and spring seasons. All students are invited to participate.

The intramural sports program at CASC provides opportunities for all students, both men and women, to enjoy satisfying experiences that are related to their particular physical, mental, and emotional needs. Emphasis is placed upon the students so that he/she can accomplish his/her level of aspiration. There are many additional opportunities for the students to learn the importance of group spirit, to develop their responsibilities to the group, to participate in and enjoy activities under supervision according to an established set of rules, to accept their physical and neuromuscular limitations and abilities, to recognize and accept the individual differences of their friends, to catch a vision of the importance of physical fitness as a part of good health and to acquire desirable health habits, to select recreational goals that are attainable, and to learn sports skills necessary to continue participation in activities during and after school years.

STUDENT IDENTIFICATION CARDS

CASC students will receive a CASC student ID card upon presentation of their class schedule. The card is valid only for the semester issued/validated while the student is enrolled and includes a student photograph, name, and student ID number. The Student ID card allows a student to check out books from the library, pick up checks from the Business Office, and to participate in campus activities including athletic and special events. Cards are non-transferable. Replacement charge is \$2.00.

STUDENT HEALTH INSURANCE

In order to assure that a student's academic career will not be endangered by a major expense due to illness or injury, the school will make information available to all students concerning insurance programs. Addresses and phone numbers of insurance providers will be given to interested students at the Office of Student Affairs located in Hemphill Hall Room 140. The institution does not endorse any particular insurance company.

HEALTH SERVICES

The majority of the CASC student body lives with parents, guardians, and/or spouses and commutes to campus. Residential students are expected to have medical coverage provided by their families or other agencies such as DHS so that medical emergency services can be arranged for students in emergency situations. The college primarily serves its students through health education, disease prevention, and fitness programs.

First aid kits are located in each classroom building and are to be utilized when a student indicates the need to use part of the contents. Health care is considered largely the responsibility of the student's families through local family physicians. The Office of Student Affairs acts as a referral source to licensed physicians for students requesting general services during the school year. Referral information for health insurance and substance

assistance is also available in the Office of Student Affairs. Students with special needs are also referred to area agencies.

In order to assure that a student's academic career will not be endangered by a major expense due to illness or injury, the college will make information available to all students concerning insurance programs. Addresses and phone numbers of insurance providers will be given to interested students at the Office of Student Affairs located in Hemphill Hall. The college does not endorse any particular insurance company.

GUIDANCE AND COUNSELING

1. At Carl Albert State College a qualified staff of counselors is available for consultation with students. In any complex, modern society, it is often helpful for students to discuss and clarify their feelings and attitudes prior to embarking on decisions which may affect their lives for years to come. Counselors at Carl Albert State College are prepared to assist students in clarifying basic values, attitudes, interests, and abilities; in making educational and vocational choices; in dealing with personal and emotional difficulties; and in identifying and resolving problems that interfere with the learning process. When necessary, staff will refer students to appropriate agencies.
2. As one portion of CASC's counseling and guidance program, academic counselors will assist students in planning their programs of study, making course selections, understanding transfer requirements, improving study habits, and knowing occupational prerequisites. Each student who enrolls in either day or evening classes may consult with an academic counselor. Fall enrollees may receive program advisement during the summer.

Counseling by Faculty Members

An important function of each faculty member is educational advisement within his/her particular discipline. A faculty member should be available to students to share with them the faculty member's knowledge in his/her field of scholarship.

Student Responsibility for Catalog Information

Each student is responsible for knowledge of the information appearing in the College Catalog.

STUDENT PUBLICATIONS

Journalism classes at CASC produce THE VIKING BANNER, the quarterly campus newspaper. Staff positions are open to students interested in journalism.

TELEPHONE SERVICE

The CASC telephone number is 918.647.1200 for the Poteau campus and 918.775.6977 for the Sallisaw campus. The Poteau college switchboard is operated during class days from 8 a.m. – 8:30 p.m. Monday through Thursday. Hours are 8 a.m. – 4 p.m. on Friday. Between semesters and during holidays, the switchboard is operated on a limited time and when it is not, the campus automated phone system will be in operation.

FAX MACHINE

A fax machine is available for student use in the Joe E. White Library on the Poteau campus. The fax number is 918.647.1314. Fees for usage of the fax machine are described below and are to be paid in the Business Office:

To send a fax within the US: \$2 for first page, 25 cents for each additional page
To send an international fax: \$2 for first page, \$1 for each additional page

To receive a fax: No charge

LAUNDRY FACILITIES

The Laundromat is located beside the Bill J. Barber Scholar Center. It has eight (8) coin-operated washers and dryers, a change machine, vending machines, and a table for folding. Hours of operation will be posted on the door.

LOST AND FOUND

A "lost and found" is located in the Office of Student Affairs, Hemphill Hall Room 140 at the Poteau campus and at the front office or the library at the Sallisaw campus. Students may report all lost articles and turn in all found articles at these locations. Any article turned in will be retained for six (6) months. If the item(s) has not been claimed at the end of the six (6) months, it will be turned over to the person submitting the found item. Any theft may be reported with a full description of the item at the same location. Students may also check with instructors if items were left in the classroom. Student may also check with Academic Affairs and the Continuing Education Office.

STUDENT ACTIVITIES

Carl Albert State College recognizes that a well-balanced student activity program, which provides an opportunity for the expression and development of student interests, will stimulate a student both academically and personally. The wide range of activities offered at CASC allows students to develop worthwhile skills and express their talents. Through participation in planning campus activities, each student has an opportunity to make a unique contribution. This involvement also enhances each student's personal development.

Carter Lecture Series - Established in 1986, the family of the late state Senator and Mrs. Clem M. Hamilton formed the Hamilton Lecture Series to honor their parents. When the Honorable Jimmy Carter spoke in 1989, The Hamilton Series was to end, but former President Carter was so impressed with the theme and purpose of the lectures that he pledged a sufficient endowment to continue the series. Named in honor of Carter, the yearly lectures always present outstanding political and educational leaders.

Cultural Enrichment - CASC supports the efforts for on-campus multi-cultural activities, student organizations, and programs which provide educational opportunities to help develop an awareness of cultural differences, to deepen an understanding of cultural and heritage differences.

Special Events - The CASC President appoints a special events committee to coordinate large activities and events that involve bringing outside entertainers and groups to the campus. An annual Special Events Calendar is printed at the beginning of each fall semester.

EXTRACURRICULAR ACTIVITIES AND PROGRAMS

Extracurricular programs are an important part of the education experience at Carl Albert State College and complement the academic program of studies. To further those activities that stimulate the intellectual, recreational, social, political, and moral life of the campus, the CASC Board of Regents extends the opportunity for self-governance to students. Students have the opportunity to participate in numerous extracurricular activities. These activities include clubs/organizations, intramural sports, drama productions, forensics, publications, athletics, musical programs, rallies, speakers, films, elections, and other cultural experiences and scheduled events that enhance the overall educational experience of the College. All students are encouraged to become involved in some phase of the total activity program. The Office of Student Affairs maintains a calendar of all scheduled events and activities by each student organization or division on campus. A copy of the Event

Calendar is also available at www.carlalbert.edu.

CLUBS AND ORGANIZATIONS

Numerous organizations and clubs are open to students who display interests and aptitudes in various social and educational areas. Applications for beginning a new club may be obtained from the Office of Student Affairs. Club charters must receive the approval of the Student Government Association, the Vice President of Student Affairs, and the President of the College.

Beginning a New Club or Organization

- A. Student clubs and organizations, under College sponsorship, may be formed whenever a worthwhile purpose and sufficient interest is indicated.
- B. At least one student should get the names, addresses, and phone numbers of a minimum of 25 interested students. A convenient meeting day and time should be provided.
- C. The club or organization should attempt to locate at least one faculty or staff member who agrees to serve as advisor. The Office of Student Affairs will help in the task if difficulties are encountered.
- D. The list of interested students, along with a statement of purpose of the organization and its membership requirements, should be presented to the Vice President of Student Affairs. This document is then presented to the Student Government Association for its initial approval.
- E. The Office of Student Affairs will help the club or organization members locate a meeting place and will schedule the meeting on the Event Calendar.
- F. Upon initial approval of the Vice President of Student Affairs, the new organization will have 90 days in which to draw up a formal Constitution and present it to the Student Government Association for final approval. The Constitution should contain the following:
 1. Official name of the club or organization
 2. Purpose of the club or organization
 3. At least one regular meeting date per month listed
 4. Officers and duties of each officer
 5. Election procedures
 6. Requirements for membership
 7. Procedures for amending the Constitution
- G. All officers in each student organization must be in good standing with CASC. Students on scholastic or disciplinary probation are normally not eligible to hold office.

Clubs and Organizations on Poteau Campus

- African American Association
- American Indian Student Association
- BACCHUS
- Baptist Collegiate Ministries
- Beta Epsilon Psi
- Chi Alpha
- College Democrats
- College Republicans
- Computer Science Club
- Debate and Forensics Team

- Film Club
- History Club
- International Club
- Intramural Sports
- Journalism Club
- Phi Theta Kappa
- President's Leadership Council
- Radiologic Advanced Development Club
- Residence Hall Council
- Rotaract Club
- Sigma Tau Alpha
- Spanish Club
- Student Activities Board
- Student Government Association
- Students in Free Enterprise
- Students Nurses Association
- Student Physical Therapist Assistant Association
- V.I.K.E.S.
- Vikings for Christ

African American Association (A.A.A.)

This organization promotes, protects, and defends the individual rights and political welfare of the students of Carl Albert State College. The primary goal of A.A.A. is to assist students in receiving diversity in cultural education.

American Indian Student Association

Membership in this club is not limited to students of direct Indian descent, but is open to any student interested in learning about Indian cultures or in perpetuating Indian heritage. The club sponsors field trips, cultural events, and guest speakers on campus.

BACCHUS

As a nationally renowned college-based alcohol abuse prevention program, BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) is a nationally renowned college-based alcohol abuse prevention program. It is designed to encourage students to make wise and responsible decisions about their health and life style. For today's students, BACCHUS provides a forum for enjoyable social activities, as well as a framework in which they can develop life skills in leadership, responsibility, organization, and networking.

Baptist Collegiate Ministries

This organization contributes to the spiritual life of the students at Carl Albert State College. Located in a building constructed just off campus by the LeFlore Baptist Association and Southern Baptist Convention of Oklahoma, its activities are open to students of all denominations and faiths.

Beta Epsilon Psi (BEP)

BEP promotes the intellectual, social, and cultural opportunities available to Student Support Services' participants by strengthening the confidence of young men and women who are beginning college students. The aim is to make everyone feel welcome while having a good time with the goal of helping students help themselves and stay in school. Beta Epsilon Psi attempts to: promote togetherness and support, provide

community service experiences, and help students stay in school while having fun. Membership is designed to provide social activities and peer support for the traditional students.

Chi Alpha

As ministers of reconciliation, Chi Alpha is a community of God's college-age people; a community of worship, prayer, fellowship, discipleship, and a community of witness. Membership is open to students of all backgrounds.

College Democrats

The purpose of the club is to stimulate an interest in government among young people and to affirm our allegiance to God, families, and our nation. Members shall pursue the ideals of liberty, justice, freedom, and the ideas supported by the Democratic Party and candidates who represent it.

College Republicans

The purpose of the club shall be to provide a forum for discussion, to provide service, to develop strong leadership abilities and political skills among students and to promote conservative principles among the students at CASC.

Computer Science Club

The purpose of this club is to enhance the students' knowledge of areas involving computer science, discuss advancements of computing technology, and provide a fun and safe learning experience.

Debate and Forensics Team

Members of this team will debate with teams from other two-year colleges. The team is sponsored by the speech and drama instructors.

History Club

The History Travel Club is a student organization dedicated to promoting the idea of educational world travel on the CASC campus and in the community. This club will give students an amazing opportunity to experience past and present civilizations around the world. It will not only give the students an appreciation for other cultures and traditions but will instill in them an appreciation for their own country.

International Student Club

The international Student Club helps promote awareness and knowledge of countries and culture outside the southeastern Oklahoma region and the United States, helps international students adapt to their new environment, and builds friendships among both international and American students. The club is open to all internationals and any other CASC students.

Intramural Sports

This organization provides fun recreational athletic activities for the students and faculty/staff of CASC on a competitive level. This includes events and tournaments in sports such as volleyball, dodge ball, flag-football, basketball, and physical fitness challenge.

Journalism Club

This club manages and promotes Viking Radio, the Viking Banner, and several campus events including dances and the Mr. CASC Pageant. Students in this club are DJs for Viking Radio, writers for the Viking Banner, commentators for CASC basketball games, and participants in all media aspects of CASC. The club promotes CASC's broadcasting and journalism department and is open to anyone with an interest in radio, television broadcasting, independent filmmaking, and newspapers. Membership dues are \$5 per semester and are used to purchase music for the campus radio station.

Phi Theta Kappa (ΦΘΚ)

Phi Theta Kappa International Honor Society has recognized academic excellence in the two-year colleges since 1918 and has become the largest and one of the most prestigious honor societies in higher education. Our

chapter at CASC was chartered in 1979 as Alpha Delta Lambda Chapter. Phi Theta Kappa membership is by invitation only to students who have completed at least 12 credit hours at CASC toward their degree with a 3.5 or better grade point average. Students may be either full-time or part-time and must enjoy the full rights of citizenship of their country. For more information, see our chapter web-site through the CASC home-page or the international web-site at ptk.org.

President's Leadership Council

The President's Leadership Council membership consists of all CASC's recognized student clubs and organization presidents. The council acts as a means of communication between student organizations, the faculty and administration. The council also works to strengthen the spirit of unity and fellowship among students at CASC. The goal of the President's Leadership Council is to encourage a closer relationship among CASC student organizations.

Radiologic Advanced Development Club

The purpose of the CASC RAD club is to assure responsibility for contributing to radiologic technology in order to provide quality health care and to provide programs to promote academic success and build leadership development opportunities for current and future radiological technology students. Membership is open to CASC undergraduate students that are in, or are interested in joining the Radiologic Technology Program.

Residence Hall Council

All residential students are members of the Resident Hall Council. The purposes of this organization are to promote unity among housing residents, provide for self-government, protect members' rights, settle disputes dealing with the residence halls and the residents, act as a sounding board for residents, and create an environment of social and cultural functions.

Rotaract Club

The Rotaract Club is a Rotary Club-sponsored organization of young men and women between the ages of 18 and 30 whose purpose is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service, and whose goals are: a) to develop professional and leadership skills; b) to emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations; c) to provide opportunities for young people to address the needs and concerns of the community and our world; d) to provide opportunities for working in cooperation with sponsoring Rotary clubs; e) to motivate young people for eventual membership in Rotary.

Sigma Tau Alpha (STA)

STA focuses on helping non-traditional students 25 and older cope and compete in a world of traditional college students. Through Sigma Tau Alpha students can meet peers their own age, form study groups, enjoy cultural activities, participate in fund-raising activities, and community service projects. Participants should be willing to work hard, have a pleasant and positive attitude and be willing to accept challenges. STA's main goal is to help each member obtain a degree from Carl Albert State College and go on to a four-year college or university. Goals are accomplished in steps: 1) enrolling in Carl Albert State College, 2) becoming a member of Sigma Tau Alpha; 3) achieving a degree. A degree will symbolize that you were able to "Adapt to change in a traditional environment."

Spanish Club

The Spanish Club was founded in 2003 with the idea of recognizing the ever-growing Hispanic population in our region. The objective of this group is to promote Spanish, as a language and as a culture, to all CASC students. The Spanish Club is open to all students who wish to enhance their Spanish speaking skills and experience a

variety of Spanish culture activities. The group is proud that it represents a wide range of ethnic, racial, cultural and lingual backgrounds. This group enhances the sense of community among our Hispanic students, and encourages all students to join and participate in the exploration and celebration of the rich cultures of Spain and Latin America.

Student Activities Board (SAB)

The Student Activities Board is the coordinating entity, which plans and implements campus activities. SAB realizes individual uniqueness and encourages every student to get involved. The many activities offered by SAB give students the chance to grow, meet new friends, develop leadership qualities, and be a voice on campus. For more information, see the Director of Student Life.

Student Government Association (SGA)

The governing organization for the student population is the Student Government Association, which operates under a Constitution approved by the student body. SGA offers opportunities for development of cooperative effort, initiative, and leadership. Details on eligibility for membership or office in the SGA are available from the Director of Student Life in the Office of Student Affairs.

Students in Free Enterprise (SIFE)

Sponsored by AES Shady Point, Inc., Students in Free Enterprise (SIFE) is a nonprofit national student organization supported by individuals, foundations, and corporations whose mission is to build collegiate SIFE Teams which teach free enterprise in order to better the quality of life for individuals, communities, and countries. SIFE is college and university students learning, teaching, and practicing free enterprise through participation in educational outreach projects, fund-raisers, regional and national competitions and job fairs.

Student Nurses Association (SNA)

Membership in the SNA is open to nursing majors. The CASC chapter is a constituent of the National Student Nurses Association. The purpose of the organization is to provide programs representative of fundamental and current professional interest and concerns and to further the development of the whole person in his/her professional role.

Student Physical Therapist Assistant Association (SPTAA)

The purpose and functions of the SPTAA are to assure responsibility for contributing to Physical Therapy education in order to provide for the highest quality health care and to provide programs and current professional information of concern. The club helps aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

V.I.K.E.S.

The V.I.K.E.S. represent a group of loyal CASC students who make as much noise as possible at all athletic events. To some, sport is life, to the V.I.K.E.S. it gives a chance to express allegiance to the school and the teams. Enthusiasm is a great part of the game. Without enthusiasm, there would not be **Very Intimidating Krazy Enthusiastic Students!**

Vikings for Christ

Vikings for Christ is a Christian student center where an environment is created in which CASC students are encouraged to grow and develop their faith in Christ. This club is a ministry of the Churches of Christ.

Special Interests

- **Cheer Squad**
- **Debate Team**
- **Drama Production**
- **New Horizon Show Choir**
- **Miss CASC Pageant**

- **Musical Theatre**
- **Viking Banner**
- **Who's Who Among American Junior Colleges**

Cheer Squad

The Cheer Squad's main objective is to generate student body support for the CASC athletic teams. The Cheer Squad performs at all home basketball games and many special events on-campus and in the surrounding area. Members are selected through tryouts and receive a tuition scholarship.

Debate Team

The Debate Team is sponsored by the speech and drama instructors. Members of the team will debate with teams from other two-year colleges.

Drama Production

An annual drama production is presented at CASC each spring. All students and area citizens are invited to try out for roles in this annual production.

New Horizon Show Choir

The New Horizon Show Choir is a vocal music group that performs at area high schools, civic organizations and on-campus events. Membership is open to students who perform successfully in audition with the sponsoring instructor. Appearances for the group are arranged through the instructor.

Miss CASC Pageant

This pageant is governed by the rules of the Miss America and Miss Oklahoma Pageants. Young women between the ages of 17 and 24 compete in areas of talent, interview, evening gown, on-stage question, and physical fitness. Miss CASC will represent CASC at the annual Miss Oklahoma Pageant. Miss Oklahoma competes in the Miss America Pageant.

Musical Theatre

An annual fall musical is presented at CASC. All students and area citizens are encouraged to audition for roles in this annual production.

Viking Banner

Journalism classes at Carl Albert State College produce a monthly student publication, "The Viking Banner," which is the campus newspaper. Staff positions are open to students interested in the production of a newspaper.

Who's Who Among American Junior Colleges

Students chosen for this distinction by a vote of the faculty come from the upper ten percent of the Sophomore Class and exhibit outstanding abilities in scholastics, leadership, and citizenship to help prepare them for higher education.

Advertising Events

In order to obtain authorization to advertise events on any campus building, a representative of the sponsoring club or organization must bring all materials to be posted to the Vice President for Student Affairs Office for approval. Upon approval, the representative will be permitted to mark each poster with a stamp available in that office. Signs without a registered mark will be removed.

CASC's policy concerning the display or advertisement of a campus organization is as follows: Any poster or display in a language other than English will require special approval. The painting or chalking of sidewalks, buildings, lawn signs, etc., is not permitted except when special permission has been obtained from the Office of Student Affairs. A campus activity must be approved prior to promoting the function. The college retains the

right to remove any advertising.

Conduct

Conduct at all student activities is the responsibility of the sponsoring group. If property damage should occur during the activity, the person or persons responsible for damage will be assessed for the repair or replacement of the damaged item. If the person or persons responsible cannot be identified, the sponsoring group will be assessed for the damages.

Financing Clubs and Organizations

Funds are allocated to those student organizations that have a Constitution and a list of current activities on file in the Office of Student Affairs. A request for funding should be made through the Office of Student Affairs. Each club and organization is encouraged to raise additional funds to supplement the funding. All fundraising activities must receive authorization through the Vice President of Student Affairs.

Meeting Times

To aid each club and organization in planning events, an event calendar is maintained in the Office of Student Affairs located in Hemphill Hall (HH 140). All student events, including meetings and social events, must be placed on the calendar including events both on and off campus.

Any recognized student group may reserve space in the Costner-Balentine Student Center and Thompson Activity Center Foyer upon placing a request in the Office of Student Affairs, providing such facilities are available. Recognized student groups, with their sponsor, may use the gymnasium when space is available and properly scheduled through the Athletic Director. Individuals are not permitted free access to gymnasium facilities.

Sallisaw clubs and organizations should contact the Vice President for the Sallisaw Campus to schedule meetings and organize publicity.

Organizational Reports

Recognized and registered student organizations will file a report with the Office of Student Affairs by September 1 of each year or at the change of officers, but no less than annually. These reports will include: (1) name, address, and phone number of each officer; (2) name of each member; (3) name of the faculty or staff advisor; (4) time and place of regular meetings. Changes during the school year in officers and/or advisors will be reported promptly. Additionally, each recognized and registered organization is required to submit a report to the Office of Student Affairs by September, detailing program activities that are planned for the upcoming school year.

Requirements for All Clubs and Organizations

Organizations officially recognized by CASC are allowed the privilege to: a) use campus facilities; b) set up campus accounts; c) qualify for participation in the Student Government Association; d) participate in other CASC activities; and e) have the latitude to use "Carl Albert State College" as part of the organization's name. In order for a club or organization to be recognized on campus, certain procedures are necessary.

Clubs and Organizations must:

- a) Adhere to the policies of the College and be approved by the Student Government Association;
- b) Be initiated by a student or faculty/student group;
- c) Be composed of students, faculty, or staff or Carl Albert State College;
- d) Be non-discriminating in membership (no secret fraternities, sororities, or organizations may restrict membership on any basis other than that of scholarship, achievement, or service);
- e) All clubs and organizations will be assigned an account in the CASC Business Office. Authorization must be obtained prior to purchasing/expending monies from the account with a minimum of two signatures (one of which must be the sponsor) being necessary before any funds can be withdrawn from the account;
- f) Notify advisors as far in advance as possible (and have their approval) for all meetings, functions, parties, etc;
- g) Have at least one advisor present at all functions and meetings;
- h) Complete a Fundraiser Approval Request form at least two weeks in advance for any club/organization fundraiser. These forms are available from the Office of Student Affairs. Fundraisers must be approved by the Vice President of Student Affairs.
- i) Complete an application at least two weeks in advance for any off-campus activity. These forms are available from the Office of Student Affairs.
- j) Obtain the approval of the Vice President of Student Affairs for any outside speaker and make arrangements as far in advance as possible;
- k) Schedule all meetings, socials, etc. in the Office of Student Affairs, located in Hemphill Hall. The Academic Affairs Office must clear the use of any instructional space, such as classrooms, first;
- l) Any major event using campus facilities should be placed on the Event Calendar in the Office of Student Affairs at least two weeks in advance.

Student Activity Travel

Students traveling as representatives of Carl Albert State College shall receive reimbursement in one of the following manners:

1. Reimbursement for actual expenses incurred and documented, or
2. For travel money advanced with the amount to be determined based on the circumstances of the trip and approved by the Vice President of Student Affairs. The option selected shall be at the discretion of the Vice President of Student Affairs.

College Colors

Carl Albert State College colors are blue and white.

RESIDENTIAL STUDENTS

STUDENT HOUSING

Carl Albert State College provides the opportunity to experience the unique academic and social environment of on-campus living through the Scholars Center, Residential Program Housing and Athletic housing.

Each room includes a 12'x19' spacious bedroom and study area; a 8'x 8' bathroom with two vanity sinks, bathtub, shower, and toilet; and a 4'x 8' walk-in closet; free internet service; and cable television and telephone services are available to students who want to contract for them. **No satellite dishes are allowed.**

The Bill J. Barber and the W.D. Hoffman Scholars Centers are ultra-modern live-in facilities on campus for 76 honors students. The Scholars Centers provide educational and leadership learning opportunities to highly

motivated students based on academic achievement and leadership ability. The President's Selections Committee selects the residents. In addition, the Residential Program Housing (Kate "Katie" Ollie, George and Rosemary McBee, Dr. E.A. "Jack" Gedosh and Nell and Lattie Hoyle Dorms) provides 200 students a unique base for leadership development. CASC also maintains Athletic housing for student athletes.

The Office of Student Affairs keeps residents informed of all current residential policies by providing each residential student with a copy of the Residential Housing Handbook. Information on housing can be obtained by contacting the Office of Student Affairs. A copy of the Residential Housing Handbook is also available on the CASC Website under Current Students, Student Affairs, Handbook tab, at www.carlalbert.edu.

Residential Program Staff

The Vice President of Student Affairs is primarily responsible for the overall supervision of the staff and employees working for the residence facilities. The Residential Life Coordinator and the Assistant Residential Life Coordinator are professional staff members who live in on-campus housing and are responsible for the daily operations of the residential program. The Athletic Director and his/her staff oversee the athletic residential facilities. Residential students have professional staff members who provide referral services and encourage participation in cultural and social activities. Resident Assistants live in each residence hall and are under the direct supervision of the Residential Life Coordinator. Resident Assistants are carefully selected student staff members who ensure residential rules and regulations are enforced. The primary responsibility of a Resident Assistant is to assist students with problem solving and/or referring them to the proper individual.

Meningococcal Compliance

Oklahoma Statutes, Title 70-3242, requires all students who are first-time enrollees in any public or private Oklahoma postsecondary educational institution and who reside in on-campus student housing to be vaccinated against meningococcal disease. CASC will provide students or the student's parents or other legal representative, detailed information on the risks associated with meningococcal disease and the availability and effectiveness of the vaccine.

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 any vaccine, and has chosen not to be or not to have the student vaccinated.

Off-Campus Housing

CASC maintains an off-campus referral list of housing. Information concerning off-campus housing can be obtained by contacting the Office of Student Affairs.

Required Meal Plan

Residents of Carl Albert State College are required to purchase a meal plan. Meals are dine-in and are served in the cafeteria on an all-you-can-eat basis. A week starts on Monday and ends on Friday after lunch for the 14-meal plan. The 18-meal plan is a seven day a week plan with two meals on Saturday, one on Sunday, and 14 meals Monday through Friday. Unused meals do not carry over from week to week. Failure to use the meal plan does not cancel the student's financial responsibility for paying for the meal plan.

CASC Student ID Card

Your ID card serves as your meal card. You **must** present your card to the cashier each time you come to eat. **No one but the card owner may receive meals on this account.**

Meal Stickers

Each semester you will be issued a new meal sticker with a different color code. You have the first two weeks of each semester to change your meal plan and get a new meal sticker.

Sack Meals

If your schedule conflicts with class or work, you can arrange for a to-go meal. You are only allowed one (1) to-go meal per day, and you cannot eat in the cafeteria and get a to-go meal at the same time.

Dietary Needs

The Campus dining program offers special meals for dietary needs. If you wish to receive a special meal you must have a letter from your doctor stating your dietary needs and you must present this to the Food Service Manager for final approval.

Menu

Campus Dining Services operates on a four-week cycle menu. Weekly menus begin on Monday and run through Friday. A copy of the weekly menu is available on the CASC website under the “Current Student” tab.

NON-RESIDENT STUDENTS (POTEAU CAMPUS)

Campus dining services welcomes all non-resident students. Available in the cafeteria for purchase is a 10 or 20 meal card. You may purchase a meal card or one meal at a time. Non-resident students may also purchase a 5-meal plan in the Cafeteria located in the Costner-Balentine Student Center.

CAMPUS DINING SERVICES

Dining Room Hours of Service

Monday – Friday

Breakfast 7 a.m. – 9:30 a.m.

Lunch..... 11 a.m. – 1:30 p.m.

Dinner 5 p.m. – 7 p.m.

All meals below require an 18 meal plan:

Friday Dinner 5 p.m. – 7 p.m.

Saturday Brunch 12 p.m. – 2 p.m.

Saturday Dinner 5 p.m. – 7 p.m.

Sunday Brunch 12:30 p.m. – 1:30 p.m.

CAMPUS POLICE

Mission Statement

CASC complies with the Campus Security Act of 1990. The CASC Campus Police Department is dedicated to enhancing the opportunity for students, faculty, and staff to participate in the educational experience by

providing a professional, cooperative, customer-driven service that is both flexible and responsive to the needs of all.

As a service organization the department believes in providing service to its community. This is accomplished through offering motorist assistance, providing directions and information, as well as an array of police services. Staff also provides crime prevention, rape and self-defense seminars.

Commissioned Officers

The CASC Board of Regents commission police officers pursuant to Oklahoma Statute Title 74, section 360.11 and have full arrest authority. These officers perform duties of professional law enforcement officers, and have the right and responsibility under law to affect an arrest of a criminal violator. Officers may utilize non-deadly force in the form of electronic control devices.

Enforcement Assistance

Carl Albert State College has a limited number of police personnel; therefore, it may be difficult at times to contact Campus Police. Because of this possibility, it is recommended that all CASC employees and students always contact the Poteau Police Department for immediate law enforcement assistance by dialing 911 for emergency assistance and in non-emergency situations call 918.647.8620 for the Poteau campus and 918.775.4141 for the Sallisaw campus.

If a situation does not require immediate law enforcement attention, students and/or CASC personnel may contact the Direct or Campus Police or a campus police officer for assistance.

Emergency Response Plan

Carl Albert State College recognizes that quick responses are necessary in today's environment where anticipated and unanticipated emergencies arise. We remain committed to the safety of our visitors, student body and staff. CASC has developed and implemented an Emergency Response Plan designed for the protection of the campus community. All offices and departments shall display the Quick Reference Guide to the Emergency Response Plan in a public and visible area, and shall adhere to the plan when emergencies arise. A copy of the detailed plan is maintained in the Office of the CASC Safety Coordinator.

Individuals Requesting Information on Students

During every semester individuals arrive on campus requesting information on students' whereabouts or class schedules. Most of the time these are legitimate requests; however, someone requesting information may be doing so for reasons that are not appropriate which could cause problems for a student. Campus Police, therefore, recommend that all individuals requesting such information be sent to the Office of Student Affairs, which in turn may contact Campus Police for assistance.

Sex Offender Registration

Oklahoma's sex offender registration laws were amended in 2002 to include university campuses. In essence, anyone convicted of a non-aggravated sex offense in the past ten years must register with the CASC Campus Police if they are a student, employee, resident or anyone who works on campus property in any capacity. Persons convicted of aggravated sex offenses must register indefinitely. This applies to persons convicted in Oklahoma and ALL other states and territories of the United States of America. Registration with campus

authorities must be in addition to registration with the local law enforcement agency where the convicted person resides (unless they reside on campus). Failure to register in accordance with law will subject the offender to additional criminal prosecution. CASC Campus Police has established a procedure to collect required information and make it available for public inspection. The list of registrants will be included on the Campus Police website at www.carlalbert.edu.

PARKING AND TRAFFIC REGULATIONS

To legally park on college property, all students, faculty, and staff of CASC must have a valid parking permit hung from the visor mirror of the vehicle. Parking facilities are provided for both resident and commuting students. Parking for physically challenged students is available at various locations throughout the campus. All parking permits must be updated in the fall of each year. Parking permits are provided free of charge from the Business Office on the Poteau campus and the front office of the Sallisaw campus for non-residential students. Residential students should pick up their parking permits from the Office for Student Affairs. Replacement permits are issued without charge when there is a transfer of automobiles or defective permit.

Failure to have a CASC permit can result in a ticket and/or a vehicle being towed away at the owner's expense. CASC reserves the right and authority to have any vehicle on campus impounded (at the cost of the owner) when such vehicle is in violation of college regulations or presents a safety hazard to people and/or property. Designated parking areas are located adjacent or near all buildings. Vehicles are to be parked in the designated, marked parking spaces and may only occupy one space. Being unable to find a legal parking space or seeing others park improperly does not constitute a valid reason for parking improperly. Failure to abide by parking regulations may result in issuance of a citation or the vehicle being towed at the owner's expense. Motorcycles are subject to the same registration requirements and parking regulations as other motor vehicles. Abandoned vehicles may not be parked on campus and are subject to impoundment at the owner's expense. All drivers on campus are expected to observe the laws of the State of Oklahoma and the ordinances of the City of Poteau in regard to the operation and registration of vehicles. Campus Police Officers may, at their discretion, file any violations of state laws or local ordinances through proper courts.

The speed limit on campus roads is 10 miles per hour. All city and state traffic regulations and rules governing the use of motor vehicles must be obeyed. Pedestrians shall, at all times, have the right-of-way. Students allowing others to use their vehicles are liable for their actions; either or both may be fined. Failure to comply with the regulations will result in a fine and/or "hold" on a student's official record, which will prevent the student from re-enrolling, receiving a diploma, and receiving a transcript.

Traffic regulation offenses of Carl Albert State College:

1. Handicapped parking violation - \$25.
2. Operation of a vehicle on campus without brakes, lights, and/or other safety equipment as required by state law - \$10
3. Operation of a vehicle without a sufficient muffler or using a muffler cutout or exhaust whistle - \$10.
4. Operation of a vehicle on campus while under the influence of intoxicating liquor, beer, or narcotics - \$50 and possible expulsion from the residential program.
5. Operation of or causing a vehicle to make unnecessary noise on the campus (sounding of a horn, etc.) - \$10.
6. Operation of a vehicle at a speed greater than 10 mph or at a speed greater than what is deemed reasonable and prudent for existing conditions - \$25.
7. Operation of a vehicle in reckless and careless manner without regard to the safety and rights of others - \$50 and possible expulsion from the residential program.
8. Failure to yield the right-of-way to a pedestrian - \$10.
9. Failure to obey an official sign, signal, traffic control device, or marking - \$10.

10. Operation of, sitting in, or otherwise occupying a vehicle belonging to another resident or student without the express consent of the owner or person legally charged with the vehicle - \$50 and possible expulsion from the residential program.
11. Violation of campus, local, and state parking regulations - \$10.
12. Obstruction or interference of the proper use of any street, road, sidewalk, or parking area on campus either with a vehicle or any other device - \$10.
13. Willful alteration, defacement, movement, or removal of an official traffic control device, signal, sign, or marking without lawful authority - \$50 and possible expulsion from the residential program.
14. Failure to promptly obey any reasonable order or direction of a police officer, campus police, or residential hall staff relating to vehicles, traffic, or parking regulations - \$25.
15. Repeated violation of any traffic or parking regulation (three or more violations – the violation need not be of the same regulations relating to vehicles, parking or traffic) – Double the amount of the previous violation.
16. Aid or abet in the commission of any offense as defined in these regulations - \$10.

FINANCIAL AID/SCHOLARSHIPS

Financial aid and scholarship funds are awarded to help students pay for their education. Applications for financial aid are available online at www.fafsa.ed.gov. Applications for scholarships are available online at www.carlalbert.edu or through the Office of Student Affairs, Hemphill Hall Room 140 or Financial Aid, Hemphill Hall Room 102. Financial Aid staff is available to assist students who have questions or need help in completing these applications.

GENERAL INFORMATION

Carl Albert State College assures that no individual with the ability to benefit is denied access to post-secondary education because s/he lacks the financial resources to pay the cost. A complete program of financial aid is offered – grants, scholarships, loans, and employment opportunities. A descriptive brochure is available from the Office of Financial Aid or by accessing the Financial Aid website at www.carlalbert.edu.

Applicants for financial aid must be officially admitted to CASC, working toward a degree or certificate program, and have all previous school records on file in the Office of Admissions before financial aid can be disbursed.

Students can receive free assistance with financial aid through the Educational Opportunity Center (EOC) academic advisors located on the Poteau campus in Hemphill Hall, Room 112 and on the Sallisaw campus in the Mayo Center rooms 8004 and 8007.

SCHOLARSHIPS AND GRANTS

Scholarships and/or grants are available annually for many students who require financial assistance to attend college and have demonstrated above average academic ability. Funds are provided by the federal government, the Oklahoma State Regents, and the CASC Development Foundation, which solicits and accepts contributions from individual and organizational donors. Most scholarships and grants are awarded on the basis of financial need; others are awarded for academic achievement or other significant contributions to the College. A Scholarship Committee is responsible for the selection of students to receive scholarships. All funds are processed through the Business Office.

Applications for scholarships are available in the Office of Financial Aid or by accessing the Financial Aid website at www.carlalbert.edu. The deadline to apply for scholarships is **February 15**.

STUDENT LOANS

Borrowing to finance a college education an investment in the future, which will increase one's earning potential. Long-term loans at low interest rates are usually available. Repayment of these funds does not begin until six (6) or nine (9) months after the student completes his or her education unless the student withdraws from their classes (see Complete Withdrawal Section). Information regarding the Loan Program can be obtained from the Office of Financial Aid or by accessing the Financial Aid website at www.carlalbert.edu.

TYPES OF FINANCIAL AID

Federal Pell Grant Program

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Financial need is determined by the U.S. Department of Education using a standard formula established by Congress to evaluate the financial information reported on the Financial Aid Application (FAFSA). Applications are available online at www.fafsa.ed.gov.

Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG grants are made available by the federal government and are administered through the Office of Financial Aid. These grants are awarded on a first-come, first-serve basis to undergraduate students with the highest financial need. The FAFSA application is used for this grant.

Oklahoma Tuition Aid Grant Program (OTAG)

OTAG Grants are made available by the Oklahoma State Regents of Higher Education and administered through the Office of Financial Aid. These need-based grants are awarded to Oklahoma students as an effort to help meet the cost of attendance in an Oklahoma institution. Funding is limited and preference is given to students who apply before March 15th. The FAFSA application is used for this grant.

Federal Direct Subsidized Loans

Direct Subsidized Loans are provided by the federal government for undergraduate and graduate students who demonstrate financial need. These low-interest subsidized loans cannot exceed a student's financial need. The federal government pays interest on a Direct Subsidized Loan while a student attends school at least half-time. Repayment of these funds does not begin until six months after a student leaves school, *unless* the student withdraws from classes. During the six-month grace period, the federal government also pays the interest incurred on these loans. Students must complete a FAFSA and then request a Student Loan Form from the Office of Financial Aid.

Federal Direct Unsubsidized Loans

Federal Direct Unsubsidized Loans are provided by the federal government for undergraduate and graduate students regardless of financial need. These low-interest unsubsidized loans can exceed a student's cost of attendance. A student is responsible for the interest on an Unsubsidized Student Loan from the time the loan is disbursed until the loan is paid in full. Interest may be paid while in school without penalty. Repayment of these funds does not begin until six months after a student leaves school *unless* the student withdraws from classes, but interest is accruing during this time. Students must complete a FAFSA and then request a Student Loan Form from the Office of Financial Aid.

Federal Perkins Loan

Perkins Loans are provided by the federal government and administered by the Office of Financial Aid. Based on the availability of funds, these loans are awarded on a first-come, first-serve basis to undergraduate and graduate students who demonstrate financial need. Repayment of these funds does not begin until nine (9)

months after a student leaves school *unless* the student withdraws from classes. Students must complete a FAFSA for consideration of this loan.

Federal Direct Parent PLUS Loans

Direct PLUS Loans are provided by the federal government for the parents of undergraduate students regardless of financial need. These low-interest PLUS Loans can exceed a student's cost of attendance. The parent is responsible for the interest on a PLUS Loan from the time the loan is disbursed until the loan is paid in full. Repayment of both principal and interest begins within 60 days after the loan funds are disbursed. Students must complete a FAFSA for consideration of this loan.

Short-Term Loan Funds

Short-term loans are available (depending on availability of funds) for CASC students through the Office of Financial Aid. These loans are for emergency situations on the basis that the student has financial aid awards that have not yet been disbursed. These loan funds must be repaid within thirty (30) to sixty (60) days. Applications for these loans are available at the Office of Financial Aid.

Bureau of Indian Affairs (BIA)

These funds are provided by the Bureau of Indian Affairs/Tribal Offices for students who qualify to receive educational assistance. Applications for these funds are available from the BIA/Tribal Office nearest the student's home.

Veterans' Administration (V.A.) Benefits

These funds are provided by the U.S. Department of Veteran Affairs for students who are eligible for VA benefits. For details and instructions, a student should contact the Veterans' Coordinator in the Office of Admissions.

Vocational Rehabilitation

These funds are provided by the Oklahoma State Regents for Higher Education and administered through the Vocational Rehabilitation Division for students who qualify to receive financial assistance. These funds offer assistance to students who have certain disabilities provided the vocational objective has been approved by a representative of the division. Students should apply through the Vocational Rehabilitation Office in the county in which they reside or through the Vocational Rehabilitation Office at CASC located in the HT Building Room 504A.

FEDERAL WORK-STUDY PROGRAM (FWS)

Federal Work-Study is provided by the federal government for undergraduate students with financial need. Based on availability of funds, these jobs are awarded on a first-come, first-serve basis in any participating office or department on campus as well as some off-campus non-profit organizations. Timesheets must be turned in to the Office of Financial Aid on the 15th and 31st (or the last day) of each month. Students employed through the Work-Study Program are paid twice a month.

The primary objective of the Federal Work-Study Program (FWS) is to provide employment opportunities for eligible students to assist in meeting educational costs while providing a valuable work experience related to their career goals. Students can locate job openings on the bulletin board inside Hemphill Hall by Office HH102A.

Eligibility Requirements for Federal Work-Study Program

1. You are a degree-seeking student enrolled in a minimum of six (6) hours;
2. Your financial aid file is complete, and you have been awarded financial aid for the academic year;
3. You have financial “need” as determined by the Coordinator for Federal Work-Study;
4. You are a citizen of the United States or an eligible non-citizen;
5. You comply with the requirements outlined in the Satisfactory Academic Progress Policy;
6. You are not in violation of any Federal Work-Study rules or guidelines.

Hiring Process for Federal Work-Study Program

1. Meet with the Coordinator for Federal Work-Study to determine your eligibility;
2. Once approved, the Coordinator for Federal Work-Study will inform you of the current job openings;
3. During the interview you will discuss job requirements, expectation, and hours;
4. Once an offer of employment is made, the student must be authorized by the CASC President. Once the authorization is complete, the student will then return to the Coordinator for Federal Work-Study to complete the I-9 form, W4 Tax Form, Statement of Confidentiality, and Code of Conduct Policy. You must also provide two types of identification to verify that you are an eligible citizen.

To learn more about policies and procedures governing the Federal Work-Study Program please see “The Guide Book: for Federal Work-Study Supervisors and Student Employees. You can request a copy of the Guide Book by visiting the Coordinator for Federal Work-Study in the Financial Aid Office.

COMPLETE WITHDRAWAL – RETURN OF TITLE IV FUNDS

Any student who officially or unofficially completely withdraws from classes, and has received a Pell Grant, SEOG Grant, Perkins Loan, Direct Subsidized Loan, Direct Unsubsidized Loan, or a Direct Parent PLUS Loan will be required to pay a prorated amount of any funds received to CASC on behalf of the federal government *immediately* if they drop out of school before 60 percent of the semester has been completed. A student who completely withdraws after the 60 percent mark of a semester will be entitled to the full amount disbursed; however, Satisfactory Academic Progress (SAP) will be evaluated.

GENERAL POLICIES AND PROCEDURES

STUDENT’S FREEDOMS AND OBLIGATIONS

Preamble

Carl Albert State College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the Constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the college or with the rights of other members of the college cannot be tolerated.

Students enrolling in CASC assume an obligation to conduct themselves in a manner compatible to the college’s function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the college retains the power to maintain order within the college and to exclude those who are disruptive of the educational process.

Equal Opportunity and Affirmative Action

The President and the Board of Regents at CASC reaffirm that CASC will comply with:

- Title VI of the Civil Rights Act
- Executive Order 11246 as amended
- Title IX of the Education Amendments of 1972
- Section 503 and 504 of the Rehabilitation Act of 1973
- 41 CFR 60-2.20(a), Regulations for Implementation of Executive Order 11246
- CFR 60-2.3, Sex Discrimination Guidelines
- CFR 60-50.2, Guidelines of Discrimination Because of Religion or National Origin
- CFR 60-250.6, Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era
- CFR 60.741.6, Affirmative Action Obligations of Contractors and Subcontractors for Handicapped Workers
- 29 USC 623-4, Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990
- Civil Rights Act of 1991

CASC will not discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, and/or veteran status, disability or age. CASC will take affirmative action which includes, but is not limited to, employment, promotion, transfer, recruitment, advertising, layoff, termination, rates of pay, other forms of compensation and selecting for training. All employees or applicants for employment are protected from coercion, intimidation or discrimination for filing a complaint or assisting in an investigation under any of the Equal Employment Opportunity regulations.

FREEDOM OF ACCESS TO HIGHER EDUCATION

Under no circumstances should a student be barred from admission to Carl Albert State College on the basis of race, color, sex, national origin, religion, disability, and/or veteran status. Thus (within limits of its facilities) the college should be open to all students who are qualified according to its admission standards.

In the Classroom

- Free Discussion.* The instructor in the classroom and in conferences should encourage free discussion, inquiry and expression. Student grades will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic situations.
- Protection of Freedom of Expression.* Students are free to take reasoned exception to the data or view offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
- Improper Academic Evaluation.* Students shall have protection through proper channels as established by the administration against improper academic evaluations. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- Protection Against Improper Disclosure.* Information about student views, beliefs, and political association which instructors acquire, and the improper disclosure, is a serious professional obligation and must not be improperly disclosed. Judgments of ability may be provided at the discretion of the instructor after inquiring as to the nature of the requesting agency or individual and the intended use of the information.

STUDENT FREEDOM STANDARDS

In Student Affairs, certain standard must be maintained if the freedom of students is to be preserved:

- Freedom of Associations
 1. Students bring to the campus a variety of interests as members of the academic community. The students of CASC shall have the freedom to organize and join associations, to promote common interests in accordance with the policies established by the Student Conduct Committee and the policies

- regarding organizations established by the Board of Regents of Carl Albert State College.
2. The membership, policies, and actions of a student organization will be determined by decisions of only those persons who hold membership in the college community (the Board of Regents, administration, faculty, sponsor, and the student body).
 3. Affiliation with an extramural organization will not of itself disqualify a student organization from recognition, so long as the former does not exercise any control over the student organization.
 4. Each organization may be free to choose its own faculty advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policy of such organizations. Faculty advisors will act in accordance with the policies established for organizational advisors in the CASC Policies and Procedures Manual.
 5. Student organizations will be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and a list of members to the Student Affairs Office.
 6. All student organizations will be open to all students without regard to race, color, religion, creed, sex, age, gender, culture, physical ability, languages, national origin, sexual orientation, life style, or physical or mental disabilities, and past/present history of mental disorder.
- B. Freedom of Inquiry and Expression
1. Students and student organizations will be free to examine and discuss all questions of interests to them and to express opinions publicly and privately. They will be free to support causes by orderly means which do not disrupt the regular and normal operations of the institution and which comply with the regulations that relate to student activities and conduct. At the same time, it should be made clear to the academic and larger community that in their public expressions, 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 invitations is consistent with the aims of the college.
- C. Student Participation in Institutional Government
1. As constituents of the academic community, students will be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has clearly defined means to participate and express their views concerning any formulation and application of institutional policy affecting academic and student affairs.
- D. Student Publications
1. Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.
 2. Whenever possible, the student newspaper should be an independent corporation, financially and legally separate from the college. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibilities to students. The institution must provide the sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.
 3. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation and the limitations on external control of their operations. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of

responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

- a.) The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- b.) Editors and managers of student publications shall be protected from arbitrary suspension and removal due to student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then only by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers shall be the agency responsible for their removal.
- c.) All college-published and college-financed publications should explicitly state on the editorial page that the opinions therein expressed are not necessarily those of the college or the student body.

E. Off-Campus Freedom of Students

1. Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the college, and the community.
2. Students, local citizens, and taxpayers have equal obligations to respect the rights of others and to comply with local, state and federal laws. Violation of state laws, if committed off campus, shall be subject to college disciplinary action when a clear and present danger to life or property of members of the college or the community can be determined through campus due process procedures.

F. Financial Policy

1. Students shall be informed of and expected to adhere to financial policies relating directly to student fees, as published in the CASC Catalog.
2. Students shall be informed of and expected to adhere to financial policies relating to residential meals and housing detailed on the residential/meal contract.

G. Retained Rights

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

STUDENT RESPONSIBILITIES

In all aspects of student rights, the student body, collectively and individually, has the responsibility of participating as citizens of the academic community to assist the college in accomplishing its stated purpose. By virtue of enrolling in CASC, a student has indicated that s/he will assume the responsibility for his/her behavior and acknowledge and share the following responsibilities:

- A. Students must acknowledge that the only legal authority for the operation of the college belongs to the Board of Regents of the college who has delegated this authority to the administration.
- B. Students should acknowledge that the primary purpose for their being involved in the administration of appropriate functions of the college is to gain the education it affords 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.
 1. By enrolling in college, students assume the responsibility for complying with the rules and regulations of the College. Further, students must assist the College in the refinement of such regulations to provide the greatest educational opportunities to all.

2. The right to disagree has been previously established. However, the student must make sure the disagreement is in good taste, is factual, and is presented with proper respect for those with whom s/he is disagreeing.
3. When approaching the administration about any matter, students should go through the established channels of communication. Students must assume responsibility for active participation in student government in order that this organization might continue to be an effective means of communication.
4. Students have the responsibility to comply with all regulations established by the Board of Regents of Carl Albert 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.

ENFORCEMENT AND AMENDMENTS

A Student Affairs Committee consisting of staff, students, faculty members and administrators shall be established for continuing joint interpretation of the policies and procedures stated in the Students Bill of Rights and Responsibilities. This same machinery shall investigate alleged violations of these guarantees. This document shall be amended only at the direction of the Student Affairs Committee of Carl Albert State College, the College administration, or the College Board of Regents.

GRIEVANCE PROCEDURES

CASC believes a strong system of mediation of disputes will encourage reporting and resolution of complaints. Mediation is appropriate when all parties involved (accusers and accused) voluntarily agree to engage in the mediation process. Mediation will involve resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded to a formal hearing.

DISCRIMINATION POLICY (for the most accurate, up-to-date policy information contact the Office of Human Resources at 918.647.1373, 1507 South McKenna, Poteau, OK 74953)

1.0 CASC is committed to providing students, employees, and visitors educational and working environments free from discrimination, both in and out of the classroom. CASC does not tolerate discrimination on the basis of race, color, national origin, religion, gender, disability, age, or veteran status. Through enforcement of this policy, CASC seeks to prevent, correct and discipline behavior that violates this policy. CASC strongly encourages students, visitors and employees to promptly report any discrimination.

2.0 DEFINITIONS

2.1 The “Complainant” is an employee, student, or visitor who informs the CASC Human Resources Office that the employee, student, or visitor believes he or she has been subjected to Discrimination.

Complainant does not include a CASC supervisor, administrator, employee, or official who reports Discrimination that he or she has observed or a complaint he or she received involving other persons.

2.2 The “Respondent” is the employee, student, or visitor who allegedly discriminated against another person in violation of this policy.

2.3 “Retaliation” means any action or failure to act with respect to an individual based on that individual’s making a complaint, participating in the investigation of a complaint, or participating in the process under

this policy, where such action or failure to act could have the effect of dissuading a reasonable person from participating or assisting with this policy.

2.4 For purposes of this policy, “Discrimination” is a form of discrimination as outlined by state and/or federal laws, on the basis of race, color, national origin, gender, disability, age, military status, or veteran status in any policy, procedure or practice including, but not limited to, admissions, employment, financial aid and educational services.

This policy is in keeping with the spirit and intent of various local, state and federal guidelines, which address discrimination. It is further understood that false accusations of discrimination will not be condoned. Accusations of discrimination are indeed grievance and can have serious and far-reaching effects upon the careers and lives of individuals.

- 2.4.1 No specific intent to discriminate against an individual need be present for discrimination to occur.
- 2.4.2 Examples of discriminatory conduct prohibited by this policy include, but are not limited to, the following: Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, national origin, gender, disability, age, military status, or veteran status.
- 2.4.3 The discriminator may be the supervisor of the individual who is discriminated against, a supervisor in another area, a co-worker, a subordinate, a faculty member, a student, or a non-employee.
- 2.4.4 Conduct may constitute Discrimination in violation of this policy even in the absence of economic injury to, academic injury to, or discharge of the individual who is discriminated against.

3.0 INITIATING A COMPLAINT:

3.1 Employees, students, or visitors who believe they have been subjected to Discrimination in violation of this policy must report the incident to the CASC Human Resources Office using a Campus Concern/Grievance Form. The Campus Concern/Grievance Form includes the Complainant’s name and contact information, identify the complained-of individual, and describe the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant’s preferred outcome for resolving the matter.

3.2 The complaint should be turned into the CASC Human Resources Office no later than one-hundred-eighty (180) calendar days after the last complained-of incident.

3.3 Any CASC supervisor, administrator, or employee who receives a complaint or otherwise becomes aware of conduct he or she believes to be Discrimination in violation of this policy must notify the Human Resources Office as soon as possible, but no later than ten (10) working days after the supervisor, administrator, or employee learns of the conduct.

3.4 The CASC supervisor, administrator, or official must also inform the individual making the Discrimination complaint of this policy and refer them to the Human Resources Office.

4.0 COMPLAINT RESOLUTION: The Human Resources Department will determine whether a complaint of Discrimination will be resolved by formal or informal means.

4.1 INFORMAL RESOLUTION: The informal resolution process is appropriate where the complained-of conduct is not sufficiently serious or repetitive to rise to the level of unlawful Discrimination. No formal investigation is conducted. Neither the Complainant nor the Respondent may have an attorney or

representative present during the informal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.

4.1.1 The Human Resources Office shall attempt to resolve the Discrimination complaint using the informal resolution process, within thirty (30) days after the complaint has been submitted. When needed, the Human Resources Office shall conduct an investigation and attempt to resolve the matter informally.

4.1.2 At any time during the informal resolution process, the Human Resources Office or the Complainant may request a formal resolution process.

4.2 **FORMAL RESOLUTION:** The formal resolution process is appropriate where the Complainant alleges a serious or repetitive violation of this policy, or where no resolution is reached through the information resolution process. Neither the Complainant nor the Respondent may have an attorney or representative present during the formal resolution process. The Complainant and/or Respondent is responsible for presenting his/her own case.

4.2.1 **Initiating the formal resolution process:** The Complainant must have previously submitted to the Human Resources Office a signed written statement (Campus Concern/Grievance Form).

4.2.2 The formal resolution process shall be completed within 45 days from the date of the Complainant's signed written statement is received. Additional time may be required based on unusual circumstances, including but not limited to the unavailability of the Complainant, Respondent, information or witnesses.

4.2.3 The President shall appoint an investigator(s) to examine all written complaints of Discrimination against employees, students, and visitors. The investigator(s) may or may not be CASC employees.

4.2.4 In the course of the investigation, a copy of the written complaint will be given to the Respondent. The Respondent shall have ten (10) working days in which to submit a signed, written response to the complainant.

4.2.5 The investigator(s) interviews separately the Complainant and the Respondent as soon as reasonably possible after receipt of the written complaint and written response, if any.

4.2.6 The Respondent will not take any action against the Complainant or any witnesses or other persons, in retaliation for their initiation of or participation in the complaint process. Retaliation is a separate violation of this policy and may result in discipline even where the original complaint of Discrimination is unfounded.

4.2.7 The investigator(s) may interview any other persons considered to have information relevant to the complaint.

4.2.8 The investigator(s) may receive, gather, and review any documents and physical evidence related to the complaint.

4.2.9 Where necessary, the investigator(s) may recommend to the President temporary adjustments to the Complainant's class schedule or work environment pending conclusion of the investigation.

4.2.10 The investigation of complaints against visitors may differ from the investigation described herein based on the circumstances.

4.3 **INVESTIGATOR(S) FINDINGS OF FACT AND RECOMMENDATIONS:** Within ten (10) days after completing the investigation, the investigator prepares written findings of fact and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written findings of fact.

- 4.3.1 The President shall appoint a three-person committee to review the Findings of Facts and Recommendations. Committee members will be appointed on a case-by-case basis.
- 4.3.2 The Complainant and Respondent shall have ten (10) working days to submit a “written reply” regarding the findings of fact to the Human Resources Office. The Office of Human Resources shall provide the President with a copy of the Complainant’s and Respondent’s “written reply” if any.
- 4.3.3 Within twenty (20) days after receiving the written findings of fact, the committee shall review the written findings of fact and review the Complainant’s and Respondent’s “written reply” to the findings of fact, if any.
- 4.4 The committee shall make one of the following determinations:
- a. Return the written findings of fact to the investigator(s) for additional investigation.
 - b. Dismiss the complaint on finding that the complained-of conduct did not occur or that the complained-of conduct did not violate this policy and notify the Complainant and Respondent of the determination.
 - c. Find that the conduct did occur and constituted a violation of this policy.
- 4.5 If it is determined that policy was violated, the committee will recommend appropriate discipline action against the Respondent including but not limited to expulsion or termination.
- 5.0 APPEALS: If either the Complainant or the Respondent is dissatisfied with the determination reached in the formal resolution process, he or she may appeal that determination as follows:
- 5.1 The appeal must be in writing, directed to the President and must state the grounds for the appeal. The written appeal must be received within ten (10) working days of the date of delivery of the written determination. The appeal may be made on substantive and/or procedural grounds.
- 5.2 The President shall thoroughly review the matter and issue a written decision within twenty (20) working days of the appeal receipt date. The President may accept or reject the committees’ findings of fact and may accept, modify or reject any discipline imposed.
- The President’s decision on appeal shall be the final institutional decision.
- 6.0 CONFIDENTIALITY: Complaints of Discrimination and investigations into Discrimination allegations are kept confidential to the extent possible consistent with the need to investigate the complaint and come to a thorough and effective resolution.
- 7.0 RETALIATION PROHIBITED: Any employee, student, or visitor who retaliates in any way against an individual who has initiated or participated in the resolution of a good faith complaint of Discrimination is subject to discipline, up to and including termination of employment, suspension, or expulsion from CASC, even if no Discrimination is found.
- 8.0 FILING OF FALSE COMPLAINTS AND STATEMENTS: Anyone who knowingly or intentionally files a false complaint or false complaint, or false statement under this policy is subject to discipline, up to and including termination of employment, suspension or expulsion from CASC.

- 9.0 EFFECT ON PENDING DISCIPLINARY ACTIONS: Filing a Discrimination or retaliation complaint will not prevent, delay or affect any non-retaliatory evaluation or discipline of the Complainant for conduct, performance, or academic deficiencies or for violation of CASC policies and procedures.

CAMPUS JUDICIAL PROCEDURES FOR SEXUAL ASSAULTS

A. Introduction

Carl Albert State College will not tolerate nor condone any form of sexual misconduct, whether physical, mental or emotional in nature. This includes actions that are demeaning and includes, but is not limited to, rape (whether the victim does or does not know the aggressor and includes “date rape”, acquaintance rape”, and “gang rape”), sexual assault or sexual harassment. Even if law enforcement and criminal justice authorities choose not to prosecute a particular matter, the college may still pursue the matter as a student misconduct concern warranting non-academic disciplinary action by the institution. Where it is determined that sexual misconduct is more likely than not to have occurred, college disciplinary sanctions can include suspension or expulsion.

CASC has determined that the nature of sexual assault crimes require judicial proceedings which differ from the procedures followed for other violations.

B. Definitions

1. Victim – the person alleging to have been sexually assaulted
2. Accused – a person accused of sexual assault
3. Intimate parts – the genital area, groin, inner thighs, buttocks, or breasts
4. Past sexual behavior – sexual behavior other than the sexual behavior upon which the sexual assault is alleged
5. Serious personal injury – includes physical injuries, psychological stress, or other physical or mental trauma, pregnancy, disease, or loss of impairment of a sexual or reproductive organ
6. Personal injury – includes minor physical injuries, psychological stress, or other physical or mental problems resulting from the assault
7. Sexual contact – intentional touching of the victim’s sexual or intimate part or intentional touching of the victim’s clothing covering the immediate area of the victim’s sexual or intimate parts. Sexual contact shall also mean the touching by the victim of the accuser’s sexual or intimate parts when such touching is intentionally caused by the accused. Sexual contract shall include only such conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.
8. Sexual penetration – sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of the accuser’s or victim’s body, or any object manipulated by the accused in to the genital, oral or anal openings of the victim’s body which can be reasonably construed as being for non-medical or non-health purposes. Sexual penetration shall not require emission of semen.
9. Consent – the positive cooperation in act or attitude pursuant to an exercise of free will. The persons consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. The determination regarding the presence or absence of consent shall be based upon the totality of the circumstances present in a particular case, including the context in which the alleged incident occurred. Consent will not be implied from silence or passivity alone.

C. Violations

Due to the sensitive and often violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and

adjudication of alleged cases of sexual misconduct. It is possible a particular action may constitute sexual misconduct even if not specifically mentioned in the examples.

1. Rape – all acts of sexual intercourse involving vaginal or anal penetration accomplished with legal consent and with a male or female (who may be of the same or opposite sex as the perpetrator).
2. Rape by instrumentation – any act in which an inanimate object or part of the human body, not amounting to sexual intercourse, is used in the carnal knowledge of another person without his or her legal consent and penetration of the anus or vagina occurs to that person.
3. Sexual battery – the intentional touching, mauling, or feeling of the body or private parts of any person in a lewd and lascivious manner and without the legal consent of that person; includes but is not limited to the touching of a person’s genitalia, buttocks, or breasts.

D. Services

CASC has taken the following steps aimed at preventing a sexual assault on the college campus:

1. The college provides educational programs to enhance awareness of sexual assault and the conditions which foster this offense on college campuses. These include offering sexual assault awareness programs at no charge to any interested group, including classes, organizations, and clubs. These programs attempt to dispel myths, provide information, and give practical measures to increase safety.
2. The college provides counseling services for victims of sexual assault which occur on institutional property or who are affiliated with the college. Counselors are available to listen, provide support, answer questions about sexual assault, and discuss options available to the victim.

E. Procedures

Procedures to be implemented when a sexual assault occurs on campus include:

1. Notification by accuser – The accuser should report the incident to either Campus Police, the Director of Campus Police, the Vice President for Student Affairs, the Residence Life Coordinator on the Poteau campus or the Vice President at the Sallisaw campus. The accuser should not douche, bathe, shower, or change clothes before reporting the incident.
2. Responsibility of the Campus Police – Upon receiving a report of sexual assault, the Campus Police:
 - a. May contact the Poteau or Sallisaw Police Department and other appropriate law enforcement agencies, as applicable. They will inform the person of his/her options (this does not mean the person must proceed with prosecution).
 - b. Will provide transportation of the accuser to the Eastern Oklahoma Medical Center. At the hospital, the person will be given a medical examination to assess his/her medical condition and to collect medical evidence. This evidence will be needed if one decides to pursue prosecution and is only available immediately after the attack. The State Victim Compensation Fund will pay for the initial sexual assault medical exam, but certain conditions, which can be explained by the medical staff, apply. A police officer will arrive at the hospital to take the accuser’s statement as soon as practicable.
 - c. Will contact the Vice President for Student Affairs.
 - d. Will work the campus crime scene in coordination with the District Attorney’s Office.
 - e. Will make arrest(s) if the suspect(s) can be identified.
3. Responsibility of the Vice President of Student Affairs:
 - a. Advise the accuser of the option to file criminal charges with the District Attorney’s Office and/or to initiate the on-campus disciplinary process.
 - b. Refer the accuser to counseling services at CASC, the County Health Department, or the Women’s Crisis Center of LeFlore County.
 - c. Once a charge has been filed or an on-campus disciplinary process has been initiated, the Vice President for Student Affairs will inform the victim and the accused to refrain from written or spoken contact with each other. Any form of retaliation or harassment shall be grounds for a separate judicial action or considered as aggravating circumstances by the courts/hearing panel in assessing sanctions.

- d. Advise the accuser and accused that both parties have the right of counsel during the proceedings (parent, other adult, or licensed attorney, at the student's own expense) if legal charges are pending. Counsel may consult or advise, not conduct the hearing.
- e. Inform the accuser and the accused of the outcome of any on-campus disciplinary procedures.

F. Filing a Charge

1. A Carl Albert State College student wishing to bring an allegation of sexual assault against another Carl Albert State College student may do so by filing a written complaint with the Vice President for Student Affairs. There is no deadline for filing a charge; however, the Hearing Panel may consider the time elapsed since the alleged assault in determining the veracity of the witness, evidence, and cause of the delay. Victims should be aware that the college may lack jurisdiction during periods when students are not enrolled.
2. Prior to filing a complaint, the victim may wish to contact a college counselor who has been trained to handle situations involving sexual assault.
3. The false report or false accusation of sexual assault by a student, whereby a student recants testimony or admits that an assault did not occur, may be grounds for disciplinary action against the student.
4. If a student voluntarily withdraws a complaint, all further investigations may cease. If the withdrawal of the complaint is due to threats or retaliation or harassment by the accused or by other parties, the college may choose to prosecute the case as assault or harassment.
5. At the accuser's request, CASC will notify the student of options for and assistance available in changing academic and living situations after an alleged sexual assault incident, provided changes are reasonably available.

G. Notification of the Accused

1. Upon receiving the complaint, the Vice President of Student Affairs will notify the accused within five (5) working days if a disciplinary hearing is to be held. The disciplinary hearing will be conducted to determine if there is reasonable cause or not reasonable cause to believe a sexual assault occurred.
2. In the event a criminal procedure for the same offense is pending, CASC will abide by the decision of the courts, but retains the right to suspend the accused until a court decision is rendered.
3. The notice of allegations against the accused shall include a statement of the allegation written by the victim, the name of the person making the accusation, the date, time, and place of the hearing.
4. The Vice President of Student Affairs, after consultation with the President of the college, is authorized to make all necessary arrangements, on a temporary basis – prior to a determination by the Hearing Panel to enforce and designate alternatives to classes, class attendance, campus residency, campus-sponsored activities, and/or any other college-related activity, if the circumstances or the proximity of the victim and accused warrant such arrangements.

H. Composition of Hearing Panel

The Hearing Panel shall be composed of five members: the Vice President for Student Affairs, who will serve as chair, along with four current members of the Student Conduct Committee. Of the four committee members, one must be a student and the other three either faculty or staff of Carl Albert State College. The Hearing Panel will consist of mixed gender and will not have a conflict of interest or prejudice to either the victim or the accused. A majority decision of the Hearing Panel is required for all decisions rendered by the Panel. The Hearing Panel shall be instructed that all deliberations and proceedings are to be confidential.

I. Hearing Panel Procedures

1. The hearing shall be closed to the public. No tape recordings may be made of the hearings or the deliberations of the Panel. Except as specifically outlined below, only the Hearing Panel and college legal counsel will be allowed at the hearing or deliberations.
2. The Hearing Panel will interview the victim, who may be accompanied by no more than one person. The victim may be accompanied by legal counsel when appearing before the Hearing Panel. The role of counsel is limited to consultation with the client. Legal counsel or other representatives (resource

person, parents) are not permitted to participate directly in the hearing. The Panel will attempt to learn all that is relevant to the sexual assault incident. The accused shall not have the right to be present during the interview between the victim and the Panel. If the victim refuses to appear, the Hearing Panel will declare the complaint withdrawn and the case closed.

3. The Hearing Panel will interview the accused any time after interviewing the victim. The accused may be accompanied by no more than one person. The accused may be accompanied by legal counsel when appearing before the Hearing Panel. The role of counsel is limited to consultation with the client. Legal counsel or other representatives (resource person, parents) are not permitted to participate directly in the hearing. The Panel will attempt to learn all that is relevant to the sexual conduct incident. The victim shall not have the right to be present during the interview between the accused and the Panel. If the accused refuses to appear before the Panel, the Panel reserves the right to render a finding on the basis of evidence submitted.
4. The victim or the accused may provide to the Hearing Panel the names of individuals who witnessed the event or events leading up to or following the alleged assault. After interviewing the victim and the accused, the Hearing Panel shall have the discretion to interview witnesses in person or to accept written statements from witnesses who can provide information relevant to the alleged assault. Neither the victim nor the accused has the right to be present during witness testimony or to have access to witness statements. The Hearing Panel has the discretion to disclose to either party information gained from witness testimony, if such disclosure is relevant to the finding. The Hearing Panel shall keep witnesses' names confidential. The Hearing Panel may require subsequent interviews with the victim, the accused, or witnesses.

J. Procedural Rules

1. No tape recordings of the hearing or the Panel's deliberation may be made by any party present at the hearing.
2. At the discretion of the Hearing Panel reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged sexual misconduct. The Hearing Panel shall have no duty to grant such measures in any case under review, but should consider the appropriateness of permitting such accommodation. The Hearing Panel may, at its discretion, exclude evidence regarding the past sexual history of the alleged victim with persons other than the alleged perpetrator and consider it to be irrelevant.
3. The use of alcohol or drugs by the victim or the accused at the time of the alleged assault may be introduced by either party, but such use does not take away responsibility for behavior or the consequences of the behavior.
4. The Hearing Panel may consider any evidence relevant to establishing a finding; however, the lack of physical evidence that a sexual assault occurred will not be grounds for dismissal of a charge.
5. The Hearing Panel will deliberate in closed session and determine if there is reasonable cause or not reasonable cause to believe a sexual assault took place. If the Hearing Panel concludes a sexual assault occurred, the Vice President for Student Affairs will assess sanction(s).
6. This policy does not preclude the abiding by other applicable local, state, or federal laws pertaining to sexual assault.

K. Notification of Finding

The Vice President for Student Affairs will notify, in writing, both the victim and the accused of the finding within 48 hours (2 working days) from the end of the deliberation of the Hearing Panel. The notice will be sent to the last known physical address of both parties.

L. Appeal

Either the victim or the accused may file an appeal to the President of the college within ten (10) working days of the decision of the Hearing Panel. The College President will then consider the matter on the basis of written statements by the accused, the victim, and/or the Hearing Panel. The President may request a

personal interview with the victim or the accused prior to making a decision. The President will then make a decision as to whether there is reasonable cause to believe a sexual assault took place. If the President concludes that a sexual assault occurred, the President will uphold the decision of the Hearing Panel. If the President concludes that a sexual assault did not occur, the case will be dismissed. The decision of the President is final and cannot be appealed.

SEXUAL HARASSMENT POLICY(for the most accurate, up-to-date policy information contact the Office of Human Resources at 918.647.1373, 1507 South McKenna, Poteau, OK 74953)

1.0 CASC is committed to providing students, employees, and visitors educational and working environments free from Sexual Harassment, both in and out of the classroom. CASC does not tolerate Sexual Harassment in any form. Through enforcement of this policy, CASC seeks to prevent, correct and discipline behavior that violates this policy. CASC strongly encourages students, visitors and employees to promptly report any Sexual Harassment.

2.0 DEFINITIONS

2.1 The “Complainant” is an employee, student, or visitor who informs the CASC Human Resources Office that the employee, student, or visitor believes he or she has been subjected to Sexual Harassment.

Complainant does not include a CASC supervisor, administrator, employee, or official who reports Sexual Harassment that he or she has observed or a complaint he or she received involving other persons.

2.2 The “Respondent” is the employee, student, or visitor who allegedly sexually harassed another person in violation of this policy.

2.3 “Retaliation” means any action or failure to act with respect to an individual based on that individual’s making a complaint, participating in the investigation of a complaint, or participating in the process under this policy, where such action or failure to act could have the effect of dissuading a reasonable person from participating or assisting with this policy.

The Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of “verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX.”

This policy is in keeping with the spirit and intent of various local, state and federal guidelines, which address the issue of fair employment procedures. It is further understood that false accusations of sexual harassment will not be condoned. Accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals.

2.4 For purposes of this policy, Sexual Harassment is a form of gender discrimination as outlined by state and/or federal laws, which may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment, education, or participation in a CASC program or event; Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual’s employment or academic standing, or participation in a CASC program or event; or such

conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work or social environment.

2.4.1 No specific intent to sexually harass an individual need be present for Sexual Harassment to occur; however, the verbal or physical conduct of a sexual nature must be unwelcome.

2.4.2 Examples of verbal or physical conduct prohibited by this policy include, but are not limited to, the following: Persistent unwelcome flirtation, advances, sexual or romantic attention, and/or propositions of a sexual nature; Repeated insults, humor, jokes, and/or anecdotes that belittle or demean an individual's or a group's gender, sexuality or sex; Gratuitous and unwelcome comments of a sexual nature about an individual's body or clothing or other lewd or sexually suggestive comments; Repeated remarks about sexual activity and/or speculation about sexual experiences; Unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including but not limited to, email, text- messages, websites, videos, downloads, screensavers, greeting cards, articles, books, magazines, catalogs, graffiti, or cartoons; Intentional unnecessary touching, such as patting, pinching, hugging, or repeated brushing against an individual's body; Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; and

2.4.3 Sexual assault. Verbal or physical conduct may violate this policy regardless of the level of authority and gender of the individuals involved.

2.4.3.1 Incidents involving sexual assault of CASC students are addressed under Section 5-12- Campus Procedures for Sexual Assaults Involving a CASC Student.

2.4.4 The individual who is sexually harassed and the harasser may be female or male and may be of the same sex or of opposite sexes;

2.4.5 The harasser may be the supervisor of the individual who is sexually harassed, a supervisor in another area, a co-worker, a subordinate, a faculty member, a student, or a non-employee;

2.4.6 The Complainant does not have to be the specific person to whom the sexually harassing conduct is directed, but must be a person who was affected by the offensive conduct of the harasser.

2.4.7 Conduct may constitute Sexual Harassment in violation of this policy even in the absence of economic injury to, academic injury to, or discharge of the individual who is sexually harassed.

3.0 INITIATING A COMPLAINT:

3.1 Employees, students, or visitors who believe they have been subjected to Sexual Harassment in violation of this policy must report the incident to the CASC Human Resources Office using the Campus Concern/Grievance Form. The Campus Concern/Grievance Form includes the Complainant's name and contact information, identify the complained-of individual, and describe the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant's preferred outcome for resolving the matter.

3.2 The complaint should be turned into the CASC Human Resources Office no later than one hundred eighty (180) calendar days after the last complained-of incident.

3.3 Any CASC supervisor, administrator, or employee who receives a complaint or otherwise becomes aware of conduct he or she believes to be Sexual Harassment in violation of this policy must notify the Human Resources Office as soon as possible, but no later than ten (10) Working Days after the supervisor, administrator, or employee learns of the conduct.

3.4 The CASC supervisor, administrator, or official must also inform the individual making the Sexual Harassment complaint of this policy and refer them to the Human Resources Office.

4.0 COMPLAINT RESOLUTION: The Human Resources Department will determine whether a complaint of Sexual Harassment will be resolved by formal or informal means.

4.1 INFORMAL RESOLUTION: The informal resolution process is appropriate where the complained-of conduct is not sufficiently serious or repetitive to rise to the level of unlawful Sexual Harassment. No formal

investigation is conducted. Neither the Complainant nor the Respondent may have an attorney or representative present during the informal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.

4.1.1 The Human Resources Office shall attempt to resolve the Sexual Harassment complaint using the informal resolution process, with 30 days after the complaint has been submitted. When needed, the Human Resources Office shall conduct an investigation and attempt to resolve the matter informally.

4.1.2 At any time during the informal resolution process, the Human Resources Office or the Complainant may request a formal resolution process.

4.2 FORMAL RESOLUTION: The formal resolution is appropriate where the complaint alleges a serious or repetitive violation of this policy, or where no resolution is reached through the information resolution process. Neither the Complainant nor the Respondent may have an attorney or representative present during the formal resolution process. The Complainant and/or Respondent is responsible for presenting his/her own case.

4.2.1 Initiating the Formal Resolution Process: The Complainant must have previously submitted to the Human Resources Office a signed written statement (Campus Concern/Grievance Form).

4.2.2 The Formal Resolution Process shall be completed within 45 days from the date that the Complainant's signed written statement is received. Additional time may be required based on unusual circumstances, including but not limited to the unavailability of the Complainant, Respondent, information or witnesses.

4.2.3 The President shall appoint an investigator(s) to examine all written complaints of Sexual Harassment against employees, students, and visitors. The investigator(s) may or may not be CASC employees.

4.2.4 In the course of the investigation, a copy of the written complaint will be given to the Respondent. The Respondent shall have ten (10) Working Days in which to submit a signed, written response to the Complainant.

4.2.5 The investigator(s) interviews separately the Complainant and the Respondent as soon as reasonably possible after receipt of the written complaint and written response, if any.

4.2.6 The Respondent will not take any action against the Complainant or any witnesses or other persons, in retaliation for their initiation of or participation in the complaint process. Retaliation is a separate violation of this policy and may result in discipline even where the original complaint of Sexual Harassment is unfounded.

4.2.7 The investigator(s) may interview any other persons considered to have information relevant to the complaint.

4.2.8 The investigator(s) may receive, gather, and review any documents and physical evidence related to the complaint.

4.2.9 Where necessary, the investigator(s) may recommend to the President temporary adjustments to the Complainant's class schedule or work environment pending conclusion of the investigation.

4.2.10 The investigation of complaints against visitors may differ from the investigation described herein based on the circumstances.

4.3 INVESTIGATOR(S) FINDINGS OF FACT AND RECOMMENDATIONS: Within ten (10) days after completing the investigation, the investigator(s) prepares written findings of fact and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written findings of fact.

4.3.1 The President shall appoint a three-person committee to review the Findings of Facts and Recommendations. Committee members will be appointed on a case-by-case basis.

4.3.2 The Complainant and Respondent shall have ten (10) working days to submit a “written reply” regarding the findings of fact to the Human Resources Office. The Office of Human Resources shall provide the President with a copy of the Complainant’s and Respondent’s “written reply” if any.

4.3.3 Within twenty (20) days after receiving the written findings of fact, the committee shall review the written findings of fact and review the Complainant’s and Respondent’s “written reply” to the findings of fact, if any.

4.4 The committee shall make one of the following determinations:

- a. Return the written findings of fact to the investigator(s) for additional investigation.
- b. Dismiss the complaint on finding that the complained-of conduct did not occur or that the complained-of conduct did not violate this policy and notify the Complainant and Respondent of the determination.
- c. Find that the conduct did occur and constituted a violation of this policy.

4.5 If it is determined that policy was violated, the committee will recommend appropriate discipline action against the Respondent including but not limited to expulsion or termination.

5.0 APPEALS: If either the Complainant or the Respondent is dissatisfied with the determination reached in the formal resolution process, he or she may appeal that determination as follows:

5.1 The appeal must be in writing, directed to the President and must state the grounds for the appeal. The written appeal must be received within ten (10) Working Days of the date of delivery of the written determination. The appeal may be made on substantive and/or procedural grounds.

5.2 The President shall thoroughly review the matter and issue a written decision within twenty (20) Working Days of the appeal receipt date. The President may accept or reject the committees’ findings of fact and may accept, modify or reject any discipline imposed.

The President’s decision on appeal shall be the final institutional decision.

6.0 CONFIDENTIALITY: Complaints of Sexual Harassment and investigations into Sexual Harassment allegations are kept confidential to the extent possible consistent with the need to investigate the complaint and come to a thorough and effective resolution.

7.0 RETALIATION PROHIBITED: Any employee, student, or visitor who retaliates in any way against an individual who has initiated or participated in the resolution of a good faith complaint of Sexual Harassment is subject to discipline, up to and including termination of employment, suspension, or expulsion from CASC, even if no Harassment is found.

8.0 FILING OF FALSE COMPLAINTS AND STATEMENTS: Anyone who knowingly or intentionally files a false complaint or false complaint, or false statement under this policy is subject to discipline, up to and including termination of employment, suspension or expulsion from CASC.

9.0 EFFECT ON PENDING DISCIPLINARY ACTIONS: Filing a Sexual Harassment or retaliation complaint will not prevent, delay or affect any non-retaliatory evaluation or discipline of the Complainant for conduct, performance, or academic deficiencies or for violation of CASC policies and procedures.

10.0 POLICY ON RELATIONS BETWEEN FACULTY, STAFF, OR OTHER CASC EMPLOYEE OR REPRESENTATIVE AND STUDENTS.

11.0 Because employees of the college, either now or in the future, may guide students, judge their work, give grades for papers and courses, determine work status and write letters of recommendation, they are in a delicate relationship with students concerning trust and power. This relationship must not be jeopardized by the possible doubt of intent, fairness, judgment, or the appearance of favoritism.

12.0 One of the understood tenets of our policy and our commitment to a climate free from Sexual Harassment has been the view that it is unwise and inappropriate for faculty, staff, or any other CASC employee or representative to have romantic relations with students.

13.0 Romantic relationships that might be appropriate in other contexts may, within a college, create the appearance of an abuse of power or undue advantage. Even when both parties have consented to romantic involvement, such consent does not preclude a subsequent charge of Sexual Harassment or any other discipline against the employee.

14.0 Under no circumstances may a faculty or staff member have an intimate relationship with any student or potential student who is a minor. This prohibition applies whether or not the relationship is consensual.

STUDENT RECORDS

To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate, and the condition to access each will be set forth in an explicit policy statement. Transcripts of academic records will contain only information about academic status; however, disciplinary action taken against a student which affects his/her eligibility with the institution will be recorded. The college may, if it sees fit, add a note to a student's academic record if the student is on disciplinary probation, but the note will be removed when the probation term has expired.

Information from disciplinary or counseling files will not be made available to unauthorized persons on the campus or to any person off campus without the expressed consent of the student involved. No records will be kept for the sole purpose of reflecting the activities of students. Administrative staff and faculty members will respect confidential information about students that they acquire in the course of their work. These records are subject to the terms of the Oklahoma Open Records Act and the Buckley Amendment.

STUDENT VACCINATIONS

Oklahoma Statute, Title 70-3243, requires all students who enroll as full-time or part-time students in an Oklahoma public or private postsecondary institution to provide documentation of vaccinations against hepatitis B, measles, mumps, and rubella (MMR). The requirement does not apply to students enrolling in courses delivered via the Internet or distance learning in which the student is not required to attend class on campus.

The Statute requires that institutions notify students of the vaccination requirements and provide students with educational information concerning hepatitis B, measles, mumps and rubella (MMR), including the risks and benefits of the vaccination. The Statute permits that when the vaccine is medically contraindicated and a licensed physician has signed a written statement to that effect, such student should be exempt from the vaccination. Further, the Statute permits a student, or if the student is a minor, the student's parent or legal representative, to sign a written waiver stating that the administration of the vaccine conflicts with the student's moral or religious tenets.

The Board of Regents, in its discretion, includes exemptions to the requirement for vaccinations for each of the following categories of students:

1. Students who are currently enrolled high school students;
2. Students who have graduated from a high school in a state that requires vaccinations for hepatitis B, measles, mumps, and rubella;
3. Students transferring from an institution within the Oklahoma State System of Higher Education or private institution of higher learning located within Oklahoma and accredited pursuant to Section 4103 of Title 70 of the Oklahoma Statutes;
4. Students enrolling in Higher Education Centers or other learning sites authorized by the Oklahoma State Regents of Higher Education;

5. Students born before January 1, 1956; and
6. Students who are members of a National Guard Unit or Military Reserve Unit who are currently on active duty in a branch of the United States military.

STUDENT DISCIPLINARY CODE

Preamble – The purpose of the student disciplinary procedures is two-fold:

- 1) The guidance and redirection of an offending student toward a productive career as a learner in an academic setting as a citizen; and 2) the elimination from the academic environment of those who have demonstrated flagrant disregard of its values and traditions and who conduct and presence constitute disruptive influence upon the learning and social climate.

A student disciplinary case is not considered a case for criminal law, nor is it a disciplinary hearing considered to be a courtroom procedure. Hearings or appeals conducted as a part of this process are not courts of law, and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violation of law, students may be accountable to both civil authorities and to the college for their actions. Disciplinary action at the college will normally proceed notwithstanding any civil or criminal proceeding.

The procedures used at Carl Albert State College concerning disciplinary action are directed toward assurance of a fair judgment for the student through 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.

Article I: Definitions

- A. The term “college” means Carl Albert State College.
- B. The term “student” includes all persons taking courses at the college, both full-time and part-time, and those who reside in college residence halls.
- C. The term “faculty member” means any person hired by the college to conduct classroom activities.
- D. The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.
- E. The term “member of the CASC community” includes any person who is a student, faculty member, college official or any other person employed by the college.
- F. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
- G. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.
- H. The Vice President of Student Affairs is designated by the College President to administer the Student Disciplinary Code and further delegates the discipline authority to the Student Conduct Officer.
- I. The term “policy” is defined as the written regulations of the college as found in, but not limited to, the Student Handbook, Residential Handbook, Policies and Procedures Manual, and the CASC Catalog.
- J. The term “shall” is used in the imperative sense.
- K. The term “may” is used in the permissive sense.

STANDARDS OF CONDUCT

Student Obligation – Each student, upon matriculation at the college, assumes an obligation to obey all college rules and regulations, to show proper respect to his/her instructors and other college authorities, to preserve faithfully all property provided by the state for his/her education, and to discharge his/her duties as a student with diligence, fidelity, and honor.

Dress Code – Students attending activities are requested to use good judgment about their dress, exercising good taste at all times.

Honesty and Honor – Honesty and honor constitute measures of individual worth. Cheating, falsification of any official college record (including such records as enrollment, addresses, motor vehicle registration, class excuses, etc.), stealing, or any other form of dishonesty is not in accordance with standards of the college and could lead to suspension or expulsion.

Disorderly Assembly – It is expressly forbidden for any group of students to gather in such a manner as to disturb public speech, be violent toward any person or property, disrupt the function of the college, or interfere with its faculty or staff in the performance of their duties or otherwise by such gatherings bring disgrace or disrepute to the college. Any student who encourages or in any way participates in the formation or prolonging of such gatherings could be subject to disciplinary action.

Alcoholic Beverages/Possession of Drugs – CASC, in compliance with the Drug-Free Work Place Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989, expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution, and use of controlled substances and of drug paraphernalia are prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury. The college accepts the state statutory definitions of drugs and drug paraphernalia.

Misconduct in connection with the use of alcohol or illicit drugs on campus will result in disciplinary action for the student(s) involved. For a complete listing of sanctions consistent with local, state and federal laws, see the CASC Drug-Free School and Community Policy pamphlet or the Drug-Free School Policy Statement in this handbook.

Items Forbidden on Campus – the following items are prohibited by college regulations and/or city ordinances on the person of any student or in automobiles on any campus parking lot:

- Alcohol
- Narcotics or illegal drugs
- Explosives

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any substance or device designed to harm or incapacitate is prohibited on campus. “Weapons” are defined as revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over 10 inches in length, slingshots, bows and arrows, and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus and must be registered and stored with the Office of Campus Police.

Passing of Worthless Checks – the intentional passing of worthless checks, or the failure to immediately redeem a worthless check unintentionally passed, shall constitute a sufficient reason for disciplinary action.

Academic Dishonesty – the following will apply in connection with academic dishonesty:

- A. The instructor and his/her Department Chairperson have final authority over the grades given to students or the lowering of grades because of cheating or plagiarism.
- B. The term “cheating” includes, but is not limited to:
 1. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
 2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

3. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- C. If it is established that cheating or plagiarism has more than likely occurred, the instructor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.
- D. The instructor will make a report of the incident and of action taken to the Vice President of Student Affairs.
- E. The student will receive a copy of the report if s/he desires and may appeal the decision of the instructor to the Committee on Student Conduct.

PROSCRIBED CONDUCT

- A. Generally, college jurisdiction and discipline shall be limited to conduct which occurs on college premises, college activities or events, or which adversely affect the college community and/or the pursuit of its objectives.
- B. An educational institution’s authority to discipline its students does not necessarily stop at the physical boundaries of the institution’s premises. The institution has the prerogative to decide that certain types of off-campus conduct are detrimental to the institution and discipline a student who engages in that conduct.
- C. Standards so established may apply to student behavior on and off campus when relevant to any lawful mission, process, or function of the institution. By such standards of student conduct, the institution may prohibit any action or omission which impairs, interferes with, or obstructs the mission, processes, and function of the institution.
- D. Conduct – Rules and Regulations

Any student found to have committed the following misconduct is subject to, but not limited to, the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false information to any college official, faculty member or office;
 - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
 - d. Tampering with the election of any college recognized student officer.
2. Disruptive behavior applies to behavior that persistently or grossly interferes with academic and administrative activities on campus. Ordinarily, such behavior actively hampers the ability of other students to learn and of instructors to teach. The following is a specific, although not exhaustive, list of disruptive behaviors that commonly result in the administrative position of discipline:
 - a. Persistent or gross acts of willful disobedience or defiance toward college personnel;
 - b. Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions);
 - c. Use of personal portable amplification equipment (e.g., radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the college;
 - d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person;
 - e. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal public property;

- f. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization;
 - g. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so;
 - h. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to, or use of, the college;
 - i. Possession, distribution, or use of alcoholic beverages on college property or at any event or activity function sponsored or supervised by the college;
 - j. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in, the college;
 - k. Individual students or student organizations who engage in acts of discrimination on the basis of age, gender, color, physical or mental disability, sexual orientation, or national or ethnic origin;
 - l. Theft or other abuse of computer time, including, but not limited to:
 - i. Unauthorized entry into a file, to use, read or change the content, or for any other purpose.
 - ii. Unauthorized transfer of a file.
 - iii. Unauthorized use of another individual's identification and password.
 - iv. Use of computing facilities to interfere with the work of another student, faculty member, or college official.
 - v. Use of computing facilities to send obscene or abusive messages.
 - vi. Use of computing facilities to interfere with the normal operation of the college computing system.
 - m. The college's computing telecommunications facilities are provided for the use of students in fulfilling their needs which relate to the mission of the college. Other usage is not acceptable;
 - n. Smoking in classrooms or other unauthorized campus areas;
 - o. Failure to satisfy college financial obligations;
 - p. Gambling;
 - q. Any form of passive or covert behavior may also be regarded as quite disruptive. Examples of passive, yet disruptive behavior are those students whose poor personal hygiene so seriously offends the sensibilities of classmates and instructors that the classroom becomes an academic environment that is no longer tenable.
3. Violation of college policies, rules and regulations.
 4. Copyright issues. Users, who redistribute software from the computing systems, break agreement with its software suppliers, as well as applicable federal copyright, patent and trade secret laws. Therefore, the redistribution of any software computing systems is strictly prohibited except in the case of software which is clearly marked as being in the public domain. Violations include copying, transmitting, or disclosing data, software or documentation without proper authorization or attempting to do so.
 5. Violation of federal, state, or local law.
 6. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
 7. Participation in a campus demonstration which disrupts the normal operation of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt

scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

8. Abuse of the Judicial System, including but not limited to:
 - a) Failure to obey the summons of a judicial body or College officials.
 - b) Falsification, distortion, or misrepresentation of information before a judicial body.
 - c) Disruption or interference with the orderly conduct of a judicial proceeding.
 - d) Institution of judicial proceeding knowingly without cause.
 - e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g) Failure to comply with the sanction(s) imposed under the Student Disciplinary Code.
 - h) Influencing or attempting to influence another person to commit an abuse of the judicial system.
 - i) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.

VIOLATION OF LAW AND COLLEGE DISCIPLINE

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the Student Disciplinary Code; for example, if both violations result from the same factual situation, without regard to the pungency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Disciplinary Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

SANCTIONS WHICH MAY BE IMPOSED

The following sanctions may be imposed upon any student found to have violated the Student Disciplinary Code:

- A. **Admonition** – Friendly advice, counsel, criticism, or rebuke which may be given in oral or written form.
- B. **Warning** – An oral or written notice that continuation or specified conduct may be cause for more disciplinary action.
- C. **Conduct Probation** – A second violation means that disciplinary action will be based on both charges. Exclusion from participating in non-academic college functions for a specific period of time. Probation is for a designated period of time and includes the probability of a more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.
- D. **Loss of Privileges** – Denial of specified privileges for a designated period of time.
- E. **Fines** – May be imposed.
- F. **Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- G. **Discretionary Sanctions** – Work assignments, service to the college or other related discretionary assignments.
- H. **Residence Hall Suspension** – Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- I. **Suspension** – Exclusion from classes and/or all other privileges. A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by action of the Committee on Student

Conduct or by special intervention of the President. A student who is suspended for reasons of conduct may apply for readmission no sooner than one academic term from the date s/he was suspended. Formal suspension is recorded on the transcript and may be removed by action of the Vice President of Student Affairs.

- J. **College Expulsion** – Permanent separation of the student from the college. When a student is expelled, a record of this action is made a part of the student’s transcript in the Office of Admissions. A student who is expelled will normally not be allowed to re-enter college.

More than one of the sanctions listed above may be imposed for any single violation.

A student suspended or expelled will automatically lose any further financial assistance awarded him/her by the college, e.g., scholarships, fee waivers, or other institutional-based aid.

All pertinent records assembled as part of the hearing process will be maintained for no less than five (5) years after the date of filing. These records are subject to the terms of the Oklahoma Open Records Act and FERPA.

The following sanctions may be imposed upon groups or organizations:

- A. **Those sanctions listed above in A through E.**
- B. **Deactivation** – Loss of all privileges, including college recognition, for a specified period of time.

STUDENT CONDUCT GRIEVANCE POLICY (for the most accurate, up-to-date policy information contact the Office of Human Resources, 918.647.1373 or 1507 South McKenna, Poteau, OK 74953)

Any member of the college community may file a report against any student for misconduct. The Student Conduct Report must be sent in writing (forms are available in the Office of Student Affairs) with a signature of the person filing the report stating the name of the accused student, and the specific details of the violation. Any charge shall be submitted to the Office of Student Affairs as soon as possible after the event takes place, preferably within forty-eight (48) hours, but no later than ten (10) working days.

- A. Initiating a Complaint
1. The Student Conduct Report must be sent in writing (Student Conduct Forms are available in the Office of Student Affairs and online) with a signature of the person filing the report stating the name of the accused student and the specific details of the violation.
 2. The complaint shall be submitted to the Office of Student Affairs as soon as possible after the event takes place, preferably within forty-eight (48) hours, but no later than ten (10) working days after incident.
 3. Citations by Campus Police and Housing personnel are submitted by citation.
- B. Incident Report – An incident report for conduct violations will be issued to the student by the Student Conduct Officer. The Student Conduct Officer will review the report with the student, indicating action to be taken.
- C. Complaint Resolution – If the complaint is not resolved with the Student Conduct Officer, one or more of the following steps may be followed:
1. The Vice President of Student Affairs (or other designee) may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. After the initial investigation, the Vice President of Student Affairs (or other designee) may:

- e. Take no action.
 - f. Take administrative action to counsel, advise, or admonish the student.
 - g. Take disciplinary action against the offending student ranging from reprimand to suspension or expulsion. If the charges cannot be disposed of by mutual consent, the student may file an appeal to the Student Conduct Committee. This does not preclude the right of the Vice President of Student Affairs to suspend a student temporarily until a hearing is arranged.
2. Request of Appeal – Any student adversely affected by the decision of the Student Conduct Officer, or other college official, may appeal the decision by filing a Student Conduct Grievance.
- a. Student must submit a Campus Concern/Grievance form (C-10) to the Human Resources Office, BC 866D, within a reasonable time frame, but no later than ten (10) working days of the Student Conduct Officer’s meeting.
 - b. The Human Resources Office will verify the student conduct issue and forward the appeal to the Vice President of Student Affairs (or designee).

D. Grievance Procedure

A student adversely affected by the decision of the Student Conduct Officer, or other college official, who wishes to appeal, may continue the appeal through this grievance process:

1. The request and reason for appeal should be made in writing and submitted on the Campus Concern/Grievance form to the Human Resources Office, BC 866D.
2. Student must submit the Campus Concern/Grievance form to the Human Resources Office, BC 866D.
3. Upon receipt of the Student Conduct Grievance for an appeal hearing, the Vice President of Student Affairs (or other designee) will schedule a hearing within a reasonable amount of time, but no later than fifteen (15) working days after the filing of the appeal, and notify the student requesting the appeal of the date and time of the scheduled hearing. At the same time, the student will be informed as to the procedure used at the hearing.
4. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President of Student Affairs.
5. The Vice President of Student Affairs (or designee) will Chair the Student Conduct Committee.
6. The Vice President of Student Affairs (or designee) will appoint an equal number of faculty/staff members and students to serve on the Student Conduct Committee. The structure of this committee shall consist of six (6) voting members and one non-voting chairperson, this being the Vice President of Student Affairs or designee. The Chairperson shall cast a vote only in the instance of a tie.
7. Decisions made by the Student Conduct Committee shall be final, pending the normal appeal process.

E. Hearing Procedure

1. A time shall be set for a hearing, not less than five (5), nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President of Student Affairs.
2. Hearings shall be conducted by the committee according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. A time shall be set for a hearing, not less than five (5), nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President of Student Affairs.

- c. The student may not have a representative present. The complainant and/or the accused will be responsible for presenting his/her own case.
- d. In hearings involving more than one accused student, the chairperson of the committee, at his/her discretion may permit the hearings concerning each student to be conducted separately.
- e. The complainant, the accused, and the committee shall have the privilege of presenting witnesses, subject to the right of questioning by the committee.
- f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the committee at the discretion of the chairperson.
- g. After the hearing, the committee shall deliberate in private (by majority vote) whether the student has violated the Student Disciplinary Code.
- h. The committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Disciplinary Code.
- i. In each case in which the committee determines that a student has violated the Student Disciplinary Code, the committee will determine the sanction(s) imposed, if any. The Vice President of Student Affairs shall issue the final decision in writing to the student.
- j. The records of the hearing shall be a summary and not a transcript. However, records should be sufficient enough to include the more significant facts presented, allegations made, statements of views, and decisions reached. If a single verbatim record, such as a tape recording, is used for the hearings before the committee, it shall be the property of the college. Deliberation by the judicial body shall not be recorded.
- k. Except in the case of a student charged with failing to obey the summons of a committee or college official, no student may be found to have violated the Student Disciplinary Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

STUDENT COMPUTER CONDUCT CODE

Carl Albert State College provides computing resources and Internet access to support education and/or research. Usage must be consistent with the educational objectives of CASC and the Oklahoma State Regents for Higher Education. Users will comply with the Acceptable Use Policy set forth by the Oklahoma State Regents for Higher Education OneNet network (<http://www.onenet.net/onenet/aup.html>). Access to these computer resources should be viewed as a privilege, not as a right. CASC reserves the right to cancel these privileges for use deemed inappropriate by the Telecommunications Committee. The following guidelines are to be followed by any user of a CASC system:

- A. *Users must abide by security restrictions on all systems to which they have access.* Do not distribute a password to others or otherwise attempt to evade, disable, or crack passwords or other security restrictions. Failure to abide by this guideline will result in immediate revocation of rights.
- B. *Users must assume responsibility for virus detection.* All CASC computers have virus detection software. All external storage devices, such as USB devices, should be scanned before use in a CASC computer. Any files downloaded should be checked for possible contamination. Modifying files without authorization (including altering data, introducing viruses, or simply damaging files) will lead to suspension of privileges and possible legal action.
- C. *Users must respect copyright and other intellectual-property rights.* Copying files or passwords belonging to others or to the college may constitute plagiarism or theft. Software licensed by the college or

merely used on college equipment must be used in accordance with that license agreement. The college may seek repayment of fines or damages from anyone who violates licensing terms and may take disciplinary action against such an individual.

- D. *Users must respect others' rights to freedom from harassment or intimidation.* Users may not send abusive or patently unwanted materials to others. This includes, but is not limited to: product advertising, political lobbying, any commercial transmissions, and transmission of any material in violation of any U.S. or state law. It is not acceptable to use this network to threaten or harass others. Sexually explicit messages, images, and cartoons will not be allowed. The college will not tolerate racial, ethnic, or gender-based slurs. The work of others may not be disrupted by user actions. Users may not conceal or misrepresent a name or affiliation. Using identifiers of other individuals as user's own constitutes fraud.
- E. *Users should respect access privileges.* Accept limitations or restrictions on computing resources, such as storage space, time limits, or amount of resources consumed, when asked to do so by the managers of facilities. Such restrictions are designed to ensure fair access for all users. As the Internet is not a secure environment, the user must be cautious about the material sent over this medium. Also note that, as a part of his/her responsibilities, technical managers may need to view the contents of files to diagnose or correct problems in shared systems.
- F. *Warranties.* CASC makes no warranties of any kind, whether expressed or implied, for the service it is providing. It is responsible for network connection only. CASC will not be responsible for damages users suffer including, but not limited to:
 1. loss of data resulting from delays;
 2. non-deliveries
 3. mis-deliveries, and;
 4. service interruptions.

Use of any information obtained via the CASC network is at the user's risk. CASC specifically denies any and all responsibility for the accuracy and/or quality of information obtained through this service.

CAMPUS CONCERN POLICY (for the most accurate, up-to-date policy information, contact the Office of Human Resources, 918.647.1373 or 1507 South McKenna, Poteau, OK 74953)

1.0 CASC is committed to providing a positive educational and work environment for students, employees, and visitors. Through enforcement of this policy, CASC seeks to prevent, correct, and discipline behavior that violates this policy. CASC strongly encourages students, visitors and employees to promptly report any campus concerns.

1.1 CASC's procedures for handling concerns place a strong emphasis on resolving concerns informally in a non-adversarial process in which the parties involved reach a mutually satisfactory understanding and agreement. Without feeling constrained by specific definitions, any person who believes that his or her educational or work experience is compromised should feel free to discuss the problem with a faculty member, administrator or supervisor informally.

1.2 Situations may occur where an employee, student, or visitor believes that the fair consistent application of a policy affecting him or her has not been followed.

1.3 Complaints concerning Sexual Harassment, Sexual Assault involving a CASC student or Discrimination are governed by separate policies.

2.0 DEFINITIONS:

2.1 The “Complainant” is an employee, student, or visitor who informs the CASC Human Resources Office that the employee, student, or visitor believes he or she has been denied rights under CASC policies and procedures. Complainant does not include a CASC supervisor, administrator, employee, or official who reports an incident that he or she has observed or a complaint he or she received involving other persons. The Complainant does not have to be the specific person to whom the action was directed, but must be a person who was affected by the incident.

2.2 The “Respondent” is the employee, student, or visitor who allegedly denied rights to another person.

2.3 “Retaliation” means any action or failure to act with respect to an individual based on that individual’s making a complaint, participating in the investigation of a complaint, or participating in the process under this policy, where such action or failure to act could have the effect of dissuading a reasonable person from participating or assisting with this policy.

2.4 Issues addressed by this policy can include, but are not limited to academic issues, student conduct issues, policies, workplace environment, or such conduct that has the purpose or effect of unreasonably interfering with a person’s work or academic performance or creating an intimidating, hostile or offensive work or social environment. The CASC Human Resources Office will determine whether or not a dispute is within the scope of policy.

3.0 INITIATING A COMPLAINT:

3.1 Employees, students, or visitors who believe they have been denied rights must report the incident to the CASC Human Resources Office using a Campus Concern/Grievance Form. The Campus Concern/Grievance Form includes the Complainant’s name and contact information, identifies the complained-of individual, and describes the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant’s preferred outcome for resolving the matter.

3.2 The complaint should be turned into the CASC Human Resources Office no later than thirty (30) days after the last complained-of incident.

3.3 Any CASC supervisor, administrator, or official receiving a complaint of denied rights should inform the individual of this policy and refer them to the Human Resources Office.

4.0 COMPLAINT RESOLUTION: The Human Resources Department will determine whether a complaint is to be resolved by formal or informal means.

4.1 INFORMAL RESOLUTION: The informal resolution process is appropriate when the concern can be resolved through communication and/or mediation. Neither the Complainant nor the Respondent may have an attorney or representative present during the informal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.

4.1.1 The Human Resources Office shall attempt to resolve the concern using the informal resolution process within a reasonable amount of time after the concern has been submitted.

4.1.2 At any time during the informal resolution process, the Human Resources Office may request a formal resolution process.

4.2 FORMAL RESOLUTION: If the informal process fails to resolve the concern, and the student, employee, or visitor wishes to continue the matter, he/she must begin the steps of the formal resolution process. Neither the Complainant nor the Respondent may have an attorney or representative present during the formal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.

- 4.2.1 Initiating the formal resolution process: The Complainant must have previously submitted to the Human Resources Office a Campus Concern/Grievance Form.
- 4.2.2 The President (or designee) shall appoint an investigator(s) to examine all written, formal complaints against employees, students, and visitors. The investigator(s) may or may not be CASC employees.
- 4.2.3 In the course of the investigation, a copy of the written concern will be given to the Respondent. The Respondent shall have ten (10) working days in which to submit a signed, written response to the concern.
- 4.2.4 The investigator(s) interviews separately the Complainant and the Respondent as soon as reasonably possible after receipt of the written concern and written response, if any.
- 4.2.5 The Respondent will not take any action against the Complainant or any witnesses or other persons, in retaliation for the initiation of or participation in the complaint process. Retaliation is a separate violation of this policy and may result in discipline even where the original complaint is unfounded.
- 4.2.6 The investigator(s) may interview any other persons considered to have information relevant to the complaint.
- 4.2.7 The investigator(s) may receive, gather, and review any documents and physical evidence related to the complaint,
- 4.2.8 Where necessary, the investigator(s) may recommend to the President temporary adjustments to the Complainant's class schedule or work environment pending conclusion of the investigation.
- 4.2.9 The investigation of complaints against visitors may differ from the investigation described herein based on the circumstances.
- 4.3 FINDINGS OF FACTS AND RECOMMENDATIONS: The investigator prepared written findings of fact and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written findings of fact.
 - 4.3.1 The Complainant and Respondent shall have ten (10) working days to submit a "written reply" regarding the findings of fact to the Human Resources Office. The Human Resources Office shall provide the President with a copy of the Complainant's and Respondent's "written reply" if any.
 - 4.3.2 Within a reasonable time after receiving the written findings of fact, the President (or designee) shall review the written findings of fact and review the Complainant's and Respondent's "written reply".
- 4.4 If it is determined that policy was violated, the President (or designee) shall take appropriate discipline or corrective action with the Respondent including but not limited to expulsion or termination.
- 4.5 The President's (or designee's) determination on the findings of fact and discipline shall be final and non-appealable.
- 5.0 CONFIDENTIALITY: Complaints and investigations into allegations are kept confidential to the extent possible consistent with the need to investigate the complaint and come to a thorough and effective resolution.
- 6.0 RETALIATION PROHIBITED: Any employee, student, or visitor who retaliates in any way against an individual who has initiated or participated in the resolution of a good faith complaint is subject to discipline, up to and including termination of employment, suspension, or expulsion from CASC, even if no violation is found.
- 7.0 FILING OF FALSE COMPLAINTS AND STATEMENTS: Anyone who knowingly or intentionally files a false complaint or false statement is subject to discipline, up to and including termination of employment, suspension or expulsion from CASC.

8.0 EFFECT ON PENDING DISCIPLINARY ACTIONS: Filing a Grievance/Complaint will not prevent, delay or affect any non-retaliatory evaluation or discipline of the Complainant for conduct, performance, or academic deficiencies or for violation of CASC policies and procedures.

DRUG FREE SCHOOLS POLICY STATEMENT

A. Purpose

CASC has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In meeting with this commitment, the college provides educational opportunities and assistance through support services. The following policy is established to meet this intent and to ensure compliance with both the “Drug-Free Work Place Act of 1988” and the “Drug Free Schools and Communities Act amendments of 1989” (P.L. 101-226).

B. Policy

As set forth in local, state, and federal laws, and rules and regulation of the college, Carl Albert State College prohibits the unlawful possession, use, or distribution of illicit drugs¹ and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the college or as part of college activities. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of enrollment or employment following receipt of this policy constitutes acceptance of this policy by the employee or student.

C. Internal Sanctions

CASC will impose disciplinary sanctions on students and employees, who unlawfully manufacture, distribute, possess or use illegal drugs or alcohol in the workplace, on CASC property, or as a part of an event sanctioned or sponsored by CASC. Any violation of this policy can result in immediate suspension or dismissal from employment, required satisfactory completion of an approved drug or alcohol rehabilitation program, and/or disciplinary action up to and including suspension or expulsion from CASC. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.

Continuance of enrollment or employment following receipt of this policy constitutes acceptance of this policy by the employee or student. Disciplinary standards and sanctions for students follow. Disciplinary procedures for employees are found in the *CASC Policies and Procedures Manual*.

D. External Sanctions

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. The sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distribution or dispensing, or possessing with the intent to distribute or dispense a controlled substance², and penalties of a less severe nature for simple possession of a controlled substance.

The type and quantity of the drug, whether the person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence.

For example, if less than 50 kilograms of marijuana are involved and it is a person’s first offense (no prior convictions), then s/he is subject to imprisonment of not more than five years, a fine of \$250,000, or both.

If, however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, s/he is subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then s/he is subject to not less than 20 years to life, a fine of \$100,000, or both.

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

State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance³. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in a state penitentiary and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, state law provides that possession of or possession with intent to consume 3.2 beer by someone under age 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100 or by the appropriate community service not to exceed 20 hours. (O.S. 2.1.1215)

Possession of other alcoholic or intoxicating beverages by someone under age 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100, or both⁴. In addition, no persons shall knowingly sell, deliver, or furnish alcoholic beverages to any person under twenty-one (21) years of age or sell, deliver, or knowingly furnish alcoholic beverages to an intoxicated person who has been adjudged insane or mentally deficient. (O.S.37.537, A 1, 2)

There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverage. Depending on the number of previous convictions, or gravity of the circumstance, a person may be convicted of a felony or misdemeanor for such an offense. It is most likely that a person will forfeit driving privileges in the event s/he is convicted of such offense.

There are also local city laws similar to those described above. If drugs are involved, the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Students and employees are encouraged to review this information. The above referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process. According to the Drug and Alcohol Sanctions in this book, students abusing drugs or alcohol will be referred to the Vice President for Student Affairs for disciplinary action. Employees abusing drugs or alcohol will be referred to their immediate supervisor. In addition, an employee has the responsibility to refrain from performing sensitive safety functions while a prohibited drug is in their system. An employee is required to also notify his or her supervisor of criminal convictions for drug related offenses occurring in the work place, no later than five (5) days following the conviction.

E. Health Risks

Alcohol and other drug use represent serious threats to health and the quality of life. The general categories

of drugs and their effects are as follows:

- **Alcohol** - short term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.
- **Amphetamines/Stimulants** - (speed, uppers, crank, caffeine, etc.) speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.
- **Anabolic Steroids** - seriously affect the liver, cardiovascular and reproductive systems; can cause sterility in males and females, as well as impotency in males.
- **Barbiturates/Depressants** - (downers, Quaaludes, valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
- **Cocaine/Crack** - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.
- **Hallucinogens** - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. May result in the self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.
- **Cannabis** - (marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination, and motivation; may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period -enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.
- **Narcotics** - (smack, horse, Demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsion, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.
- **Tobacco/Nicotine** - some 170,000 people in the United States die each year from smoking related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Further information concerning health risks may be found in the Office of Student Affairs. Counseling, referral services, and health information are available to students and employees. A person should also consult his/her personal physician about the health risks associated with alcohol and drug use.

F. Drug/Alcohol Counseling and Rehabilitation Programs

Drug and alcohol abuse constitute a major problem in today's society. Carl Albert State College will make special efforts to both educate and assist students, faculty, and staff of this college concerning the abuse. The following group of activities and services are not intended to be all inclusive, but supportive of the education effort:

- During Freshman Orientation, new students to the college environment are made aware of the locations of drug/alcohol related materials.
- National Collegiate Alcohol Awareness Week activities are sponsored each fall.
- Residence staff development training includes sessions on alcohol and drug abuse. Residence advisors can also provide advice and referral for counseling.
- Posters, fliers, and news articles through the CASC newspaper disseminate drug/alcohol information.
- Academic courses, e.g., Drug Education and Personal Health and Wellness, incorporate drug/alcohol training in their curriculum. Other academic areas are encouraged to support these efforts via class assignments.
- Audio-visual materials, speakers, and seminars are available to all members of the college community by booking through the Office of Student Affairs.
- Governmental drug and/or law enforcement agencies are invited to present programs.

Boost Alcohol Consciousness Concerning the Health of University Students (BACCHUS) is an educational program conducted by, and directed toward, Carl Albert State College students.

Should the above efforts not meet individual needs, there are other programs in the community or nearby that may better suit these needs. A list of such programs, their location and phone number, is maintained in the Office of Student Affairs. Seeking help from, being referred to or from these services is confidential, and will not alone result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

Hospital Treatment Programs

- *Carl Albert Community Mental Health Center*, 511 East 2nd Street, Heavener, OK 74937 (918) 653-7718.
- *Choctaw Nation Recovery Center*, PO Box 814, Talihina, OK 74571, (918) 567-2389
- *Sparks Recovery Unit*, 1300 South I Street, Fort Smith, AR 72917, (501)441-5500.
- *Harbor View Mercy Hospital*, PO Box 1700, 10301 Mayo Road, Fort Smith, AR 72917, (501) 484-5550.

Hotlines

- *National Institution on Drug Abuse Information and Referral Line*, 1-800-662-HELP, M-F 8:30 a.m.-4:30 p.m.
- *Alcohol Hotline*, 1-800--ALCOHOL
- *National Council on Alcoholism & Drug Dependence Hope Line*, 1-800-622-2255, 7 days a week, 24 hours a day.
- *Cocaine Helpline*, 1-800-COCAINE
- *Reach-Out Hotline*, 1-800-522-9054 (alcohol, drug crisis intervention, mental health, and referral).

DISCIPLINARY STANDARDS AND SANCTIONS

Alcohol

Students are reminded that the present laws of the State of Oklahoma make liable to arrest and prosecute any person under twenty-one (21) years of age who consumes or possesses alcoholic beverages as well as anyone who supplies such beverages to a person under twenty-one (21) or supplies such beverages to an intoxicated person or to any person who has been adjudged insane or mentally deficient. The consumption or possession of alcoholic beverages by students or guests on the Carl Albert State College campus or at any college sponsored event is prohibited.

Infractions of the Carl Albert State College Alcohol Policy by individual students and student organizations will result in disciplinary action.

The sanctions for infractions of the alcohol policy by individual students are as follows:

First Offense - \$100 fine, which must be paid within ten (10) days. The fine will increase \$1 per day after ten (10) days. If not paid within thirty (30) days, parents of the student will be notified of the fine and continuing accrual.

Second Offense - Students will be fined \$200 for a second alcohol infraction. Students will also be placed on Conduct Probation and must complete our alcohol awareness program.

Third Offense - Suspension or dismissal from college housing (if applicable), and additional fine of \$300.

While each individual student is required to take responsibility for his/her individual behavior regarding alcohol, it is also the responsibility of each individual and each club or organization to see that those present at their functions, meetings or gatherings, conduct themselves in accordance with the Carl Albert State College rules and regulations as well as city, state, and federal laws. Some additional standards to be included with the college's alcohol policy are:

- A. A person's right to decide about drinking or not should be respected. In fact, students should not be encouraged or pressured to drink.
- B. Any club or organization that has a planned party may provide only non-alcoholic beverages.

Drugs

Students are reminded that the present laws of the State of Oklahoma as well as federal laws make liable to arrest and prosecute any person who uses, possesses, sells or distributes illegal drugs. Carl Albert State College forbids the use, possession, or distribution of illegal drugs including, but not limited to, amphetamines, barbiturates, cocaine, hallucinogenic drugs, marijuana, PCP, fantasy drugs, and lysergic acid diethyl amide (LSD). The medical use of drugs is permitted only when prescribed by a licensed practicing physician.

Carl Albert State College students who use or possess illegal drugs will be suspended from the college. CASC students selling or distributing illegal drugs will be dismissed from the college.

For a complete description of federal, state, and local laws, students should refer to the Carl Albert State College Drug-Free Schools Policy pamphlet.

INFECTIOUS DISEASE POLICY AND PROCEDURES STATEMENT

Carl Albert State College is concerned for the health, welfare, and safety of students and staff of the college. An important part of the institution's policy is the prevention and control of infectious diseases.

- A. Confidentiality for the infected individual will be maintained through the institution's policy of providing information on a "need to know" basis only.
- B. Information and official statements will be released only by the college President.
- C. Once potentially infectious disease has been identified and brought to the attention of the administration of CASC, the following guidelines will be adhered to:
 - D. Depending upon the circumstances presented to the President, the Institutional Infectious Diseases Advisory Committee will be convened for the purpose of reviewing and evaluating on an individual basis the status of the situation. This committee will be composed of the Director of the Department of Nursing, the Safety Coordinator, and the Coordinator of Student Support Services.
- E. If there is a reasonable cause to believe that a student or staff member is infected an appropriate medical

consultation will be requested from the LeFlore County Health Department. The designated individual in the County Health Department will respond directly to the President of the college as to proper procedures.

F. As a result of this evaluation, action will be taken for the protection of the non-infected individuals.

G. For the protection of non-infected individuals, action regarding the infected individual's access to college activities and/or classes or continued employment will be made based upon recommendations received from the appropriate authorities at the Health Department.

H. An ongoing program of information regarding all infectious diseases, including Acquired Immune Deficiency Syndrome (AIDS) is available at CASC. Educational programs covering AIDS and other infectious diseases are offered for faculty and staff during in-service training meetings. Students are provided information through a variety of informational sessions, including Orientation classes and special seminars throughout the school year, as needed.

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF CARL ALBERT STATE COLLEGE

PREAMBLE

We, the students of Carl Albert State College, in order to establish a form of student government; promote greater communication and closer cooperation between the students, administration, faculty, and staff of Carl Albert State College; increase awareness of and promote social, intellectual, and cultural activities and opportunities at Carl Albert State College; and provide a means by which students of Carl Albert State College can effectively voice their ideas, concerns, approval and/or disapproval of the policies and actions of Carl Albert State College to the administration, faculty, and staff of Carl Albert State College do hereby establish this constitution and create the following structure necessary to carry out the responsibilities.

ARTICLE I

Section 1: Name

The organization described herein shall be known as the Student Government Association of Carl Albert State College.

Section 2: Voting

- A. Any individual attending classes on the Poteau campus of Carl Albert State College and possessing a valid student identification card shall be eligible to vote in all elections, general and special.
- B. Victor of all general and special elections shall be determined by a minimum of constitutionally required fraction of votes cast.

Section 3: Advisors

The Student Government Association of Carl Albert State College shall have at least, but not limited to, two (2) advisors from the faculty and/or staff of Carl Albert State College.

ARTICLE II: DEFINITION OF CARL ALBERT STUDENT

For purposes of this constitution, the terms "student body" and "student" shall be defined as follows: "The individual who attends classes on the Poteau campus of Carl Albert State College and possesses a valid Carl Albert State College student identification card."

ARTICLE III: STRUCTURE

The Student Government Association of Carl Albert State College shall consist of three (3) branches. These shall

be the Executive Branch, the Legislative Branch and the Judiciary Branch. Each shall be granted specific duties, powers and responsibilities within this constitution; however the absence of enumeration of a power within this document does not deny its existence.

ARTICLE IV: EXECUTIVE BRANCH

The Executive Branch of the Carl Albert State College Student Government Association shall consist of a President, Vice President, and any temporary or permanent appointments that the President deems necessary to help fulfill the duties and responsibilities of the Executive Branch. All appointments are subject to confirmation by a majority vote of the Legislative Branch.

Section 1: Duties and Powers of the SGA President

The President of the CASC Student Government Association shall:

- A. Preside over meetings of the Senate, Full Judiciary, Executive Council, and President's Council and conduct business in accordance with this constitution.
- B. Have a vote in the Senate and Full Judiciary to be cast only in case of a tie.
- C. Be responsible for all statutes enacted by the Senate.
- D. Sign or veto any bill passed by the Senate.
- E. Remove, with cause, any individual(s) s/he has the power to appoint.
- F. Act as the official host and representative of the Student Government Association and the Student Body of the Carl Albert State College.
- G. Be the ex-officio member of all committees, standing and appointed, of the Student Government Association.
- H. Have the power to create new committees, as s/he deems necessary.
- I. Have the power to call advisors from the faculty and/or staff of Carl Albert State College.
- J. Appoint students to serve on any and all faculty/staff committees.
- K. Act as an official liaison of the Student Government Association and Student Body to the President of the Carl Albert State College Board of Regents, the Oklahoma State Regents for Higher Education, Elected Government Officials, and the Oklahoma Student Government Association Board of Directors.
- L. Maintain a minimum office time of ten (10) hours a week.
- M. Report to the Senate the status of all legislation passed by the body.
- N. Have the power to appoint the Parliamentarian of the Senate.
- O. Carry out implied powers not enumerated in Article IV, Section 1, Sub-section A through M of this Constitution.

Section 2: Duties and Powers of the SGA Vice President

The Vice President of the Carl Albert State College Student Government Association shall:

- A. Be a member of the Executive Council.
- B. Assist and advise the President of the Student Government Association.
- C. Assume the responsibilities of the President in the absence of the President.
- D. Have a vote in the Senate of the Student Government Association.
- E. Serve as the Chair of the Internal Affairs and the Senate Judiciary Sub-Committee on Personnel.
- F. Assist the President in holding elections.
- G. Carry out any implied and/or delegated powers, not enumerated in Article IV, Section 2 Sub-section A through F of this Constitution.

Section 3: Election

- A. The Sub-Committee on Personnel shall nominate two (2) candidates for the office of President of the Student Government Association in March of each year. Following the nomination by the Sub-Committee on Personnel, the Vice President for Student Affairs shall approve or disapprove the nominations. The nominees

shall then have one (1) day to select a Vice President. Nominations must be approved within seven (7) days by a two-thirds (2/3) vote of the Student Government Association. The senate shall not have the right to consider the nominees separately, nor shall it have the right to vote on nominees separately.

1. In case of rejection of one or both of the nominees, the Sub-Committee on Personnel shall present another nominee to the Vice-President for Student Affairs who shall again confirm or reject the nominees, then the senate shall have seven (7) days to confirm or reject the nominees. The process shall continue until two (2) nominees are approved.
2. Upon approval by the senate, the current President shall direct the Executive Branch to conduct an election with the purpose of selecting a President and Vice President.
 - a) The student body shall have the opportunity to vote for their choice of President and Vice President. The Presidential and Vice Presidential nominees shall run as a team and their names shall not be separated on the ballot.
 - b) All terms are to be for one (1) year.
- B. The polls shall be manned by individuals designated by the Director of Student Life, in a place designated by the Director, and shall be open at times designated by the Director.
- C. All individuals must present a valid student identification card before voting.

ARTICLE V: LEGISLATIVE BRANCH

Section 1: Structure

The Student Government Association shall be composed of one body, known as the Senate. The Senate shall have all legislative power within the Student Government Association.

Section 2: Composition

The Senate shall be composed of:

- A. Six (6) Executive Senators, including the President and Vice President of the Student Government Association, the Secretary of the Senate, the Press Secretary of the Senate, the Treasurer of the Senate and the Parliamentarian of the Senate.
- B. Ten (10) Senators; five (5) Senators from the Sophomore class and five (5) Senators from the Freshman class.
- C. One Senator from each club and organization of the college's student body.
- D. The President Pro Tempore of the Senate.

Section 3: Eligibility

- A. All persons carrying at least twelve (12) hours shall be eligible to hold office in the Student Government Association.
- B. All Members of the Student Government Association shall maintain a cumulative grade point average of at least 3.0.
- C. Failure of a Senator to carry at least twelve (12) hours or a minimum cumulative grade point average of at least 3.0 shall result in the immediate referral to the Full Judiciary.

Section 4: Election

- A. Senators and Executive Senators (with the exception of the President, Vice President, and Parliamentarian of the Student Government Association) shall be elected on or before Wednesday or Thursday of the fourth week of the Fall semester, and club and organization Senators be chosen by this time.
- B. Executive Senators (with the exception of the President, Vice President, and Parliamentarian) shall be

- elected at large. Senators are to be elected solely from within the ranks of their class.
- C. All terms shall be for one (1) school year.
 - D. To be eligible to have his/her name placed on the ballot, each candidate shall present a petition signed by twenty-five (25) students and two (2) faculty/staff members to the President of the Student Government Association seventy-two (72) hours prior to the election.
 - E. No student shall sign more than five (5) petitions. In such case that a student signs in excess of five (5) petitions, the name shall be allowed only on the first five (5) petitions received by the President of the Student Government Association on which that name appears. The signature shall be disregarded on the sixth (6) and following petition on which the student's signature appears. Petitions received from individuals seeking the office of Senator shall be signed by only members from within the ranks of the class that the Senator will represent. Signatures of individuals outside the ranks of the class that the Senator will represent shall be disregarded.
 - F. Ballots shall be prepared by the Director of Student Life prior to the election, and names shall be alphabetically placed on the ballot.
 - G. There shall be no campaigning or campaign material allowed within twenty (20) feet of the voting area.
 - H. The winner of the races for the office of Secretary of the Senate, Treasurer of the Senate and Press Secretary of the Senate shall be the candidate with a majority of the votes cast. In such case that no candidate receives a majority of the votes cast, a runoff election between the two (2) candidates receiving the highest number of votes cast shall be held the Thursday and Friday of the week following the regular election. The candidate who receives a majority of the votes cast shall be declared the winner.
 - I. The winner of the race for the five (5) senate seats for each class shall be the five (5) candidates that receive the most votes.
 - K. Senators representing clubs and organizations shall be elected or appointed from within those clubs and organizations.

Section 5: Duties and powers of the Senate

The Senate, in accordance with this Constitution, shall:

- A. Be the legislative representative for the student body.
- B. Enact standing rules by a majority vote, which shall be formal statements to persons, groups, and/or organizations outside of the Student Government Association.
- C. Enact resolution(s) by a majority vote, which shall be formal statements to persons, groups, and/or organizations outside of the Student Government Association.
- D. Establish standards for new campus organizations and grant and revoke charters.
- E. Confirm or reject the appointments of the President.
- F. Have the power to refer to the Judicial Branch by a two-thirds (2/3) majority vote, for cause, elected members of the Student Government Association.
- G. Recognize a quorum of fifty-one percent (51%) and be able to conduct business as such.
- H. Each non-executive Senator must submit at least two (2) pieces of appropriate legislation per each term (one school year) that they serve.

Section 6: Vacancies

If, for any reason, a vacancy occurs in the Senate, such vacancy shall be filled by a nominee of the Student Government President, subject to approval by a two-thirds (2/3) majority vote of the Senate. In the case of a vacancy in the office of the President, such vacancy shall be (IV, Section 3, Sub-Sections A through F of this constitution.) filled by the Vice President, who shall in turn select a nominee to fill the vacancy in the office of

the Vice President, subject to approval by a two-thirds (2/3) majority vote of the Senate. In such case that a vacancy occurs in the office of President and Vice President, such vacancy shall be filled in the same manner that the President and Vice President are elected such time as a new President and Vice President can be selected, the President Pro Tempore of the Senate shall act as the President of the Student Government Association and the Parliamentarian of the Senate shall act as the Vice President of the Student Government Association.

Section 7:

The Senate shall have the power to consider all measures which shall be delegated to it by the President of Carl Albert State College, or any other government body of the college. It shall also consider any other measure to implement its own power.

Section 8:

- A. The President of the Student Government Association, in conjunction with the Senate, shall determine session dates and convene the Senate at least twice a month.
- B. Sessions of the Senate shall be open to all members of the student body and members of the general public; however, the Senate shall reserve the right to call an executive session, barring all non-senators from the meeting.
- C. Senate sessions shall be conducted in accordance with the Open Meeting Act of the State of Oklahoma, and Robert's Rules of Order, Revised.
- D. Each Senator shall have one vote in the Senate. The Student Government Association President shall cast his/her vote only to break a tie.

Section 9:

- A. Members of the Student Government Association shall be installed with an oath of office at the first meeting of the Student Government Association. The first meeting of the Student Government Association shall be held the first Wednesday after the election of members of the Senate.
- B. The President of Carl Albert State College shall administer the oath of office to all Executive Senators. The Student Government Association President shall, in turn, administer the oath of office to non-executive Senators.
- C. The oath of office shall be: "I, state your name, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, the Constitution of Oklahoma, and the Constitution of the Student Government Association of Carl Albert State College; and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as a member of the Student Government Association of Carl Albert State College to the best of my ability."

Section 10: Duties of the President Pro Tempore of the Senate

The President Pro Tempore of the Senate shall:

- A. Be a non-executive Senator holding a class Senate seat.
- B. Upon election as Pro Tempore of the Senate have a seat on the Executive Council
- C. Preside over the Senate in the absence of the President and Vice President of the Student Government Association.
- D. Assist the President and Vice President of the Student Government Association.
- E. Be elected in the following manner:
 - 1. Any Senator who desires to be President Pro Tempore of the Senate shall submit, in writing, a statement announcing their candidacy for said position to the Student Government Association President no later than the third (3) sessions of the Senate.

2. The Student Government Association President shall prepare the ballots with each candidate's name listed alphabetically.
 3. The Student Government Association President shall present the ballots to members of the Senate during the fourth (4) session of the Senate. Election shall be made by secret ballot.
 4. The Senator who receives fifty percent (50%), plus one (1), of the total votes cast shall be the President Pro Tempore. In the event that no one senator receives the votes necessary to win, the two senators with the most votes shall be in a runoff election to be held the fifth (5th) session of the Senate. The Senator who receives a majority of the votes cast shall be the President Pro Tempore.
- F. Carry out implied or delegated powers not enumerated in Article V, Section 10, Sub-sections A through E of this Constitution.
- G. Each Senator shall have one vote in the Senate. The Student Government Association President shall cast his/her vote only to break a tie.

Section 11: Duties of the Secretary of the Senate.

- A. Be a member of the Executive Council.
- B. Keep complete and accurate minutes of all sessions of the Senate.
- C. Be responsible for delivery and posing of the minutes of previous sessions to:
 1. President of Carl Albert State College.
 2. Vice President for Academic Affairs.
 3. Vice President for Student Affairs.
 4. Carl Albert State College bulletin boards.
 5. Elsewhere as directed by the Student Government president of the Senate.
- D. Carry out implied or delegated powers not enumerated in Article V, Section 11, Sub-sections A through E of this Constitution.

Section 12: Duties of the Press Secretary of the Senate

The Press Secretary of the Senate shall:

- A. Be a member of the Executive Council.
- B. Report to a local media and school paper activities that the Student Government Association is sponsoring or taking part in.
- C. Report to local media and school paper concerning resolutions passed by the Student Government Association.
- D. Advise the President on matters related to the media.
- E. Be in attendance at the publicists' meeting.
- F. Be responsible for the maintenance and upkeep of the Carl Albert State College Student Government Association web page.
- G. Carry out implied or delegated powers not enumerated in Article V, Section 12, Sub-sections A through D of this Constitution.

Section 13: Duties of the Treasurer of the Senate

The Treasurer of the Senate shall:

- A. Be a member of the Executive Council.
- B. Prepare the Student Senate budget in conjunction with the Student Government Association President, Student Government Association Advisors, and the Office of Student Affairs.
- C. Compile and keep an account of expenditures and submit a financial report to the Senate and Director of Student Life.
- D. Disburse all moneys authorized by the Senate.

- E. Carry out implied or delegated powers not enumerated in Article V, Section 13, Sub-section A through D of this Constitution.

Section 14: Duties of the Parliamentarian of the Senate

The parliamentarian of the Senate shall:

- A. Be a member of the Executive Council.
- B. Settle disputes concerning parliamentary procedure during Senate session.
- C. Advise the Student Government Association President on parliamentary matters.
- D. Carry out implied or delegated powers not enumerated in Article V, Section 14, Sub-sections A through C of this Constitution.

Section 15: Definition

For purposes of this Constitution, “Executive Senator” shall be defined as: “The President and Vice President of the Student Government Association, the Secretary of the Senate, the Press Secretary of the Senate, the Treasurer of the Senate, and the Parliamentarian of the Senate.” The term “Non-Executive Senator” shall be defined as: “Any elected member of the Student Government Association who is not an executive senator and those Senators representing other clubs and organizations of the college.”

ARTICLE VI: COMMITTEES

There shall be three (3) standing legislative committees. These shall be the: Internal Affairs Committee, Collegiate Affairs Committee, and the Extra-Collegiate Affairs Committee.

Section 1: Composition

- A. The Student Government Association President shall be a member of all committees.
- B. The Student Government Association President shall assign each member of the Senate to one (1) of the standing legislative committees.
- C. In the case that the chairmanship of a committee is not constitutionally delegated to a member of the Student Government Association, the chairman shall be appointed by the Student Government Association President.
- D. The Vice Chairman of each committee shall be any member of the committee and shall be elected by members of the committee.

Section 2: Duties and powers of the Internal Affairs Committee

The Internal Affairs Committee shall:

- A. Be chaired by the Student Government Association Vice President.
- B. Review all requests presented by organizations to the Student Government Associations for a charter and make a recommendation to the full Senate to either grant or reject the charter or leave it intact.
- C. Review all proposed legislation concerning the internal structure, procedures or activities of the Student Government Association, and make a non-binding recommendation to the full Senate to pass or defeat the legislation.
- D. Carry out other duties that may be delegated by the Student Government Association President.

Section 3: Duties and powers of the Collegiate Affairs Committee

The Collegiate Affairs Committee shall:

- A. Review all proposed legislation concerning matters under the direct control of the Carl Albert State College Board of Regents and make a non-binding recommendation to the full Senate to pass or defeat the legislation. This includes, but is not limited to, legislation concerning the change or implementation of policies on the Carl Albert State College Campus.
- B. Work with the Coordinator of Student Life and Student Activity Board concerning the planning of

upcoming campus activities.

- C. Carry out any other duties that may be delegated by the Student Government Association President.

Section 4: Duties and powers of the Extra-Collegiate Affairs Committee

The Extra-Collegiate Affairs Committee shall:

- A. Review all proposed legislation concerning matters outside the control of the Carl Albert State College Board of Regents. This includes, but is not limited to, any legislation expressing support or opposition to legislation before the President of the United States, either chamber of the United States Congress, the United States Department of Education, Governor of the State of Oklahoma, the Oklahoma State Senate, the Oklahoma State House of Representatives, or the Oklahoma State Regents for Higher Education, and make a non-binding recommendation to the full Senate to pass or defeat the legislation.
- B. Make non-binding recommendations to the full Senate concerning performance of community service activities.
- C. Carry out any other duties that may be delegated by the Student Government Association President.

ARTICLE VII: JUDICIARY BRANCH

The Judicial Branch of the Student Government Association of Carl Albert State College shall serve as a means by which students can challenge parking and dorm fines, or any other action taken by the college which is felt to be unfair or in violation of the rights of the student. In addition, the judiciary shall serve as an objection arbitrator and review mechanism when Student Government Association members are called forward for some type of violation.

Section 1: Structure

- A. The Judicial Branch of the Student Government Association shall consist of a Full Judiciary which shall include every member of this branch, and a sub-committee for review of problems dealing with, but not limited to, senators.
 - 1. The Full Judiciary shall be composed of seven (7) members including the Student Government Association President and Vice President, one (1) senator from each class who shall be appointed by the President and subject to approval by a two-thirds (2/3) majority vote of the Senate. In addition, there shall be three (3) students who are not elected members of the Student Government Association who are appointed by the Student Government Association President and subject to approval by a two-thirds (2/3) majority vote of the Senate. In addition, all members of the Sub-Committee on Personnel shall be members of the Full Judiciary.
 - 2. The Sub-Committee on Personnel shall consist of the Student Government Association President and Vice President, and one (1) Senator from each class who shall be appointed by a two-thirds (2/3) majority votes of the Senate. The Senator from each class who is a member of the Sub-Committee on Personnel shall not be the same Senator who is appointed to the Full Judiciary.

Section 2: Powers of the Full Judiciary

The Full Judiciary shall:

- A. Have the power to recommend that fines be dismissed or upheld. Such recommendations shall be non-binding but shall be forwarded to the President of Carl Albert State College for the final ruling.
- B. Have the power, for cause, to investigate any member of the Student Government Association and if sufficient evidence of wrong doing is found, forward the evidence to the full Senate to implement impeachment proceedings.
- C. Meet only when cases are pending.
- D. Make all decisions concerning constitutional questions.

Section 3: Powers of the Sub-Committee on Personnel

The Sub-Committee on Personnel shall:

- A. Make recommendations on personnel matters to the Full Judiciary and Senate. This includes, but is not limited to, recommending the confirmation or rejection of all nominees of the Student Government Association President and the nominee for President and Vice President of the Student Government Association. Review, when necessary, the action of any member of the Student Government Association if brought forward by the Senate or the President. If fault is found, the sub-committee shall make recommendation and forward the case to the Full Judiciary

ARTICLE VIII

Section 1: Initiative and Referendum

- A. Measures may be initiated by a petition signed by ten percent (10%) of the student body. Such petitions shall be presented to the Senate for consideration at its regular session and shall be submitted to a general student vote no more than fifteen (15) days after presentation.
- B. A referendum may be demanded on any measure passed by the Senate by a petition signed by ten percent (10%) of the student body. Such petitions shall be submitted to a general student vote not more than fifteen (15) days after presentation.
- C. A majority vote of the votes cast in the initiative or referendum shall be sufficient to pass or recall the bill or resolution, providing that at least fifty-one percent (51%) of the members of the student body vote. In such a case that at least fifty-one percent (51%) of the members of the student body do not vote, the initiative or referendum shall not take place.

Section 2: Recall

- A. Any member of the Student Government Association may be subject to recall for conduct unbecoming a Senator.
- B. The petition to recall shall not be valid unless it contains the signature of at least thirty-five percent (35%) of the members of the student body. If the president deems the petition to be in good order, s/he shall direct the Executive Branch to conduct an election within ten (10) days. Public notice of such an election shall be sufficient to effect recall, provided that at least fifty-one percent (51%) of the members of the student body do not cast a vote, recall will not take place
- C. If the request for recall shall pass, the President shall then direct the Executive Branch to conduct an election for the office in question; I which election, the officer in question shall continue in office until the election returns have been officially announced.

ARTICLE IX: STANDING RULES

Section 1: Standing Rule Number One

Any campus organization desiring approval must present three (3) copies of their Constitution to the Senate. Upon review by the Internal Affairs Committee, and approval by the full Senate, Student Government Association President, Vice President of Student Affairs, and President of Carl Albert State College, the charter shall be considered approved and the applying organization shall be considered legitimate.

Section 2: Standing Rule Number Two

All resolutions passed by the Senate during each week's session shall be posted in public places on the Carl Albert State College campus. Copies for these purposes shall be prepared by the Secretary of the Senate. Resolutions concerning the policies of Carl Albert State College passed by the Senate shall be forwarded to the

Student Government Association President for him/her to approve or veto. The Student Government President shall have ten (10) days upon receipt of the resolution to approve or veto said resolution. In the event that the Student Government President does not act upon the resolution within ten (10) days of receipt, the resolution shall be passed.

Upon approval by the Student Government Association President, the resolution shall then be forwarded to the Vice President of Student Affairs, for the Vice President to approve or veto. The Vice President shall have ten (10) days upon receipt of the resolution to approve or veto. In the event the Vice President does not act upon the resolution within ten (10) days of receipt, the resolution shall be considered passed. Upon approval by the Vice President, the resolution shall be forwarded to the President of Carl Albert State College, for him/her to approve or veto the resolution. In the event that the President does not act upon the resolution within ten (10) days of receipt, the resolution shall be considered passed. Upon the approval by the President of Carl Albert State College, the resolution shall be forwarded to the Carl Albert State College Board of Regents for the Board to approve or veto. Upon approval by the Board of Regents, the resolutions shall become the policy of Carl Albert State College. Resolutions expressing the opinion of the Student Government Association need only be approved by the Student Government Association President.

Section 3: Standing Rule Number Three

In the event that a resolution is vetoed by the Student Government Association President, the Vice President of Student Affairs, or the President of Carl Albert State College, the Senate may, by a two-thirds (2/3) majority vote, override the veto, sending the resolution to the next individual for their approval. However, the Senate does not have the power to override the veto of the Board of Regents.

ARTICLE X: PRESIDENTIAL ADVISORS

The Student Government Association President shall be advised by the Presidents Council. The Council shall be composed of the presidents of all chartered campus clubs and organizations and the Student Government President and Vice President. The Presidents Council shall meet each month and meetings shall be presided over by the Student Government Association President.

ARTICLE XI: WORK-PLAN

The Student Government Association shall produce and make public a work-plan by the end of the fifth (5th) session of the full Senate. The work-plan shall be comprised of items that the Senate desires to accomplish during the upcoming school year. The absence of an item from the work-plan does not mean that the Senate will not take action on the item. The listing of an item on the work-plan does not mean that the Senate will take action on the item.

ARTICLE XII: IMPEACHMENT

In the event that the Sub-Committee on Personnel or the Full Judiciary finds sufficient evidence of wrongdoing by a member of the Student Government Association, the evidence and recommendation to or not to remove a member in question from office. Upon receiving the evidence and the recommendation from the Judicial Branch, the full Senate shall conduct hearings into the matter. The proceedings shall be presided over by the Student Government Association President. In such a case that the Student Government Association President is the member in question, the proceedings shall be presided over by the Student Government Association Vice President. During the proceedings, the member in question shall have the right to call witnesses on their behalf. Also during the proceedings, members of the Senate shall have the right to call witnesses with information concerning the Senator and actions in question. Upon the conclusion of the hearings, the Senate shall enter into an executive session, during which time a vote shall be taken concerning the removal of the member from office. A three-fourths (3/4) majority of the members of the Senate must vote to remove the member from

office. (This is distinct from three-fourths (3/4) of the members present) Failure to obtain the three-fourths (3/4) majority necessary to remove the member from office shall result in charges being dropped and the matter forgotten. Only under special circumstances can a member be tried for the same event twice. Retrying a member of the same event shall occur only if the Student Government Association President rules that the new evidence is substantial and proves guilt beyond reasonable doubt.

ARTICLE XIII: AMENDMENTS

An amendment to this Constitution shall be presented in the form of a bill by proceedings initiated by a majority vote at a regular session of the Senate and passed by a three-fifths (3/5) majority vote at the next week's regular session. Upon approval by the Senate, the amendment shall be forwarded to the Student Government Association President. Upon approval by the Student Government President, the amendment shall be forwarded to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, the amendment shall be forwarded to the President of Carl Albert State College. Upon approval by the President of Carl Albert State College, the Student Government President shall direct the Executive Branch to conduct an election within ten (10) days of approval by the President of Carl Albert State College. A simple majority of the votes cast shall be the constitutionally required votes to approve the amendment. In the event that the amendment is vetoed by the Student Government President, the Vice President of Student Affairs, and the President of Carl Albert State College, the Senate may override the veto by taking actions set forth in Article IX, Section Three of this Constitution.

ARTICLE XIV: RATIFICATION*

This Constitution shall be presented to the student body for the students to ratify. This Constitution shall be considered ratified if a majority of the votes cast are in favor of ratification, and if the Vice President of Student Affairs, the President of Carl Albert State College and the Carl Albert State College Board of Regents approve.

**If the President of Carl Albert State College objects to any part of the Constitution, he/she shall have the option of sending the matter to a "impasse committee" consisting of three (3) people appointed by the President of Carl Albert State College, three (3) people appointed by the Student Government Association President and the Student Government Association Advisors. The committee shall have twenty-one (21) days to reach an agreement that is acceptable to the President of Carl Albert State College and the Student Government Association President. In the event that the committee fails to reach an agreement acceptable to the President of Carl Albert State College, the Student Government Association President, and the Senate, then the Senate shall have the option of sending the constitution to the Board of Regents without President's approval. This shall require the approval of three-fourths (3/4) of the members of the Senate. The Board of Regents can then act upon the constitution as though it were approved by the President of Carl Albert State College except that the objections of the President shall be noted in the minutes of the Regents meeting.*

NOTE:

Proposed amendments will be adapted into the Constitution pending approval