



# Residential Program



**Regulations  
Handbook  
2009-2010**

<http://www.carlalbert.edu>

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*Commission on Institutions of Higher Education  
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30 North LaSalle Street, Suite 2400  
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*Phone: 1-800-621-7440*

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*Note: For additional Carl Albert State College policies, procedures and general information, see the CASC Student Handbook 2009-2010.*

# Welcome!!

**Welcome to Carl Albert State College!! We are so glad you've made the decision to reside in on-campus housing! As you begin the new academic year, it is our goal to provide for you a safe environment that enables you to grow academically, mentally, and socially. This handbook contains all the information you will need for residing on campus. If you have any additional questions, feel free to contact us. We look forward to seeing you on campus!**

**CASC Residential Housing Staff**

## CASC Residential Community

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All of the students living together in CASC Housing are a part of a community. Living in a community can be the highlight of your college career! College community living can help you to prepare for community living once you graduate college and it can be fun getting involved in activities and getting to know new and different people. It can also be a great networking tool for getting connected to others that will help you in your journey towards a career. Listed below are some great tips for becoming engaged in your new community!

- **Respect Others**

- Be respectful of others' opinions and their right to live their own life.

- Be respectful of others' space, i.e. keep the noise level down so as to not disturb those around you.

- **Take Initiative**

- Introduce yourself to others.

- Ask friendly questions and initiate conversations when you can.

- **Show Genuine Interest When Engaging in Conversation**

- It means something to people when you stop in passing to see how another person is doing.

- Take time to catch up with your neighbors, whether it is in the Laundromat or in the parking lot.

- **Learn and Use Names**

- It gives a person a sense of belonging when you use their name while speaking with them.

- It also helps other people remember you when you use their name.

- **Offer Assistance To Others**

- Pitching in to help can be as simple as helping a neighbor carry an armload of stuff up the stairs or jumping someone's car battery.

- When you lend a hand to others, more than likely someone will be there to lend you a hand when you need it.

- **Get Involved!!!**

- Studies have shown that students who are involved in activities outside of the classroom tend to do better in school and are more likely to finish their degree.

- Getting involved allows you to meet a wider variety of people and also gives a greater sense of belonging.

- **Take Pride in Your Community**

- Report maintenance problems when something needs fixed.

- Keep your community looking neat by picking up trash and taking it to the dumpster.

- **Take Safety Precautions**

- Get to know CASC campus security officers. By working together, you can create a safer environment for your community.

- Support residential housing staff. When you are asked to follow housing policies and procedures, it is mainly because we want to keep you safe!

## Getting To Know Your Roommate

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Don't know your roommate? Getting a new roommate? Nervous about a new rooming situation? Often the number one ingredient to developing a new relationship is to discover who our roommate is and what they stand for. Here are a few ideas for conversation starters:

- **Find out about their interests.**
  - What are some of your hobbies and interests?
  - What were you involved with in high school?
  - What kinds of movies do you like? Music? Sports? TV?
- **Where are they from and what is their family like?**
  - Have you ever shared a room before?
  - What was it like where you grew up?
  - If you feel comfortable, tell me about your friends and family back home?
- **How do they feel about college?**
  - What are you looking forward to here at CASC? What are you nervous about?
  - Have you chosen a major? What do you want to do with it?
  - What do you want to get involved in this year?
- **What are some of their personal characteristics?**
  - What really annoys you? What stresses you out?
  - Are there any subjects you would rather not discuss?
- **Talk about different roommate issues that you both find are important.**
  - Discuss study habits and environments.
  - What are your sleeping habits? Morning person or night person?
  - Discuss how you both feel about overnight guests.
  - Discuss both your opinions on alcohol, smoking, and other drugs.

We all know that sometimes situations can occur between people and tensions will rise, especially when two people are living in close proximity to one another. Listed below are a couple of tips for maintaining open communication and helping to keep roommate relationships on the up and up.

1. Go directly to your roommate when a problem arises. If you don't, the situation only lingers and you become more frustrated.
2. When you do talk to your roommate, don't beat around the bush. Go straight to the point of the matter, but be tactful! Once the issue is laid out on the table, it will be easier for you and your roommate to come to a solution.
3. When talking to your roommate, think SUCCESS! Expecting success will more than likely result in success.
4. Make eye contact! Making eye contact will show connectedness and confidence in what you are saying.
5. Use "I" statements. Using "I" lets you take ownership over your feelings and will decrease the tone of blame. Consequently, your roommate will be less defensive and more likely to listen.

## INTRODUCTION

### *WELCOME TO CAMPUS*

The Office for Student Affairs welcomes you to the fun, challenging and rewarding world of on-campus living. Our primary goal is to provide you with an environment that is safe, clean and conducive to your educational growth. This handbook will provide valuable information about living on campus. Understanding and developing a respect for others and an awareness of your rights and responsibilities will make the adjustment to this new way of life much easier.

The Residential Program staff is dedicated to working with you in order to provide a comfortable, friendly environment, which is conducive to the aspirations and achievements of a residential student. We trust you will find this handbook an informative guide as you begin to explore this community, its facilities and services. Included are important residence hall rules and regulations. These have been developed to serve your best interests. We ask for your cooperation, participation and contributions so that this year will be a quality experience for everyone.

### *COMPLIANCE WITH REGULATIONS*

The student agrees, as a condition of the housing/meal contract, to comply with all college and housing rules, regulations, and policies which are now in effect or that are amended or enacted during the term of the contract. The student agrees that a resident who by his/her actions consistently violates college and/or housing regulations, creates undue disturbances for other residents, or unreasonably withholds his/her cooperation from other students and college officials, may be dismissed from the Residential Program and may, at the discretion of the Vice President for Student Affairs, be recommended for dismissal from CASC. The student agrees it is his/her responsibility to read the CASC Student Handbook which is located on the CASC website at [www.carlalbert.edu/student-life](http://www.carlalbert.edu/student-life) under the title "Handbooks."

### *RESPONSIBILITIES OF THE RESIDENT STUDENT*

A student is expected to regulate his/her own life in accordance with the accepted standards of good taste. It is assumed that when students enter college, they are well on their way to accepting the responsibilities of mature adults. However, this regulation handbook has been developed in regard to the policies set for living in residence facilities. These regulations are not all inclusive. Please see the CASC Student Handbook and any other formal school publications for further information.

As a participant of the Residential Program, a student has the opportunity to live and associate with other students of different nationalities, races, and religious beliefs. Students have a contribution to make to the total life of the residential facilities. As residents live and work together, each has an opportunity to learn to appreciate persons for their qualities and abilities. Living together cooperatively will help to broaden each student's knowledge of other people and places and will prove to be of inestimable value in learning to live and work with others. An attitude of civility, decency, and consideration is expected of each resident toward other residents, the Residential Program staff, and the faculty/staff of the college.

**Each residential student must be enrolled as a full-time student (12 credit hours for Fall/Spring; 6 credit hours for Summer) in a classroom setting (web courses not included) during each semester to reside in campus housing.** If a resident is not enrolled as a full-time student at CASC, and/or if their Business Office account is delinquent, he/she no longer has the right to live on-campus and should make arrangements to vacate following the proper checkout procedures. In addition, throughout the academic year, each resident must attend Housing Orientation, housing meetings, and other special programs and seminars. Your absence at these required events may result in a housing fine.

## OFFICE FOR STUDENT AFFAIRS

The Office for Student Affairs keeps residents informed of all current residence policies. Policies are changed from time to time and new ones are added. A current list of policies is available in the Office for Student Affairs. The Vice President for Student Affairs is primarily responsible for the overall supervision of the staff and all employees working for the residence facilities. She/he advises the staff and students on program development and performance. **At the Office for Student Affairs, you may obtain your student ID card with meal sticker, housing/meal contract, resident parking permit, and other important housing information.**

## RESIDENTIAL PROGRAM STAFF

The Residential Director and the Asst. Residential Director are professional staff members who live in the CASC dorms and are responsible for the daily operations of the Residential Program. They are willing to assist any student who may have a question or concern. Messages can be left in the on-campus mailbox (Box #441) or at the Office for Student Affairs at (918) 647-1371.

Resident Assistants (R.A.'s) live in each residence hall. Resident Assistants are carefully selected student staff members who ensure that all college rules are enforced and that your rights as a resident, student, and individual are not violated. R.A.'s are under the direct supervision of the Residential Director and are normally sophomores whose primary responsibility is assisting students with problem solving and/or referring them to the proper individual. They also have the authority to issue incident reports and charge fines. *Students should always contact their Resident Assistant first whenever they have any problem.* A list of current R.A.'s can be found in each dorm room and in the Office for Student Affairs. A student may apply to be a R.A. by submitting an application to the Office for Student Affairs.

The R.A.'s specific duties include but are not limited to:

1. Enforcing on-campus housing regulations
2. Conducting room checks
3. Conducting monthly clean room inspections
4. Dissemination of pertinent information to residents
5. Collecting student rosters at required activities
6. Participation in Residence Hall Council and Food Service Committee meetings
7. Participation in Resident Assistant meetings, and
8. Promoting and participating in student activities.

What To Expect From Your R.A.

1. To be friendly and good-natured
2. To be a resource person
3. To be a helper (listen to you, ask questions, then help you move toward a solution)
4. To be respectful of differences in beliefs, cultures, and lifestyles
5. To be consistent
6. To hold students responsible for their actions and behaviors
7. To keep students informed of campus activities and events and other valuable information
8. To help resolve conflicts between roommates or other housing students

What NOT to expect from your R.A.

1. To always be in their room
2. To ignore policy violations
3. To never make mistakes

## ***RIGHTS RESERVED BY CASC***

It is sometimes necessary for college personnel to enter a student's room. Under no circumstances shall a resident enter another resident's room without proper authorization. The college reserves the right to enter rooms when necessary. Residential Program staff may enter a student's room at any time under one of the following circumstances: (1) protection of the general welfare, health and safety of the resident, (2) fire and safety inspection, (3) pest inspection and treatment, (4) maintenance, cleaning, inventory, repairs, or other related activities provided by CASC Maintenance crew, (4) under appropriate circumstances to retrieve items upon request from the resident's immediate family, (5) to retrieve the personal belongings of another student where there is no apparent dispute as to ownership of the property and there would apparently be no undue infringement of privacy, and (6) under appropriate circumstances, to correct any situation intruding upon the comfort of the residents in the surrounding area. The college reserves the right to move and hold in storage any items deemed to be hazardous to the building or its occupants. Residents will be notified in advance of scheduled clean room inspections by the posting of notices prior to the inspection. Residential Program staff and Campus Police may enter rooms for investigation purposes at any time. Failure to grant access under the conditions stated above shall be considered a breach of contract with CASC and could be grounds for dismissal from the Residential Program.

## ***FINES & FEES***

The College reserves the right to assess fines to students for not adhering to the college housing regulations. Fines are listed under each rule/policy or will be determined by the Vice President for Student Affairs. Failure to make payment of issued fines by the following semester may result in dismissal from the Residential Program. Failure to make payment of fees, assessed damage charges, fines, etc., will result in a "HOLD" being placed on the resident's grades, transcript, re-enrollment, etc. This means that a student cannot re-enroll at CASC until the "past due" amount is cleared; a transcript will not be released until such fees or charges are paid.

**Each resident is required to pay a \$100.00 housing deposit** (\$50.00 non-refundable and \$50.00 refundable) at the beginning of each academic year. The non-refundable \$50.00 portion of the housing deposit will be kept for dorm maintenance fees (light bulb replacement, etc.). At the time of housing checkout, the Residential Program staff and the Maintenance crew will inspect each room for housing damages. If the resident does not have any housing damages, the student will receive the remaining \$50.00 of the housing deposit. If housing damage has occurred, the resident must pay for the damages or they will not receive the remainder of the housing deposit. Excessive damages may result in the dismissal from the Residential Program. *Note: Excessive damages may also be reported to the student's parent or guardian.*

## ***RESIDENCE HALL COUNCIL***

The Residence Hall Council has two main functions. First, it acts as the voice of the residence hall students to the college administration concerning housing policies and regulations. Second, it has input for campus-wide activities for the entertainment of residence hall students and the improvement of residence hall living. Officers (President, Vice President, and Secretary) shall be elected by residence hall students. They may introduce any new programs to the Student Affairs personnel that meet the needs and interests of the residents.

## ***STUDENT ID CARDS***

The CASC identification card must be carried by students at all times. Any person other than the one to whom it is issued may not use this card. The student ID card doubles as a meal card and a meal plan sticker will be placed on the ID card for residential students. To obtain meals in the cafeteria, the card must be shown to the Food Services staff before receiving each meal.

## ***VACATION CLOSINGS***

**The housing/meal contract does not provide housing for any recess periods.** Recess periods are defined as periods of time for which the college shall be closed for academic recess or breaks between semesters, as scheduled in the CASC catalog. Recess periods include Thanksgiving Break, Winter Break, Spring Break, etc. Opening and closing dates for residential housing are regulated in accordance with the college catalog calendar. However, in cases of extreme circumstances, such as student athletes who must participate in sports or international students who cannot return home, permission to stay on campus may be obtained only after approval is received from the Residential Director and the Vice President for Student Affairs.

# RESIDENTIAL PROGRAM REGULATIONS

## CHECK-IN PROCEDURES

Prior to housing check-in each student is required to pay a **\$100.00 housing deposit** (\$50.00 non-refundable and \$50.00 refundable). Additionally, **each student is required to pay the entire housing/meal charges prior to moving into the dorms.** The only exception to the policy will be to submit an official copy of your financial aid award letter indicating that all housing/meal charges will be covered by financial aid. Upon arrival, each student will receive a dorm key, an on-campus mailbox key, a Residential Program Regulations Handbook, and a housing evaluation report. The resident is responsible for completing and signing the housing evaluation report. The completed housing evaluation report must be turned into the Office for Student Affairs by Friday of the first full week of classes. The housing evaluation report will indicate the condition of the room. Be sure to note any and all problems (i.e. stains on carpet, holes in walls, etc). If you are not in agreement with the conditions stated on the form you must discuss them with the Residential Program staff during the first full week of classes. Make sure to indicate any additional damage not indicated on the form. Any damage not indicated on this form or missing items from room will be charged to the occupant at the time of the damage, a room change, or checkout.

## CHECKOUT PROCEDURES

It is very important that every resident observe the following procedures when moving out of his/her room:

1. Remove ALL personal belongings from the room.
2. Clean the room thoroughly.
3. Replace all college-owned furniture in its original position.
4. Sweep, mop, and/or vacuum all floors.
5. Deposit all trash in the designated dumpsters.
6. Schedule a room inspection time with the Residential Director. Residents are expected to leave their rooms in excellent condition.
7. Return all residence hall keys and mail keys to the Residential Director.
8. Leave a forwarding address at the Office for Student Affairs.
9. If returning to the residence halls the following academic year, be certain that a completed "Intent to Return" form has been filed in the Office for Student Affairs. If you are graduating or will not be returning as a resident to CASC, a "Withdrawal" form must be completed.

A student has not completed the checkout procedure until the student's room has been inspected and the dorm key and mailbox key have been returned to the Residential Director. **The housing deposit will NOT be returned if the student does not complete the proper housing checkout procedure as listed above.**

Leaving the residence hall without taking all possessions will result in a forfeited housing deposit. *The college assumes no responsibility for any personal items left by a student upon leaving the residence hall.*

If a resident withdraws from or is suspended from campus housing at any time during the semester, the resident is required to pay room and board charges for the remainder of the semester and room and board charges for the entire academic year. The resident's room deposit will not be returned. If you have further questions, contact the Residential Director.

## **ROOM ASSIGNMENT/REASSIGNMENT**

After acceptance into the Residential Program, the Residential Director will make room assignments. All rooms are assigned as double occupancy and roommate requests will be taken into consideration but cannot be guaranteed. Failure to occupy the assigned room does not nullify the contract. The contract reserves *SPACE, NOT SPECIFIC ROOMS*.

If the applicant fails to occupy the assigned room by the first day of classes, the space may be assigned to another student. The student agrees that the college may reassign housing space or adjust the occupancy of rooms to maximize space utilization and that the college may take such action as is necessary to control the use of rooms in the event of an epidemic or disaster or other conditions or circumstances that may appear which require such control.

Sophomore students receive first priority of room assignments based on the following criteria:

1. The student's cumulative grade point average after the fall semester, and/or
2. The student's prior record of conduct

In the event more than one Residential Program student requests a specific room, the student who has most recently lived in the room will receive priority for that room. If the previous occupant of the room is not requesting to return to that room, the student who has continuously lived in on-campus housing the longest will receive priority for that room. Renewal of the housing contract is necessary for all sophomore students. The \$100 room deposit must be on file prior to a room key being issued.

**To request a room and/or roommate change**, contact the Residential Director and complete a room change request form. If the change is agreeable to all parties involved, it will be granted. The resident must then schedule a room inspection with the Residential Director and exchange room keys. Students are allowed one room change per academic semester. If a resident trades rooms with another resident or moves into another room without authorization from the Residential Director, she/he will be subject to a forfeiture of the room deposit in addition to any other routine charges involved in the room change and will be required to move back to his/her assigned room.

## **ROOM KEYS**

Residents are issued room keys through the Residential Director or a Resident Assistant when checking into the Residence Halls. Rooms should be kept locked when unoccupied. Always carry your key, but if you should get locked out contact a Resident Assistant to let you in. When a Resident Assistant is not available, you must await the return of your roommate or you may contact the Campus Police. Attempting to enter a locked room without the use of a proper room key is not permitted and is punishable by a minimum fine of \$50. ***Under no circumstance will a student be admitted to a room other than his/her own.***

A lost or stolen key jeopardizes everyone's safety and security. Failure to report the loss or theft of a key promptly or loaning your key to an individual not on the contract for your room is a violation of resident program regulations and may result in disciplinary action.

If a key is lost or misplaced, a replacement may be obtained through the following procedure:

1. Notify the Residential Director of the loss of the key.
2. A charge of \$10 will be assessed to your Business Office account. (If a core change is deemed necessary, there will be a minimum of \$75 charge.)
3. The Residential Director will issue you a new key.

**It is not permissible for residents to have duplicate keys made other than through college sources.**

Any room keys found that were not issued by college sources will be confiscated. *CASC does not assume responsibility for personal belongings or other articles of value that may be lost or stolen.*

When you check out of your room, you must return your key to the Residential Program staff. Failure to return your key will result in a forfeited housing deposit. Keys may also be collected prior to semester breaks and vacations closings.

## ***ELECTRICAL/ELECTRONIC EQUIPMENT***

You may bring clocks, irons, hair dryers, curlers, shavers, lamps, stereos, televisions, fans, DVD players, VCRs, computers, microwaves, and other low wattage items. Any electrical extension must be 14 gauge or heavier. You are **prohibited** from having cooking appliances (except microwaves with low wattages as covered in the section below), gas or electric grill, portable heaters, sunlamps, deep freezers, broadcasting equipment (short-wave radios, etc.), exercise equipment, any type of satellite dish, air conditioners and other high wattage appliances. Such items will be removed and a \$25 fine will be imposed for unauthorized electrical appliances. Microwaves may be used in student rooms. However, they must not use more than 1600 watts. *Microwaves or other appliances must not be used in closet areas.* Refrigerators used in resident rooms must meet college specifications, which include: (1) they may not exceed two cubic feet in size, and (2) they may not use a current load of more than 4/10 amperes when starting and running. The electrical systems and size of the rooms are not adequate to handle a large refrigerator or one that requires greater amperage.

## ***TELEPHONE, CABLE, & INTERNET SERVICE***

Every room in the residence halls has a telephone jack for private telephone lines. This service is optional and residents may make arrangements for telephones in the residence hall rooms through the Alltel Telephone Corporation at (800) 537-7755. Students are required by the telephone company to pay an installation fee that is non-refundable and non-transferable. If a student leaves residential housing or changes rooms, a new installation fee is required for another room. You are encouraged to bring your own phone from home or you can rent phones through Alltel. It is important to remember that the person who initially has the service installed will be responsible for all billings. Occasionally there have been problems with students allowing the use of the telephone by their roommate or friends and not being compensated. All telephone bills, installation fees, and repairs are your responsibility.

Every room in the residence halls has a cable jack for cable TV service. This service is optional and residents may make arrangements for cable TV service in the residence hall rooms through Suddenlink at (877)423-2743. Students are required by the cable company to pay an installation fee that is non-refundable and non-transferable. If a student leaves residential housing or changes rooms, a new installation fee is a required for another room. You must provide your own television and are responsible for your installation fees and bills.

To receive free internet service in your dorm room, each resident is required to sign the Residential Program Regulations Handout (includes the network application) before the internet service is granted. The Internet connection is provided at no additional cost to the student. CASC technical support will ensure that the connection to the room is active. CASC employees will not repair student computers. Students are bound to the CASC code of computer conduct ([http://www.carlalbert.edu/telecommunications/computer\\_conduct.htm](http://www.carlalbert.edu/telecommunications/computer_conduct.htm)). This connection is considered a privilege and can be revoked for any violation of the computer code. The bandwidth to the dorms is shared and any connection causing significant degradation will be terminated.

## ROOM DECORATIONS

Room decorations are encouraged as long as they do not create health hazards, fire hazards, or damage to the room. It is important to note that the use of tape or nails is not allowed because of damage to surface finishes. You and your roommate are responsible and will be charged for any decorations that stain, alter, or otherwise damage the room, which include nail holes, decals, and tape marks on walls, doors floors, ceilings, etc. All decorations must be removed at checkout time. If you have any questions on room decorations, ask your Residential Program staff.

All pictures and decorations must be hung with “Handi Tak” putty, which may be purchased in the stationary department of a retail store. You will be held responsible for any wall damages. Non-compliance with this regulation will result in a \$25 fine.

The use of street signs or any other construction items for room decoration is strictly prohibited. These items will be confiscated and a \$50 fine will be assessed for violating this policy.

**Candles, candle burners, incense and incense burners are not allowed in the dorms.**

### Christmas Trees/Decorations

Due to the extreme fire danger presented by certain Christmas decorations, please note that no live trees, evergreen or cedar branches, combustible cotton, combustible angel hair, or other combustible materials are permitted for use as decorations. There is a \$25 fine and subsequent referral to the Office for Student Affairs for violation of this policy. Only artificial, flame-retardant Christmas trees are permitted. Electrical Christmas lights must be UL-approved and must not be placed near combustible materials.

## ROOM CARE

Each student is responsible for the care and cleaning of the room. It is your home at the college. It has been the home of students before you and will be the home of students after you leave. The room and furnishings will reflect past use, hopefully not damages done from misuse. During this time it is yours, give it the same care and treatment that you and your family give your own home.

### Furnishings

An inventory of furnishings in the residence halls and their state of repair is maintained in the Office for Student Affairs. **Residents are liable for furniture in room and are not allowed to dismantle furniture or stack the desks. In addition, students are not allowed to move extra furniture (recliners, chairs, couches, computer desks, entertainment centers, etc.) into their room without permission from the Residential Director. Non-compliance with this regulation will result in a minimum fine of \$25.** All box springs and mattresses must be kept on the bed frames at all times and the beds are not to be placed together to make one large bed. Large carpet pieces are not permitted. Small rugs are permissible.

All furniture must be positioned **at least 2 feet** from the air conditioner/heating unit to ensure proper safety. Also, **do not sit anything on the top of or next to the air conditioner/heating unit** (this includes curtains, stuffed animals, alarm clock, paper products, clothing, chairs, desks, trash cans, etc.). This creates a fire hazard which endangers all of the occupants of the dormitory. The Maintenance crew will be inspecting each room weekly. Non-compliance with this regulation will result in a minimum fine of \$25.

### Lights

Residents should not leave lights on in their rooms when they are not present in the room. Light bulb replacements may be obtained from the Office for Student Affairs.

### **Maintenance & Damages**

A Resident Assistant should be contacted when a room repair (e.g., air conditioner stops cooling, etc.) is necessary. The Resident Assistant and/or the student will inform the Residential Director. The Residential Director will then complete a work order and inform the Campus Construction Supervisor of the situation as soon as possible. If the room repair needs immediate attention (i.e. overflowing toilet), contact the Residential Director or the Office for Student Affairs at (918) 647-1372.

You will also be expected to pay for all damages caused either accidentally or maliciously. This includes any damage done by guests or others while in your room. You will be notified of all charges assessed to you. Damages to property may also make the responsible student subject to disciplinary action. A student with excessive room damages may be subject to dismissal from the Residential Program.

### **Windows & Screens**

You may open your window but the screens must remain securely fastened. Among other things, this means that you may not enter or exit the building through the window and it also precludes the use of an antenna, wires, or other attachments, which must be fastened to the exterior of the building. If you remove your screen you will be charged the cost of replacement.

Residents are not allowed to place anything on their windows including, but not limited to, foil, posters, stickers, etc. Any resident found with these or other items on their windows will have them removed and will be fined \$10. Repeated violations by a resident will be referred to the Office for Student Affairs for further disciplinary action.

## ***ROOM INSPECTIONS***

The residence halls are provided for the convenience of the residents. Therefore, it is expected that the residents will help care for their room and the surrounding area. Residents are expected to:

1. Keep their room neat and clean
2. Keep the area outside their room and around their dorm clean
3. Empty their trash in the designated dumpsters and avoid littering

To assist with the process of keeping the residence hall room clean, Residential Program staff will perform room inspections monthly and prior to break periods. These inspections are primarily for the purpose of checking for cleanliness, damage, and required repairs. Students are expected to keep rooms clean and presentable. If a room is found in unsatisfactory condition the occupants may be fined a minimum of \$10 each. The Residential Director can also conduct unannounced room inspections.

## ***QUIET HOURS***

Although it may not yet be quiet hours, please remember courtesy hours are in effect at all times. Residents are asked to be considerate at all times of other students who may be sleeping or studying and offer them the same respect that you might ask of them. A Residential Program staff member can fill out an incident report and issue a fine for noise at any time. If you are being excessively loud, expect to be contacted. Quiet hours are set in order to provide an atmosphere conducive to studying. Quiet hours are observed according to the following schedule:

**9 p.m. to 10 a.m. on weekdays and weekends**

Activities prohibited during quiet hours include, but are not limited to:

1. A stereo, TV, or radio played loud enough to be heard outside the room
2. Practicing a musical instrument or singing
3. Running, horseplay, playing frisbee, golf, basketball, boxing, football, and other activities
4. Group of individuals gathered on grounds of resident housing acting in a manner not reasonable and proper (unlawful assembly)

Non-compliance to the quiet hours will result in the following sanctions:

1. *1ST OFFENSE* - Written warning
2. *2ND OFFENSE* - Written warning and a \$25 fine
3. *3RD OFFENSE* - Written warning, a \$50 fine, and a referral to the Office for Student Affairs with the recommendation that the student be suspended from the Residential Program.

## **VISITATION HOURS**

Residents may entertain guests, including members of the opposite sex, in rooms according to the following schedule:

**10:00 a.m. - Midnight on weekdays and weekends**

Residential Program students are expected to abide by the rules of common courtesy. Support of the visitation policy is everyone's responsibility. If you feel your roommate or other members of the Residential Program are abusing the visitation policy, please contact your Resident Assistant or the Campus Police. The Office for Student Affairs reserves the right to alter visitation policies as necessary.

Sanctions for violating visitation hours are as follows:

1. *1ST OFFENSE*: \$50 fine and referral to the Office for Student Affairs with a recommendation that the student be placed on Conduct Probation.
2. *2ND OFFENSE*: \$100 fine and referral to the Office for Student Affairs with a recommendation that the student be suspended from the Residential Program.

## **GUESTS**

You may have guests (of the same gender) stay in your room overnight providing:

1. The space is available and the other roommate gives prior approval.
2. The resident host extending the invitation will be present during the guest's stay (whether the guest is staying overnight or during the day).
3. The overnight guest must register with the Resident Assistant by filling out the Registration of Overnight Guest form. In case of an emergency or if someone needs to contact the guest, the program staff needs to know who is staying in each dorm room. Failure to register a guest will result in a \$25 fine.
4. Residential Program staff may require a guest to leave if the staff member deems the guest's behavior is inappropriate.

Residents must be aware that they assume responsibilities in regard to their guests. A resident must host a guest and the host/hostess is responsible for informing the guest about applicable college and residential program regulations. Residents assume full responsibility for the conduct of their guests. Guests must not infringe on the rights of roommates or of other residents. **There is a limit of three nights per semester for each overnight guest.** Subleasing of rooms or room spaces is strictly prohibited.

## RESIDENTIAL PROGRAM SERVICES

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### FOOD SERVICES

The Director of Food Services and the Food Service staff are the professional personnel who prepare the meals and operate the cafeteria. Their primary concern is to provide students with high quality food service in an economical manner. In addition to preparing meals, the Food Service staff is here to listen to any comments you may have. If you have any comments about food service, please attend the Food Service Committee meetings where the Director of Food Services will address your concerns. The Food Service Committee Meetings can be attended by any student. Menus are printed and placed in all student mail boxes weekly.

#### Dining Rooms Hours of Service

The cafeteria is located in the Costner-Balentine Student Center. Meals will be served at the following times:

#### **14 Meal Plan & 18 Meal Plan**

##### Monday - Thursday

Breakfast.....	7:00 a.m. - 9:00 a.m.
Continental.....	9:00 a.m. - 9:30 a.m.
Lunch.....	11:00 a.m. - 1:30 p.m.
Dinner.....	4:30 p.m. - 6:30 p.m.

##### Friday

Breakfast.....	7:00 a.m. - 9:30 a.m.
Lunch.....	11:00 a.m. - 1:30 p.m.

#### **18 Meal Plan Only**

##### Friday

Dinner.....	4:30 p.m. - 5:30 p.m.
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##### Saturday

Brunch.....	11:00 a.m. - 1:00 p.m.
Dinner.....	4:00 p.m. - 5:00 p.m.

##### Sunday

Brunch.....	11:00 a.m. - 1:00 p.m.
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#### Campus Housing Meals

CASC Campus Housing Residents 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 15 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.

#### Student ID Card

Meals must be paid for in the Business Office to obtain meals in the cafeteria. The student ID card doubles as a meal card. A meal plan sticker will be placed on the student ID to inform the Food Service staff of the quantity of meals to provide. You **must** present your card to the cashier before receiving each meal. Your meal card is non-transferable and only the card owner may receive meals on this account. Meals are not provided during vacation closings unless it has been previously arranged with Food Services. Any student ID used or attempted to be used by a person other than the one the card is issued to for the attainment of a meal will be confiscated

and the person illegally using the card will be fined \$25. 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.

#### **Removal of Items From the Cafeteria**

With the exception of sack meals, a piece of fruit, or ice cream all food served in the cafeteria must be consumed in the cafeteria. Glasses, silverware, dishes, trays, and all other reusable utensils are not to be taken from the cafeteria without proper authorization.

#### **Sack Meals/Carry Out Meals**

If your schedule conflicts with class or work, you can arrange for a to-go meal with the Food Services Staff. You are only allowed one carry out meal per day. You cannot eat in the cafeteria and get a carry out meal at the same time. The Food Service staff will need to see your student ID in order for you to obtain the carry out meal. Carry out meals may be obtained for students who are confined to their rooms due to illness or injury by having a friend get a permission slip from the Food Services. The Food Service staff will need to be presented with your student ID to get the carry out meal.

## ***MAIL SERVICES***

Each resident will receive an on-campus mailbox. The mail slots are located in Johnson Hall. A one time \$5.00 key deposit will be charged for the school year. The student must use their key to unlock the mailbox in order to pick up their mail. Post Office personnel will not get mail out of the boxes for anyone. You are not allowed to pick up another student's mail. Postage stamps may be purchased at the Viking Bookstore located in the Costner-Balentine Student Union. Personal mail may be brought to the CASC Mailroom and will be picked up and taken to the Poteau Post Office at 3 p.m. each working day.

The mailroom will be open 8 a.m. to 4:30 p.m. Monday through Thursday, and 8 a.m. to 4 p.m. on Friday, excluding holidays. The quickest delivery comes when mail is addressed to:

**John/Jane Doe**  
**Carl Albert State College**  
**1507 S. McKenna, Box 4XXX** (insert your mailbox number in place of XXX)  
**Poteau, OK 74953**

Mail should be checked on a daily basis. The resident mailbox functions are: (1) to receive mail delivered by the CASC Post Office or the United States Post Office, (2) to receive any announcements pertaining to the residence programs, or (3) to receive any approved announcements pertaining to campus activities. *Failure to pick up your mail is not an acceptable excuse for missing a required function.*

## ***LAUNDROMAT***

The Laundromat is located on the north side of the Barber Scholars Dorm where full size washers and dryers are provided. Laundromat rules and regulations are posted in the building.

## ***VENDING MACHINES***

Vending machines are located in campus buildings, the Baptist Student Union, and the north side of the Gedosh Dorm for the convenience and enjoyment of the residents.

## PROHIBITED ACTIONS & ITEMS

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### *ALCOHOLIC BEVERAGES & OTHER DRUGS*

Students are expected to comply with state and local laws regarding the use of alcohol and other drugs. The possession or consumption of alcoholic beverages, including 3.2 beer, in college residence halls, on college property, or at any activity sponsored by or for a student organization is prohibited. ***Alcohol is prohibited on state property by STATE LAW.*** Students will be fined a minimum of \$100 for violation of this policy and could be subject to expulsion.

The consumption or possession of any controlled dangerous substance (such as illegal barbiturates, amphetamines, or hallucinatory drugs) in college residence halls, on college property, or at any activity sponsored by or for a student organization is forbidden unless the substance is a prescription being used under a physician's care. ***Violation of this regulation will result in automatic dismissal from the Residential Program and issuance of this information to the proper authorities.***

### *SMOKING*

Smoking is not permitted in any of the residential halls. In order to maintain a desirable appearance of the campus, all cigar and cigarette butts should be discarded in receptacles. Complete student cooperation is expected in keeping the campus and buildings clean and in good condition. Students will be fined a minimum of \$50 for violation of this policy.

### *FLAMMABLE MATERIALS*

Flammable liquids and flammable liquid fueled devices are prohibited from residential housing. Halogen lights, burning of candles, incense, oil lamps, and other flammable liquid fueled devices are not permitted in the residence halls. First time offenders will be subject to a minimum fine of \$50. In addition, the use of kerosene lamps, camp lanterns, camp stoves, gas grills, or other flammable liquid fuel devices is prohibited in the residence halls and surrounding areas. Candle/incense burners are not permitted.

### *FIREARMS, FIREWORKS, & OTHER WEAPONS*

The possession or firing of firearms, fireworks, or explosives by students is illegal and strictly prohibited on campus under state and federal law. This also pertains to knives, bows and arrows, martial arts weapons, air rifles, and paintball guns (and paintballs). In addition, students are prohibited from possessing or using slingshots, pellet guns, and water devices of any kind on campus. ***Violations may result in expulsion from the Residential Program.***

### *ELECTRICAL APPLIANCES*

You are prohibited from having cooking appliances (except microwaves with low wattages), electric grills, deep freezers, portable heaters, sunlamps, black lights, broadcasting equipment (short-wave radios, etc.), exercise equipment, air conditioners and other high wattage appliances. Such items will be removed and a minimum fine of \$25 will be imposed for unauthorized electrical appliances.

## ***LOITERING POLICY***

All residential housing students are not allowed to congregate after midnight anywhere on campus, including but not limited to residential housing grounds, parking lot, etc. The only exception to this rule is if you are walking to or from a specific destination. Residents must understand that they assume full responsibility for their guests and their guests must abide by the same rules. If you or your guest does not abide by this rule, a loitering citation of \$25 will be issued for each occurrence.

## ***TAMPERING WITH FIRE ALARMS/EQUIPMENT***

Fire alarms and fire extinguishers are provided for the protection of human life and property. Besides being an annoyance, a false alarm can endanger the safety and lives of fellow residents. Anyone found guilty of initiating a false fire alarm may be charged with a misdemeanor and a fine. *Tampering with the fire fighting equipment is a violation of STATE LAW.* Offenders tampering with fire protection alarms in any way, including removing a battery or disabling the detector, will result in a minimum fine of \$25. In addition, if you tamper with a fire extinguisher, you will be fined a minimum of \$50 and be subject to dismissal from the Residential Program.

## ***PETS***

For health reasons, pets are not permitted in the residence halls at any time due to concerns for health, safety, sanitation, noise and humane treatment. Legal fish is the only exception. Offenders will be subject to a minimum fine of \$25.

## ***TRASHING***

Trashing includes, but is not limited to, the following offenses:

1. Throwing trash, garbage, or food.
2. Leaving trash or bagged/unbagged garbage anywhere in/outside the residence halls (trash must be deposited in the dumpster on the eastside of the Hoffman Scholars Dorm, eastside of the Gedosh Dorm, or the westside of the McMillen Dorm).
3. Having water fights/shaving cream fights or throwing water balloons.

Offenders will be subject to a minimum fine of \$10 plus any additional charges for cleaning or damages. Repeat offenders will be subject to larger fines and further disciplinary action by the Office for Student Affairs.

## ***VANDALISM***

*Acts of vandalism will not be tolerated.* Residents guilty of such acts may be charged up to three times the amount of damage. Instances of major vandalism are referred to the Office for Student Affairs with the recommendation that the resident be dismissed from the Residential Program.

## ***VISITATION HOURS***

Residents may entertain guests, including members of the opposite sex, from **10:00 a.m. - 12:00 a.m. (midnight) Sunday through Saturday.**

Sanctions for violating visitation hours are as follows:

1. 1ST OFFENSE: \$50 fine and referral to the Office for Student Affairs with a recommendation that the student be placed on Conduct Probation.

2. 2ND OFFENSE: \$100 fine and referral to the Office for Student Affairs with a recommendation that the student be suspended from the Residential Program.

*For further details, see Visitation Hours on Page 17. Also, see Guests on Page 17.*

## **ROOM DECORATIONS & ROOM CARE**

It is important to note that the use of tape or nails is not allowed because of damage to surface finishes. You and your roommate are responsible and will be charged for any decorations that stain, alter, or otherwise damage the room, which include nail holes, decals, and tape marks on walls, doors floors, ceilings, etc. The use of street signs/any other construction items for room decoration is strictly prohibited.

**Residents are liable for furniture in room and are not allowed to dismantle furniture or stack the desks. In addition, students are not allowed to move extra furniture (recliners, chairs, couches, computer desks, entertainment centers, etc.) into their room without permission from the Residential Director. Non-compliance with this regulation will result in a minimum fine of \$25.** All box springs and mattresses must be kept on the bed frames at all times and the beds are not to be placed together to make one large bed. Large carpet pieces are not permitted. Small rugs are permissible.

All furniture must be positioned **at least 2 feet** from the air conditioner/heating unit to ensure proper safety. Also, **do not sit anything on the top of or next to the air conditioner/heating unit** (this includes curtains, stuffed animals, alarm clock, paper products, chairs, desks, trash cans, etc.). This creates a fire hazard which endangers all of the occupants of the dormitory. The Maintenance crew will be inspecting each room weekly. Non-compliance with this regulation will result in a minimum fine of \$25.

You will also be expected to pay for all damages caused either accidentally or maliciously. This includes any damage done by guests or others while in your room. Damages to property may also make the responsible student subject to disciplinary action. A student with excessive room damages may be subject to dismissal from the Residential Program.

*For further details, see Room Decorations on Page 15. Also, see Room Care on Page 15-16.*

## **GAMBLING**

Gambling for money or stakes representing money is prohibited in college residence halls, on college property, or at any activity sponsored by or for a student organization. *Violation of this regulation is cause for dismissal from the Residential Program.*

## **HAZING**

No resident, student, guest, organization, or person associated with CASC shall participate in an act of hazing. Hazing can be defined as any activity that endangers, intentionally or unintentionally, the mental, physical, or emotional well being of a student for the purpose of initiating them into any organization. This includes but is not limited to:

1. Physical brutality
2. Sleep deprivation
3. Forced (involuntary) confinement
4. Forced conduct that is contrary to an individual's normal nature
5. Any activity designed to bring extreme embarrassment to the individual
6. Any other activity that can adversely affect the physical, mental, or emotional health of an individual

*Violation of this regulation is cause for dismissal from the Residential Program.*

## *SOLICITING*

To protect students against swindles and an interruption of their studies and insure that the property of the college is not used for personal monetary gain, soliciting and selling on college property is prohibited unless written permission has been obtained from the Vice President for Student Affairs. Solicitors can only be kept out of the residence halls with the full cooperation of the residents. Residents encountering a solicitor or salesperson who does not have written authorization are asked to report this person to Residential Program staff.

## CASC Student Housing Policy 2009-2010

### I. TERMS

- A. Apply for student housing by completing a Housing Application. The student may obtain a housing application from the Office for Student Affairs, or the student may download the application from the CASC website at [www.carlalbert.edu](http://www.carlalbert.edu).
- B. Each resident is required to pay a \$100 housing deposit at the beginning of each academic year (*\$50 non-refundable and \$50 refundable*).
- C. The Office of Student Affairs will collect all completed housing applications. Each student will then receive a letter informing them of their housing status. The letter will state one of the following three options: (1) the student has a dorm room reserved for them; (2) the student does not have a dorm room reserved, but the student is placed on a waiting list for a dorm room; or (3) the student does not have a dorm room reserved.
- D. After the student is accepted into student housing, the student must sign a housing/meal contract.
- E. Upon signing of the housing/meal contract, the \$100 housing deposit will be converted into a security/damage deposit and \$50 of the room deposit will be returned at the end of the semester/contract term if no damage has been done to the assigned dorm room for which the student is responsible and to which he/she has been assigned and if all other financial obligations to the college have been paid. The non-refundable \$50 of the housing deposit will be kept for dorm maintenance fees (light bulb replacement, etc.)
- F. Housing/meal contract period shall be on a Fall & Spring (combined) school year, or summer semester.
- G. The housing/meal contract does not provide for any recess period; i.e. Thanksgiving Break, Winter Break, Spring Break, breaks between semesters, etc., in which the dorms and food service will be closed.
- H. If you move out prior to the end of the semester/contract term, the housing deposit will not be returned and it will be applied to the unpaid balance of the remaining lease to be paid. Any unpaid balance of room and board at the end of the semester/contract term will be turned over to a collection agency and a hold will be placed on your transcript. If you move out at the end of the semester/contract term, and there are damages, the housing deposit will be applied to the assessed value of the damages. If assessed value of damages is in excess of the housing deposit, additional fees will be levied. If you move out at the end of the semester/contract term, and there are no damages and unpaid balances, \$50 of the housing deposit will be returned. Room rates are non-refundable.
- I. Any unpaid balance of room and board at the end of the semester will be turned over to a collection agency.
- J. The student must be enrolled in and complete 12 credit hours (full-time student status) or more per semester in a classroom setting (web course not included). Summer residents must carry 6 credit hours.
- K. Student must be single with no dependents.

### II. ROOM AND BOARD

- A. Any student who resides in single student housing at CASC is required to purchase a 14-meal plan or 18-meal plan (excluding summer students).
- B. A meal plan will be a requirement as long as the student remains in a dorm at CASC.
- C. No refunds or reduction in charges will be made for meals missed as a result of violation of the terms of this contract. Meal stickers are non-transferable.

### III. ASSIGNMENTS OF ROOM

- A. The college reserves the right to make all room and roommate assignments.
- B. The student agrees that the college may reassign housing space or adjust the occupancy of rooms

to maximize space utilization and that the college may take such actions as is necessary to control the use of rooms in the event of an epidemic or disaster, or other conditions or circumstances that may appear to require such control.

- C. The college reserves the right to refund payments and refuse assignments to any applicant.
- D. All room keys must be obtained by proper check-in through the resident director.

#### IV. ACCESS TO ROOMS

- A. The college reserves the right to enter a student's room at any time that a health, safety, maintenance and/or damage inspection of the premises is deemed necessary. Room inspections are made at periodic intervals with previous notice posted for all residents to maintain and preserve the housing accommodations in the interest of all college housing with regard to the welfare of all students.
- B. The college reserves the right to remove or confiscate any items that are hazardous to the building or its occupants.

#### V. PAYMENT

- A. The student agrees to pay for all housing and meal plans at the current rate set forth by the college.
- B. The college reserves the right to increase rates for housing and meal plans at any time, provided due notice is given to all students when cost of services extend beyond college control.
- C. Students are required to pay the full room and board charges at time of campus housing move-in at the beginning of each semester. The student will not receive keys to the dorm room until the full amount is paid. The only exception will be if the student provides a copy of financial aid award letter showing all housing/meal charges will be covered by financial aid.
- D. Payment options are as follows: cash, check, credit card, or money order.
- E. The college reserves the right to place a "hold" on a student's transcript for non-payment of room and board fees.

#### VI. ROOM CARE

- A. Students will furnish their own linens, blankets, towels, pillows, curtains, etc. (Students are REQUIRED to keep their rooms clean and in good condition at all times!)
- B. The college will do regular maintenance as required.
- C. Students will be charged for any and all damages caused by either accident or maliciousness to his/her own room.
- D. Rooms should be locked when vacated. The college assumes no responsibility for loss or damage of property. It is the resident's responsibility to acquire home owner's or renter's insurance.

#### VII. IMMUNIZATION POLICY

- A. The student is required to complete the Immunization Policy: Meningococcal Certification of Compliance before campus housing move-in. The student will not be allowed to move into the dorm until the student has completed the Immunization Policy: Meningococcal Certification of Compliance.
- B. Oklahoma Statutes, Title 70 §3242, requires that students who are first-time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student's parent or other legal representative detailed information on the risks associated with meningococcal disease on the availability and effectiveness of any vaccine.
- C. 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 a vaccine, and had chosen not to be or not to have the student vaccinated.
- D. If the student signs the waiver, the student seeks exemption from this requirement. The student

voluntarily agrees to release, discharge, indemnify and hold harmless Carl Albert State College, its officers, employees, and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action of any loss or other injury that might result for the student's decision not to be immunized against meningitis.

#### VIII. RULES AND REGULATIONS

- A. The student agrees as a condition of the housing/meal contract to comply with all college housing rules, regulations, and policies, which are now in effect or enacted during the term of this contract.
- B. The student agrees that residents who by their actions violate college and/or residence regulations, create undue disturbances, or who unreasonably withhold their cooperation from other students and from the college staff may be dismissed from student housing and may be suspended from the college.
- C. The *CASC Residential Program Regulations Handbook* and *CASC Student Handbook* will be made available to all students.

## VIOLATION FINES

If you violate any housing regulation, you are required to meet with the Housing Discipline Officer within one week of the incident report. You will be fined according to the list below and the payment will be charged to your account.

TYPE OF VIOLATION	OFFENSE	FINE
Drug Violation	<i>1st Offense</i>	Automatic dismissal from the Residential Program
Alcohol Violation	<i>1st Offense</i>	\$100.00
	<i>2nd Offense</i>	\$200.00 & Alcohol Awareness Program Attendance
	<i>3rd Offense</i>	\$300.00 & Referral to the Office for Student Affairs with the recommendation that the student be suspended from the Residential Program
Visitation Violation	<i>1st Offense</i>	\$50.00
	<i>2nd Offense</i>	\$100.00
	<i>3rd Offense</i>	\$200.00 & Referral to the Office for Student Affairs with the recommendation that the student be suspended from the Residential Program
Quiet Hours Violation	<i>1st Offense</i>	Written Warning
	<i>2nd Offense</i>	\$25.00
	<i>3rd Offense</i>	\$50.00 & Referral to the Office for Student Affairs with the recommendation that the student be suspended from the Residential Program
Unregistered Guest Violation	<i>Each Offense</i>	\$50.00
Loitering Violation	<i>Each Offense</i>	\$25.00
Room Damages	<i>Each Offense</i>	Depends on Extent of Damage
Smoking Violation	<i>Each Offense</i>	\$50.00
Possession of Flammable Materials	<i>Each Offense</i>	Minimum of \$50.00
Possession of Firearms, Fireworks, & Other Weapons	<i>Each Offense</i>	Referral to the Office for Student Affairs with the recommendation that the student be suspended from the Residential Program
Tampering with Fire Alarms/Equipment	<i>Each Offense</i>	Minimum fine of \$25.00 & Referral to the Office for Student Affairs with the recommendation that the student be dismissed from the Residential Program
Possession of Pets in Dorm Room	<i>Each Offense</i>	Minimum of \$50.00
Trashing	<i>Each Offense</i>	Minimum of \$25.00 plus additional cleaning charges
Vandalism	<i>Each Offense</i>	Depends on extent of damages: referral to the Campus Police Officers
Possession of Prohibited Electrical/Electronic Equipment	<i>Each Offense</i>	\$25.00
Possession of Prohibited Room Furnishings	<i>Each Offense</i>	\$50.00
Room Inspection Fines	<i>Each Offense</i>	Depends on Extent of room condition
Gambling, Hazing, Soliciting	<i>Each Offense</i>	Referral to the Office for Student Affairs
Mailbox Key Replacement	<i>Each Offense</i>	\$5.00
Housing Key Replacement	<i>Each Offense</i>	\$5.00 (\$75 charge for core change if necessary)

## HOUSING DAMAGE FINES

You will also be expected to pay for all damages caused either accidentally or maliciously. This includes any damage done by guests or others while in your room. Damages to property may also make the responsible student subject to disciplinary action. A student with excessive room damages may be subject to dismissal from the Residential Program.

<u>Description of Item</u>		<u>Repair Cost</u>
1. Entry Door	Repair or Replace	\$250.00 or Extent of Damage
2. Entry Lockset	Repair or Replace	\$100.00 or Extent of Damage
3. Entry Backset	Repair or Replace	\$40.00 or Extent of Damage
4. Interior Doors	Repair or Replace	(Extent of Damage)
5. Entry Jamb	Repair or Replace	(Extent of Damage)
6. Electrical	Repair or Replace	(Extent of Damage)
7. Walls	Holes	(Extent of Damage)
	Dents	(Extent of Damage)
	Torn Paper	(Extent of Damage)
8. Walls	Repaint	(Extent of Damage)
9. Fire Extinguisher	Discharged	\$50.00
	Missing	\$75.00
10. Smoke Detector	Replace Battery	\$5.00
	Replace	\$45.00
11. Window Glass	Replace	(Extent of Damage)
12. HVAC Unit		(Extent of Damage)
13. Mirrors	Bathroom	\$75.00
	Door	\$50.00
14. Bathroom	Toilet	(Extent of Damage)
	Sinks	(Extent of Damage)
	Tub/Shower	(Extent of Damage)
15. Floor Covering	Vinyl	(Extent of Damage)
	Carpet	(Extent of Damage)
16. Room Contents	Bed Frames	\$300.00 Each
	Mattress/Box Springs	\$150.00 Each
	Dresser	\$500.00 Each
	Desks	\$300.00 Each
	Chairs	\$125.00 Each
	Night Stands	\$125.00 Each
17. Exterior of Building	All Attachments	(Extent of Damage)
18. Room Keys	Lost and Replace	\$5.00 Each
19. Lock Rekeyed	Core Change	\$25.00
20. Attachments	Removal or Breakage	(Extent of Damage)
21. Window Blinds	Replace	\$50.00
22. Any CASC Property Removed from Dorm Room		(Cost of Replacement)

**Note: Damage costs are shared by both dorm room occupants.**

## **SAFETY & SECURITY PRECAUTIONS**

### ***CAMPUS POLICE***

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 safe and orderly environment. This is accomplished by providing a professional, cooperative, customer driven service that is both flexible and responsive to the needs of all. Campus Police provide crime prevention, sexual assault prevention education, and self-defense seminars. The CASC Campus Police ensure that all college rules are enforced and that your rights as a resident, student, and individual are not violated.

If a situation does not require immediate law enforcement attention, students and/or CASC personnel may contact the Campus Police for assistance at (918) 649-7463. CASC has a limited number of police personnel; therefore, it could 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 (918) 647-8620 in non-emergency situations.

### ***FIRE***

To prevent a fire, residents are required to take the following precautions:

1. Do not smoke in dorm rooms.
2. Do not throw cigarette butts in the wastebaskets.
3. Make sure cigarettes, cigars, or matches are extinguished when discarded.
4. Unplug electrical appliances such as irons, curling irons, hot rollers, etc., when not in use.
5. Do not burn candles.
6. Halogen lights are not permitted.

Fire alarms and fire extinguishers are provided for the protection of human life and property. Tampering with the firefighting equipment is a violation of STATE LAW. Offenders will be fined \$50 and subject to dismissal from the Residential Program.

### ***PERSONAL PROPERTY***

Residents are urged to keep their rooms locked whenever they leave and while they are sleeping. The college is not responsible for any damage or loss of personal property due to theft, fire, facility failure, or severe weather. Therefore, it is recommended that you carry your own personal property insurance. Information on personal property insurance can be obtained from the Office for Student Affairs.

### ***SEVERE WEATHER***

In the event of severe weather, you should stay tuned to a local radio or TV station for the latest report on conditions. If it becomes necessary to take cover, follow the instructions provided by the Residential Program staff. Move in an orderly fashion to your shelter area(s). Do not leave the campus for any reason unless instructed to do so by the Residential Program staff or Emergency personnel. In your shelter area, sit on the floor with your back to the wall or in the central portion of the room. Follow the instruction of the Residential Program staff or Emergency personnel and do not leave the shelter area until the all clear is given. At no time will smoking be permitted in the shelter area(s).

## ***ELECTRICAL***

It is essential for your safety and that of others that you exercise care regarding the use of electrical cords and appliances. Use of light duty extension cords with multiple outlets is prohibited. Extension cords should be heavy duty, UL-approved, and should not feed more than one electrical device. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks and other defects.

## ***EMERGENCY RESPONSE PLAN***

CASC 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 Carl Albert State College Safety Coordinator.

## ***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 shall mean the person alleging to have been sexually assaulted.
2. Accused shall mean a person accused of sexual assault.
3. Intimate parts shall mean the genital area, groin, inner thighs, buttocks, or breasts.
4. Past sexual behavior shall mean sexual behavior other than the sexual behavior upon which the sexual assault is alleged.
5. Serious personal injury shall include minor 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 shall include minor physical injuries, psychological stress, or other physical or mental problems resulting from the assault.
7. Sexual contact shall mean intentional touching of the victim's sexual or intimate parts 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 contact 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 shall mean 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 into 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.

8. Consent shall mean 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 means all acts of sexual intercourse involving vaginal or anal penetration accomplished without consent and with a male or female (who may be of the same or opposite sex as the perpetrator).
2. Rape by instrumentation means 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 consent and penetration of the anus or vagina occurs to that person.
3. Sexual battery shall mean the intentional touching, mauling, or feeling of the body or private parts of any person in a lewd and lascivious manner and without the consent of that person.
4. Sexual battery includes, but is not limited to, the touching of a person's genitalia, buttocks, or breasts.

### ***D. Services***

Carl Albert State College 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 survivors of sexual assaults which occur on institutional property or who are affiliated with the college.

### ***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 the campus police, Director of Campus Police, Vice President for Student Affairs, or the Residence Hall Director. 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 will:
  - a) Contact the Poteau Police Department and other appropriate law enforcement agencies, as applicable. They will inform the person of his/her options (this does not mean one must proceed with prosecution).
  - b) Transport the accuser to the Eastern Oklahoma Medical Center. At the hospital, the person will be given a medical examination to make sure s/he is all right 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) Contact the Vice President for Student Affairs
- d) Work the campus crime scene in coordination with the District Attorney's office.
- e) Make arrest(s) if the suspect(s) can be identified.
- 3. Responsibility of the Vice President for 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 through the Carl Albert Mental Health Clinic.
  - c) Once a charge has been filed, 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 separate judicial action or considered as aggravating circumstances by the 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).
  - 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 a charge of sexual assault against another Carl Albert State College student may do so by writing and signing a 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 of sexual assault may wish to contact a sexual assault resource person at the Poteau Police Department who has been trained to handle situations involving sexual assault. The role of the resource person is to listen, provide support, and answer questions about sexual assault and to discuss options available to the victim.
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. A student voluntarily withdraws a complaint, at which time all further investigations would 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 of assault or harassment.
5. At the accuser's request, Carl Albert State College 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 for Student Affairs will notify the accused within five (5) days that a charge of sexual assault has been filed, and that a hearing will be conducted to determine if there is reasonable cause or no reasonable cause to believe a sexual assault took place.
2. In the event a criminal procedure for the same offense is pending, Carl Albert State College 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 charges against the accused shall include a statement of the charge as written by the victim, the name of the person making the accusation, the date, time, and place of the hearing.
4. The Vice President for Student Affairs, after consultation with the President of the college, is authorized to enforce an abstaining order, and 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, extracurricular

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 three members: The Vice President for Student Affairs, who will serve as chair, and two current members of the student Conduct Committee. Of the two Committee members, one must be a student and one a non-student (either faculty or staff). 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 that it has interviewed the victim. The accused may be accompanied by no more than one person. The accused may be accompanied by legal counsel when appearing before a 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 the 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 witness' 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. A 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 took place 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, it 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 (two school days) from the end of the deliberation of the hearing panel. The notice will be sent to the last known college address.

### ***L. Appeal***

Either the victim or the accused may file an appeal to the President of the college within ten (10) days of the decision of the panel. The college president will then consider the matter on the basis of written statements by the accused, the victim and/or hearing panel. The President of the college 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.

## ***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 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 our Campus Police website at [www.carlalbert.edu](http://www.carlalbert.edu).

## ***911 ADDRESSES FOR CAMPUS HOUSING***

The 911 Addresses (physical address for each dorm room) for Campus Housing should be the addresses used for Emergencies and Telephone & Cable Services.

### **SCHOLARS HOUSING**

Hoffman Dorm	305 Scholars Drive	Room #
Barber Dorm	301 Scholars Drive	Room #

### **RESIDENTIAL HOUSING**

Gedosh Dorm	205 Scholars Drive	Room #
Hoyle Dorm	203 Scholars Drive	Room #
Ollie Dorm	201 Scholars Drive	Room #
McBee Dorm	199 Scholars Drive	Room #
McMillen Dorm	197 Scholars Drive	Room #

### **ATHLETIC HOUSING**

Women's Athletics	401 Scholars Drive	Room #
Men's Athletics	601 Scholars Drive	Room #

### **IMPORTANT NUMBERS**

Emergency	911
Alltel (telephone Svc)	1-800-537-7755
Suddenlink (Cable TV Svc)	1-877-423-2743

## VEHICLE, PARKING, & TRAFFIC REGULATIONS

### VEHICLE REGISTRATION & PARKING

All vehicles owned and/or operated by CASC students on campus must be registered at the time of enrollment or acquisition of the vehicle(s). CASC students will be issued a parking permit to be appropriately displayed on each vehicle used. Vehicles that are not registered or do not have the permit displayed shall be subject to citations and towing (at the cost of the owner). 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. ATV's are not allowed on campus.

### TRAFFIC

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. CASC Campus Police Officers may at their discretion file any violations of state laws or local ordinances through proper courts.

1. The campus speed limit is 10 M.P.H. and may not be exceeded at any time. However, conditions may warrant driving at a slower speed.
2. The regulatory signs and barricades on campus are to be observed and obeyed.
3. Pedestrians will always have the right-of-way.
4. The orders of CASC Campus Police will be observed and obeyed at all times.

The following lists the traffic regulation offenses of Carl Albert State College. Any student who commits an offense may be punished in accordance with the penalty listed with the offense:

1. Handicapped parking violation-\$50.
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 M.P.H. 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.
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 and possible expulsion from the Residential Program.

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 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 Residential Program.
14. Failure to promptly obey any reasonable order or direction of a CASC Campus Police Officer 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.

*Updated August 2007*

## **STUDENT DISCIPLINE CODE**

### ***Preamble***

The purpose of student disciplinary procedures is viewed to be two-fold:

- A. The guidance and redirection of an offending student toward a productive career as a learner in an academic setting as a citizen.
- B. Generally, college jurisdiction and discipline shall be limited to conduct which occurs on the elimination from the academic environment of those who have demonstrated flagrant disregard of its values and traditions and whose 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 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, and 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 for Student Affairs 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, Residence Hall 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.

### ***Article II: Grievance Procedure***

#### **A. Disciplinary Procedure.**

1. Any member of the college community may file a report against any student for misconduct. The incident report must be sent in writing (forms are available in the Vice President for Student Affairs Office) with a signature for the person filing the report stating the name of accused student, the specific details of the violation and be presented to the Student Conduct Officer. Any charge should be submitted to the Student Conduct Officer as soon as possible after the event takes place, preferably within forty-eight (48) hours.
2. A committee consisting of three faculty/staff members and three students shall consider the students appeal of violations of college codes. The functioning structure of this committee shall consist of six voting members and the Vice President for Student Affairs. The Vice President for

Student Affairs shall cast a vote only in the instance of a tie. If the incident involves any of the committee members, the Vice President for Student Affairs will appoint a replacement. This is a conduct disciplinary decision involving suspension or expulsion made by the Vice President for Student Affairs which may be appealed to the Student Conduct Committee by the student involved.

**B. Incident Report.**

An incident report will be issued for conduct violations to the student by the Student Conduct Officer. The Student Conduct Officer will review the report and stated fine with the student.

**C. Appeal to the Committee on Student Conduct.**

1. Any student adversely affected by the decision of the Student Conduct Officer, or other college official, may be appealed to the Student Conduct Committee. The appeal must be submitted in writing to the Vice President for Student Affairs within five (5) days of the Student Conduct Officer's meeting.
2. Upon receipt of the request for an appeal hearing, the Vice President for Student Affairs will schedule a hearing, and notify the student requesting the appeal of the date and time of the scheduled hearing.
3. At the same time, the student will be informed as to the procedure used at the hearing and the student's right to friendly counsel.

***Article III: Sanctions which may be imposed***

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

1. Admonition - Friendly advice, counsel, criticism, or rebuke which may be given in oral or written form.
2. Warning - An oral or written notice that continuation of specified conduct may be cause for more disciplinary action.
3. 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.
4. Loss of Privileges - Denial of specified privileges for a designated period of time.
5. Fines - may be imposed.
6. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. Discretionary Sanctions - Work assignments, service to the college or other related discretionary assignments.
8. 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 re-admission may be specified.
9. Suspension - Exclusion from classes and/or all other privileges. A student may be suspended for a definite or indefinite period. Re-admission 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 re-admission 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 for Student Affairs.
10. 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 and Records. A student who is expelled will normally not be allowed to re-enter college.

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

**C. 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).
- D. All pertinent records assembled as part of the hearing process will be maintained for no less than five years after the date of filing. These records are subject to the terms of the Oklahoma Open Records Act and the Buckley Amendment.
- E. The following sanctions may be imposed upon groups or organizations:
1. Those sanctions listed above in Article III, a through e.
  2. Deactivation - Loss of all privileges, including college recognition, for a specific period of time.

#### ***Article IV: 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 the 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. 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 function).
    - b) 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.
    - c) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
    - d) 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.
    - e) 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.
    - f) 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.
    - g) Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to, or use of, the college.

- h) Possession, distribution, or use of alcoholic beverages on college property, or at any event or activity function sponsored or supervised by the college.
  - i) 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.
  - j) 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.
  - k) 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 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.

### ***Article V: 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 this 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.

### ***Article VI: Judicial Policies***

#### **A. Charges and Hearings**

1. Any member of the college community may file a grievance report against any student for misconduct. Any member of the college community who believes s/he has a legitimate grievance against a student which is not removable through an informal process, and show desire to take advantage of the Formal Grievance Procedure must observe the following process. Charges shall be prepared in writing (forms available in the Vice President for Student Affairs' Office) stating the name of accused student, the specific details of the violation, and the signature of the person filing the report, and be presented to the Vice President for Student Affairs. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours. The Vice President for Student Affairs 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 for Student Affairs may:
  - a) Take no action.
  - b) Take administrative action to counsel, advise, or admonish the student.
  - c) Take disciplinary action against the offending student(s) ranging from reprimand to suspension or expulsion.

Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Vice President for Student Affairs may later serve in the same manner as the chairperson of the Student Conduct Committee. This does not preclude the right of the Vice President for Student Affairs to suspend a student temporarily until a hearing is arranged.

#### **B. Appeal to the Committee on Student Conduct**

1. Any student adversely affected by the decision of the Vice President for Student Affairs, other college official, may file (with the Vice President for Student Affairs Office) a written request for a hearing before the Committee on Student Conduct within seven (7) calendar days of the student's request.
2. Upon receipt of the request for an appeal hearing, the Vice President for Student Affairs will schedule a hearing, 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 and the student's right to friendly counsel.

#### **C. Hearing Procedure**

1. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs.
2. Hearings shall be conducted by the committee according to the following guidelines:
  - a) Hearings normally shall be conducted in private.
  - b) Admission of any person to the hearing shall be at the discretion of the committee and/or the chairperson.
  - c) 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.
- d) The complainant and the accused have the right to be assisted by a non-legal advisor of their choice. The complainant and/or the accused is responsible for presenting his/her own case, and therefore, advisors are not permitted to speak or participate directly in any hearing before a committee.
  - 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 a 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 Vice President for Student Affairs shall issue the final decision in writing and will determine the sanction(s) imposed, if any.
  - j) The records of a 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. There shall be a single verbatim record, such as a tape recording, of all hearings before a committee. The record 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.

D. Interim Suspension

1. In certain circumstances, the President or Vice President for Student Affairs may impose a college or residence hall suspension prior to the hearing before the Student Conduct Committee.
2. Interim suspension may be imposed only:
  - a) To ensure the safety and well being of members of the college community or preservation of college property;
  - b) To ensure the student's own physical or emotional safety and well being; or
  - c) If the student poses a threat of disruption or interference with the normal operations of the college.
- d) During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible as the President or Vice President for Student Affairs may determine to be appropriate.

## IMPORTANT PHONE NUMBERS:

CASC Main Number\_\_\_\_\_918-647-1200

Campus Police\_\_\_\_\_918-649-7463

Discipline Appointments\_\_\_\_\_918-647-1371

Emergency\_\_\_\_\_911

*(use 911 addresses – physical address; see page 21 for address)*

Office for Student Affairs\_\_\_\_\_918-647-1372

Poteau Police Department\_\_\_\_\_918-647-8620

Residential Director \_\_\_\_\_918-413-1618

Assistant Residential Director\_\_\_\_\_918-413-4172

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Alltel Telephone Service\_\_\_\_\_1-800-537-7755

*(use 911 addresses – physical address; see page 21 for address)*

SuddenLink (Cable)\_\_\_\_\_1-877-423-2743

*(use 911 addresses – physical address; see page 21 for address)*